The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution　　　　　　　　　: **Anglo Sanskrit College for Women, Khanna**

　　　　　　　　　　　　　　　　　　　　(A.S. College for Women, Khanna)

- Name of the Head of the institution : 　**Dr. Meenu Sharma**

- Designation: **Principal**

- Does the institution function from own campus: **Yes**
- Phone no./Alternate phone no.: 　　01628220570

- Mobile no.: 　　9872207005

- Registered e-mail: **ascollegeforwomen@gmail.com**

- Alternate e-mail : **ascollegeforwomen@gmail.com**

- Address　　　:**Anglo Sanskrit College for Women, Amloh Road**
- City/Town　: **Khanna**

- State/UT　　: Punjab
- Pin Code　　: 141401

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Women**
- Location : Rural/Semi-urban/Urban: **Semi-urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
  (please specify) : **Grants-in aid/ UGC 2f and 12 (B)**

- Name of the Affiliating University: **Panjab University, Chandigarh**
- Name of the IQAC Co-ordinator : **Dr. Prabhjit Kaur**
- Phone no. : 8146100847

  Alternate phone no. 01628222747

- Mobile: 8146100847

- IQAC e-mail address: ascw.naac@gmail.com

- Alternate Email address: ascollegeforwomen@gmail.com

3. Website address: www.ascwkhanna.com

Web-link of the AQAR: (Previous Academic Year):
http://www.ascwkhanna.com/downloads/aqar 2018.19.pdf

4. Whether Academic Calendar prepared during the year?

Yes/No. Yes, it is uploaded on the Institutional website:

Weblink: http://www.ascwkhanna.com/downloads/academic.calendar

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B++	82.40	2005	**from:28/02/2005 to: 27/02/2010**
2nd	A	3.01	2016	**from:25/05/2016 to:24/05/2021**
3rd	-	-	-	from: to:
4th	--	-	-	from: to:
5th	--	-	-	from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: **01-08-2003**

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/benefi ciaries
1.Meetings of IQAC	23/8/2018 Discussion regarding Two Best Practices in session 2018-19 24/9/2018 Conduct of Seminar on Personality Development 10/11/2018 Plan for Admission Promotion Programme, Plan for starting 10+1 in the college 16/11/2019 Conduct of Personality Development English speaking skills, Etiquettes and Moral values. 25/1/2019 Discussion regarding preparation of self study report to be submitted to NAAC. 22/2/2019 Preparation of Pamphlets for Admission promotion.	7 9 10 6 5 8
2. Submission of AQAR.	AQAR 2015-16 submitted to NAAC AQAR 2016-17 submitted to NAAC AQAR 2017-18 submitted to NAAC	20/8/2016 28/11/2018 23/12/2018

Note: Some Quality Assurance initiatives of the institution are:
   (Indicative list)
- *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
- *Academic Administrative Audit (AAA) conducted and its follow up action*
- *Participation in NIRF*

- *ISO Certification*
- *NBA etc.*
- *Any other Quality Audit*

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
A.S.College for women, Khanna	Solar System	Punjab Govt.	6 months	2,50,000/-
A.S.College for women, Khanna	R.O. System	Punjab Govt.	6 months	2,00,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

 *upload latest notification of formation of IQAC

IQAC Composition and Activities

No. of Teachers	08
No. of Administrative/Technical staff	06
No. of students	01
No. of Management representatives	01
No. of Alumni	01
No. of any other stakeholder and Community representatives	01
No. of Nominees from Employers/ Industrialists	02
No. of other External Experts	01
Total No. of members	**21**

10. No. of IQAC meetings held during the year: **6**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website :-- www.ascwkhanna.com
Yes/No

1.	23/8/2018	Discussion regarding Two Best Practices in session 2018-19
2.	24/9/2018	Conduct of Seminar on Personality Development
3.	10/11/2018	Plan for Admission Promotion Programme, Plan for starting 10+1 in the college
4.	16/11/2019	Conduct of Personality Development English speaking skills, Etiquettes and Moral values.
5.	25/1/2019	Discussion regarding preparation of self study report to be submitted to NAAC.
6.	22/2/2019	Preparation of Pamphlets for Admission promotion.

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   **No**

If yes, mention the amount: Year:

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

    * Seminar on Personality Development held on 13-11-18

    * Seminar on Spoken English Skills held on 21-11-18

    * Feedback from students, teachers, parents and alumni.

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

Plan of Action	Achievements/Outcomes
1. Purchase of land for College campus	1. Deal for purchase of land is in process.
2.Introduction of Wi-Fi facility in the College campus	2. Wi-Fi facility has been installed in the college.
3. Expansion of College library	3. Separate staff reading room has been added to library.
4. To apply for affiliation of two Post Graduate Course i.e. M.Com, M.A. in Punjabi and M.A. in History and one under Graduate Course B.Sc. Home Science.	4. Applied for the courses with the University
5. To apply for affiliation of Add-on-courses a) Cosmetology b) Web designing c) Animation and Graphics d) Journalism e) Yoga and Mental health f) Apparel Manufacturing and technology g) Food preservation	5.Applied for the courses with the University
6. To motivate participation in seminars/workshops/conferences/extension lectures, publish books and articles, provide research guidance, pursue research projects and develop linkages with professional societies, clubs, NGOs and alumni association.	6. We keep on motivating the students participating in seminars. Different workshops , Conferences & Extension lectures are organized for the knowledge of the students. Articles, books publications & research projects are also presented by our staff members.
7. To organize National Conference in the subjects of Maths, Economics, Hindi and Sociology	7.Our college organized National Conference in the subject of Hindi during the session 2018-19.
8. Air Conditioning of College Auditorium.	8. Air conditioners were installed in the college auditorium.
9. Provide Scholarships to the meritorious students.	9. Scholarship to meritorious students is being given to the students.
10. Conduct personality grooming session for students.	10. Personality Development sessions are being conducted regularly for the students.
11.Setting effective communication with parents through interactive websites and mobile apps.	11.Communication with parents are being done through e-messages and website.

14. Whether the AQAR was placed before statutory body?   Yes /No:

    Name of the Statutory body: **IQAC Team**

Date of meeting(s):

1.	23/8/2018	Discussion regarding Two Best Practices in session 2018-19
2.	24/9/2018	Conduct of Seminar on Personality Development
3.	10/11/2018	Plan for Admission Promotion Programme, Plan for starting 10+1 in the college
4.	16/11/2019	Conduct of Personality Development English speaking skills, Etiquettes and Moral values.
5.	25/1/2019	Discussion regarding preparation of self study report to be submitted to NAAC.
6.	22/2/2019	Preparation of Pamphlets for Admission promotion.

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

    Yes   Date: 18 – 20 April, 2016

 16. Whether institutional data submitted to AISHE: Yes/No: Yes

        Year: 2018-19   Date of Submission: 26/6/2020

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

    If yes, give a brief description and a list of modules currently operational.
    (Maximum 500 words)

    Admission process: Admission process starts as per planned schedule given by Panjab University every year with the change of session. Admission forms are attached with prospectus. The students have to fill the admission forms writing all the academic, co-academic and other information on the form. Registration procedure is adopted for the admission of B.Com. stream students. All the documents have to be attached to the admission form for the verification of the information. Attested copies of the University/Board certificates of the last examination passed by the candidate, character certificate, date of birth certificate, caste certificate issued by SDM or Class I Magistrate (for SC/ST students only), migration certificate, four passport size photographs and all original certificates have to be produced before the Admission committee at the time of admission.

Condition for Admission: After passing out +2 Examination from Punjab School Education Board or other school board students can get admission within normal admission dates. If the result of +2 is late, candidate can get admission within ten days after declaration of the result. Her lectures are counted from the date of admission and this information is conveyed to students . If the result is late, the student can get admission provisionally. Students belonging to SC and other backward classes are required to fill in their scholarship form alongwith following documents: (1) Caste certificate issued by specific authorities. (2) Income certificate of parents (3) Domicile certificate and Aadhar Card. All this information is conveyed to students through College prospectus.

Internal Assessment: Proper record of class tests and assessment tests is kept. Assessment proforma is prepared keeping in view the tests taken in the month of August, September and October. Assignments and presentations are given by the students and assessment is prepared on the basis of performance of the students. Assessment criteria is announced by the teacher in the classes.

Administration: The college Principal acts very vigilantly to check the proper record of 75% attendance, academic results , regularity of classes and presence of the teacher in time. Disciplinary action is taken if there is any discrepancy seen in any field.

Academic Activities: The information related to the student's attendance and results is regularly submitted in the office.

Maintenance of Infrastructure: Committees have been formed for the repair and maintenance of infrastructure of the institution, receiving tenders, preparing comparative statements, placing orders and the necessary administrative approvals.

Time Table: Senior and competent teachers are given duties for the preparation of academic calendar, co-academic calendar and time table.

Attendance: At the beginning of every session, all the students are given instruction in classes that 75% attendance is must for them to appear in University exams. Continuous 7-days absent students are brought out and kept in record. In case of illness, students have to submit medical leave. At the end, if any student is having the shortage of lectures, special classes are arranged for them so as to fulfil the criteria of minimum attendance.

Appointment of Examiners: For the conduct of practical exams. of different undergraduate classes, examiners from outside colleges are appointed as per the prior approval of the college Principal.

The faculty members of the institute can apply for different types of leaves and information goes for necessary approval of the same simultaneously.

Faculty service records: Faculty service record is kept properly in the personal files of all the faculty members and is analysed from time to time.

Accounts and finance: accounts of the institute and finance is running systematically with all its functions. The college superintendent, accountant and non-teaching staff work collectively for systematic functioning.

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.

Curricular developed by the college is relevant as to fulfil our need for regional development. Different courses are offered and flexibility after the choice of different streams is offered to the students by the college. The chairperson of the college has well planned these courses to give value-based & job oriented education for the fulfilment of our goal & mission of the well reputed institution of the area. Various plans are applied by the institution for the implementation of the curriculum as:-

- The college has remained so liberal by way of providing a wide range of subject combinations and optional papers at UG and PG level. At UG level, the college offers 04courses, B.A., B. Com, BCA, B.Sc.F.D and at PG level 05 courses, M.A. Hindi, M.A. Eco, M.A. Soc, M.Sc. Maths, PGDCA and 02 Add-on courses in Communicative English and Computer Based Accounting.

- The college being affiliated to Panjab University, Chandigarh follows the norms and rules as prescribed by P.U. as far as curriculum, admission and evaluation processes are concerned.

- Full support to the teachers is provided by the university in many ways as providing Academic Calendar, the entire syllabus, pattern of question papers, list of practical examinations, offering selective subjects, making provision of Research Journal's publication.

- The syllabi has been prepared by the University and few of the faculty members as being members of Academic Boards, Boards of studies or as members of sub-committees show their participation in the process of restructuring of the syllabi.

- Faculty members and the students are provided schedule of work at the start of the session.

- Proper records of the class work, tests and attendance is maintained by the staff members as well as monitored by HOD's.

- Internet facilities are being provided to the staff members as well as the students.

- Faculty members are always motivated to attend seminars, conferences, workshops, refresher courses and orientation courses.

- Faculty members are always encouraged to use Audio-Visual techniques for making teaching effective.

- Students are uploaded with latest study material regularly.

- Students are imparted knowledge through Library services with a wide range of reference books and journals/periodicals.

- Proper feedback is taken from the students through the meetings of CA, consisting of students from Sports, Academic and Co-Academic activities.

- Value based education being imparted to the students.

- All the willing candidates are provided proper counseling during the admission period who help and assist the willing candidates in selection of subjects with special attention being given to socially and physically challenged candidates

- Students are motivated by Alumni Association and well-wishers in many ways and are also encouraged as prizes are given to them both for Academic and Co-Curricular activities.

- The college has remained liberal in granting financial aid to meritorious students, sports persons, financially weak and other needy students out of Government fund, Management fund and student aid fund.

- Special efforts are made by the college to integrate technology with teaching learning process as availability of computer labs as well as LCD and overhead projectors facilitate computer aided teaching and enrich the teaching learning process.

- A wide range of E-learning resources through the programme INFLIBNET is being provided to the faculty as well as the students.

- Extension lectures are organized at small intervals and eminent personalities are invited to deliver these lectures.

- Special tests as well as special classes are conducted for those students, not qualifying university conditions in their house tests, conducted twice in a session.

- To get the evaluative feedback, Alumni meets are also held at regular intervals.

- Various crash courses are being run and workshops are being organized every year for the overall development of the students.

- Allocation of courses to be followed for teaching given by the department for the implementation of the curriculum in a systematic manner.

- The admissions to various classes are made in accordance with the procedures by the P.U. detailed notification of admission is displayed on the college website as well as through pamphlets, banners and local newspapers. This helps in the prospective candidates in surrounding areas to give easy access to the admission process.

- Enriching the learning experience of the students, many activities are organized by various Depts. Such as guest lectures, educational tours, competitions, seminars, workshops as well as specific day celebrations. More emphasis has been placed on the learning skill of the students through presentations.

- IQAC ensures and monitors the quality of education being provided to the students as well as the regular feedback obtained from the stakeholders.

- Various departments are motivated by the institution to organize educational trips and Industrial visits.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
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1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
----	**----**	**----**	**----**

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	UG and PG	Program Code/Course Code	Year of implementation of CBCS/elective course system
(A)	B.A.	B.A.	1973
	Punjabi(C)	PBC	1973
	English(C)	ENG	1973
	Punjabi(E)	PBI	1973
	Hindi(E)	HIN	1973
	Sanskrit(E)	SKT	1973
	English(E)	ENO	1973
	History	HIS	1973
	Economics	ECO	1973
	Pol. Sc.	POL	1973
	Music	MUI	1973
	Physical Edu.	PED	1973
	Home Sc.	HMS	1987
	Computer Sc.	CSC	1999
	Maths.	MAT	1999
	Sociology	SOC	2005
	Dance	DAN	2013
(B)	Commerce	B.Com	1999
	B.Com. Hons. II	Management Studies	2015
	B.Com. Hons. III	Management Studies	2015
(C)	MA (Hindi) II Patrkarita ka Sidhant	PKS	2015

	aur Swarup		
	MA (Economics) 3rd and 4th Sem. Economics of Agriculture	EOA	2005
	Mathematical Economics		2005
	Economics of Money and Banking	EMB	2005
	Economics of Population	EOP	2015
	MA (Sociology) 2nd Sem. Social Dimensions of Development	SOC-0-621	2013
	Sociology of Urban Settlements	SOC-0-721	2013
	MA (Sociology) 3rd and 4th Sem. Social Development in India	SOC 632	2013
	Problems of Urban India	SOC 732	2013
	Environmental crisis and sustainable development	SOC0644	2013
	Social Problems	SOC0942	2013
	M.Sc. Maths. 3rd and 4th Sem. Probability and mathematical statistics-I	661s	2013
	Special functions	675s	2013
	Linear programming	678s	2013
	Probability and mathematical statistics-II	681s	2013
	Integral transformation	695s	2013
	Non-linear programming	698s	2013

Already adopted (mention the year)			

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

Name of the Course	Certificate	Diploma Courses	Advanced Diploma Course
Add-on-course in Communicative English	11	01	01
Add-on Course in Computer Based Accounting	22	07	24

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
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1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
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1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents

Yes	Yes	No	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)
Institute receives feedback from the students every semester, after the end of semester examination. The students give feedback for all the theory and practical courses taught to them in the semester. The general assessment points of the feedback are based on question based syllabus, acceptability of syllabus, assessment of answer books, satisfaction about teaching methodology and teachers' approachability towards students. The institute evaluates teachers' ability to teach subject and control the class, syllabus coverage, organization of lectures, use of modern tools of pedagogy etc. on a grade of 5 scale with no 5 i.e. strongly agree meaning the best performance. Alumni feedback is also received whenever Alumni program such as Alumni Meet is organized in the institute during academic year. The Feedback from Alumni is drawn by the institute with the evaluation of subject knowledge of the program, level of meeting expectation, progress of Alumni in career after graduation, impact of training, motivation at institute, impact of training at ICT on personality, maturity, social skills, ability to take decision, ability to manage finances and presentation skills at the work place . The college takes feedback on a 5 point scale on 1 to 5 with 1 at strongly disagree and level 5 at strongly agree. The feedback from the employers highlights the evaluation parameters in the form of Curriculum, Teaching, Learning and Evaluation. The institute gets help by the analysis of this feedback in various trainings related to skill development. It also helps in determining overall employability of our students at various levels. The feedback obtaining from the parents also helps the institute in reestablishing the administration, accommodation, general ambience, the skill development of the ward and suitability of the courses for the career growth of the ward.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A.I	Open	140	140
BCA –I	40 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	17	17
B.Com (Hons)–I	70 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	53	53
B.Sc- F.D. -I	40 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	17	17
M.A. Hindi	60 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	8	8
M.A. Economics	60 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	9	9
M.A.Socology	60 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	11	11
M.Sc Maths	60 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	11	11
PGDCA	40 +2 Seats for rural students +1 Seat for border area +2 seats single girl child + 1 seat for Cancer/Aids/ Thalassemia Patient +1 Kashmiri displaced person	7	7

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	700	95	39	--	12

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	Number of smart classrooms	E-resources and techniques used
51	51	Laptop+ Computer-110 Projector- 05 Visualiser- 01	04	04	INFLIBNET

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

In every session tutorial groups are held as per the planned schedule. In this way we mentor the young minds of our college. During the session as many as 650 students attended these tutorial groups. They were divided in 26 groups. For undergraduate classes, two teachers were assigned the duty to guide the students for various matters and for post graduate classes, one teacher is assigned this duty. Students openly discuss on the particular idea, problem or any topic given to them. This year 4 topics were under discussion. First is regarding Awareness of Reduce, Reuse & Recycle the plastic material. Students were told not to use plastic bags. Cloths bags should be used to carry any vegetables, eatables & other material. In the waste & throw-away plastic can be brought in use, then it should be recycled and changed in valuable usable things. During the second tutorial group students were made aware about the Voting System. Students were told that it is necessary for all of them to prepare their vote at the age of 18 to empower the democratic system of our nation. Every student should know the importance of her basic rights. Right to vote helps in choosing their responsibilities in political system to make the functioning smooth & beneficial for all. They must use their individual identity & power. Their vote is the proof of their Citizenship. They must prepare their vote & then it is their duty to cast the same for the selection of any deserving candidates.

In third tutorial meeting, students were made aware about the strength of the college. All students were motivated & given inspiration to increase the number of students of our college. It is the usual practice with the teachers that every session teachers approach various heads of institutions for admission promotion. They visit personally in different groups in different institutions and bring their contact numbers. All the parents were given telephonic message later on to remind them for the admission of their wards in our college. In this way our teaching staff did a lot of hard work to increase the no. of the students & for admission promotion in the college. All the students were given guidelines and instructions to motivate all other pass-out students to get admission in our college. Keeping in view the good results of our college. In the fourth meeting feedback performas are filled by the students about the performance of the teachers in various classes as we believe that students are the best judge of everything. In these performas, students expressed directly what are the positive & negative points in the teaching of particular teacher. They never hide any thing while filling this performa. Through these mentor groups all the students are conveyed about the presentation, discipline, moral values, punctuality and guidelines to read their psychology.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
795	47	16.91:1

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 (2018-19)	No. of faculty with Ph.D
24	19	05	---------	11

2.4.2 Honours and recognitions 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
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2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BA		1st	26-12-2018	29-03-2019
		2nd	01-06-2019	30-07-2019
		3rd	26-12-2018	01-03-2019
		4th	31-05-2019	20-07-2019
		5th	26-12-2018	20-02-2019
		6th	01-06-2019	30-06-2019
B.Com.		1st	26-12-2018	05-02-2019
		2nd	30-05-2019	12-07-2019
		3rd	26-12-2018	01-02-2019
		4th	31-05-2019	17-07-2019
		5th	26-12-2018	04-02-2019
		6th	29-05-2019	17-06-2019
BCA		1st	19-12-2018	22-01-2019
		2nd	31-05-2019	10-07-2019
		3rd	18-12-2018	23-01-2019
		4th	25-05-2019	06-07-2019
		5th	15-12-2018	18-01-2019
		6th	14-06-2019	03-06-2019
B.Sc. F.D.		1st	17-12-2018	03-04-2019
		2nd	31-05-2019	06-08-2019
		3rd	18-12-2018	14-03-2019
		4th	25-05-2019	26-07-2019
		5th	26-12-2018	13-03-2019
		6th	14-05-2019	23-07-2019
MA		1st	24-12-2018	07-03-2019

Hindi				
		2nd	27-05-2019	01-08-2019
		3rd	22-12-2018	01-03-2019
		4th	29-05-2019	02-08-2019
MA Eco.		1st	22-12-2018	08-03-2019
		2nd	27-05-2019	13-08-2019
		3rd	24-12-2018	13-03-2019
		4th	31-05-2019	02-08-2019
MA Socio.		1st	24-12-2018	13-03-2019
		2nd	31-05-2019	20-08-2019
		3rd	24-12-2018	15-03-2019
		4th	31-05-2019	27-08-2019
M.sc. Maths.		1st	24-12-2018	20-03-2019
		2nd	31-05-2019	05-08-2019
		3rd	22-12-2018	28-03-2019
		4th	30-05-2019	06-08-2019
PGDCA		1st	24-12-2018	03-04-2019
		2nd	25-05-2019	14-08-2019

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

- Students of all odd semester classes are required to appear in monthly tests in August, September & October. Students of all even semester classes are required to appear in monthly tests in Feb, March and April. The duration of monthly test in August, September, February and April, of 45 minutes consisting of 15 marks, whereas, it of 1.30 hours in October and consisting of 40 marks.
- According to Panjab University rules 10% internal assessment calculated on the proposed formula in order to maintain uniformity in calculating the internal assessment in Under Graduate semester classes by all the affiliated colleges of Panjab University.
  I) Class Test 5% ii) Academic Activities (Semester, Project and Assignment) 3% iii) Attendance 2%
- The Principal at her discretion may give a special test for valid reasons to the students who fail to quality class tests but the students cannot claim it as a matter of right.
- If any students is found guilty of copying, she is fined and serious action is taken against her.
- Special tests and special classes are arranged for the students who couldn't appear in house examinations due to some genuine reasons and for those students who fall short of the attendance.

- Attendance Regulation Committee has been formed. As per the committee, 7-days continuously absentee report of students is taken from the teaching staff at regular intervals and the parents are informed through SMS and they are asked to meet the conveners of concerned class at the given time and date.
- At the end of each month, each staff member has to give the report of irregular students. Parents are informed monthly about the shortage of lectures of their ward by post.
- Parents are informed about results of house examinations through post.
- Class tests are conducted and record is maintained regularly.
- Process of rechecking is adopted after results for the convenience of the students.
- Bar coding is adopted by the Affiliating University.
- Parent Teacher Meet (PTM) is another measure adopted by the College to bring transparency between the parents and the college.

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

Every year Academic Calendar is prepared in our college. Admission schedule is prepared as per the dates mentioned in university calendar. The college opens every session with normal admission for ongoing and new classes. Late admission is allowed by the Principal of the college with late fee. Teaching starts as per the declared schedule. Time table is prepared by the teaching staff and displayed on notice board & in the staff room. Groups are made and displayed on notice boards and notified to students. All the heads of different departments make term-wise division of syllabus. They prepare Departmental registers and write every detail of staff meeting with other members of department & all the monthly meeting with the college Principal. They maintain the proper record and apply the instruction given to the staff members during their meeting with Madam Principal.

In this way keeping the detailed record of monthly tests in August, September, October & attendance in classes, they prepare the assessment marks given to every student on the basis of

calculated total marks. This is all transparent application. No one can get less or more marks. It is the annual practice that we collect articles from the students of all classes and submit the same to the chief-editor. As per instructions given by H.O.D.'s all the teachers prepare question paper related to different classes and submit the same to dean academics. From the beginning of the session all the teachers submit lecture shortage of the students in the office and simultaneously parents are informed about the shortage of the students. Parents teachers meetings are held. Parents visit the college campus regarding any complaint given to them by the teachers. We held departmental meetings, meetings of IQAC and Attendance Regulation committee with college Principal. Special classes are organized for the students having less than 75% attendance. Special class tests are taken from the students who could not appear in monthly class tests due to co-academic activities/sports activities/medical cause in the last week of November. Meeting are held regarding updating and revision of college prospectus & college Magazine "Avastha".

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)

College clearly communicates programme outcomes, Programme specific outcomes and course outcomes of all programmes through website. It is communicated to the teachers and students as well. Hard copies of the syllabi are made available in the college library. These syllabi are also handed over to staff and students of the college in the form of printed schedule of work. The college website committee updates the achievements, results or any other relevant information on college website : www.ascwkhanna.com regularly.

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
BCA	BCA 6th Sem	10	10	100%
B.Com	B.Com 6th Sem	66	53+11=64	100%
B.A.	B.A. 6th Sem	182	114+41=155	
B.Com	B.Com 6th Sem (Hons)	55	42	94.44%
B.Sc (FD)	B.Sc (FD)6th Sem	20	18+2 =20	100%
M.A.Hindi	M.A. 4th Sem	18	11	61.1%
M.A. (Eco)	M.A. 4th Sem	12	10	83.3%
M.A. (Soc)	M.A. 4th Sem	8	7+1=8	100%
M.Sc(Math)	M.Sc 4th Sem	8	2	25%
PGDCA	PGDCA 2nd Sem	7	6	85.71%

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)   **Not conducted**

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 Academic year
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored Projects	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students Research Projects *(other than compulsory by the College)*	--	--	--	--
International Projects	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

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(s)
Women Empowerment	Placement Cell	04-04-2019

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
No				

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

Incubation Centre	Name	Sponsored by
	N.A.	

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards   N.A.

State	National	International

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

Name of the Department	No. of Ph. Ds Awarded
N.A.	

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

	Department	No. of Publication	Average Impact Factor, if any
National		N.A.	
International			

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

Department	No. of publication
Hindi (Dr. Naina Sharma)	2
Hindi (Ms. Tamanna Sharma)	1

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
			N.A.			

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
				N.A.		

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	--	2	--	--
Presented papers	2	2	--	--

Resource Persons	1	1	--	--

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 **co-ordinated** such activities	Number of students participated in such activities
Republic Day	NSS & NCC	2	
Independance Day	NSS & NCC	3	
Sadbhawna Divas	NCC & NSS	3	200
			240
Awareness about Voting Right	NCC & NSS	3	240
			250
Annual Training Camp	4 Pb Girls BN NCC, Patiala	1	26
Himachal Trekkig Camp	4 Pb Girls BN NCC, Patiala	0	06

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	No. of Students benefited
--.	--	--	**--**

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 **coordinated** such activities	Number of students participated in such activities
Swachhta Pakwada	NSS Unit	NSS Camp	3	100

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
--	--	--	--

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant
--	--	--	--	--

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 and Activities	Number of students/teachers participated under MoUs
--	--	--	--

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	Budget utilized for infrastructure development

	augmentation	
	10,00,000	8,61,110

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	4.53 acre	--
Class rooms	25	--
Laboratories	12	--
Seminar Halls	One	--
Classrooms with LCD facilities	One	--
Classrooms with Wi-Fi/ LAN	--	One
Seminar halls with ICT facilities	One	--
Video Centre	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year 2018-19	15	02
Value of the equipment purchased during the year (Rs. in Lakhs) 2018-19	Rs. 5,484,140/-	Solar System-5,20,000/- R.O. System -3,41,110/-
Others		

4.2 Library as a Learning Resource - 2018-19

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Advanta innovation	Partially	ERP 5.721	2004

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27360	4325697	08	Nil	27368	43,25,697/-
Reference Books	808	524724			815	524724
e-Books						
Journals	70	14481	22	24356	70	38837
e-Journals						
Digital Database						
CD & Video	180	7305				7305
Library automation						
Weeding (Hard & Soft)						
Others (specify)						

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others Laptop
Existing	101	74	6	-	-	17	-	50 MG BMS	4
Added/shifted	-	4	-	-	-	-	02	-	-
Total	106	78	6	-	-	11	02	-	4

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

50 MGBPS 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
-	Nil

4.3.4 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
-	-	-	-

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 incurred on maintenance of physical facilities
Academic Facilities	**Principal A/c**	**Management A/c**	**Total**
5,00,000	**4,49,108**	**10,00,000/-**	**846302**

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 institution has a well-defined policy for creating and enhancing the infrastructure to facilitate quality education and effective teaching-learning process.

   Proposals prepared before the start of financial year are discussed in meetings with working members of Management, College Advisory Committee, Purchase Committee, Maintenance of College Building and infrastructure Committee. There is a consistent effort towards modernising the teaching technologies involving purchase of computers, internet connection (broadband), equipments for labs. Library and other learning resources are made more easily accessible and special care is taken for the up gradation of the same.

   The policy regarding the infrastructural enhancement goes through various stages while channelization. At first stage, the infrastructural requirements are determined. These requirements are in accordance with the introduction of new subjects/courses, students' feedback and the increasing strength of the students. At second stage, the required changes are enlisted on priority basis and availability of funds. At third and final stage, the purchase and supply of the infrastructure is made on Quotation basis. The quotations are invited from different suppliers to make a comparative study. After thorough analysis the most economical and the best quality options are chosen to ensure the proper utilization of grants and funds. At the end of every academic session, there is a provision for Stock-checking. It makes sure that all the infrastructural amenities are utilized at the fullest and also maintained properly. The Advisory Committee in collaboration with other committees like Building Committee, Purchase Committee and the Local Managing Committee ensures the optimal allocation and utilization of the available financial resources for maintenance and upkeep of the various facilities. The Heads of Departments prepare the proposals as per the requirements of their respective departments.

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	Student aid fund	145	1,56,000
Financial support from other sources			
a) National	Post Matric Scholarship to S/C Students	22,00,281	101
	B/C Students	84720	4
	TOTAL	**22,85,001**	**105**
b) International		Nil	Nil

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 implementation	Number of students enrolled	Agencies involved
Bridge Course	07th May, 2018	38	Computer Science Department

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

Year	Name of the	Number of benefited students by Guidance	Number of benefited students by Career	Number of students who have passed in the	Number of students

	scheme	for Competitive examination	Counselling activities	competitive exam	placed
2018-19	Registration in GGR Portal	---	23	-----	17

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	No. of grievances redressed	Average number of days for grievance redressal

The college has made a Grievance Redressal Cell to check the grievance of the students. A complaint box has been installed for the submission of offline student's grievances. After receiving the complaint the matter is discussed in meeting and solution is provided to the students. Suggestion related to academic activities, welfare of the students & progress of the institution are given by the members to make the leaching-learning process effective, beneficial and to make the atmosphere of the college god and congenial for the academic progress.

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	-

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	02	BCA ASCW Khanna	Computer Science Dept.	PIMT, CGC Ludhiana	MCA
2017-18	01	B.Sc (FD) ASCW Khanna	Fashion Designing Dept.	Continental College Fathegarh Sahob	M.Sc (FD)
2017-18	04	M.A. Sociology ASCW Khanna	Sociology Dept.	Desh Bhagat College, MGG	B.Ed
	01	" "	" "	Punjabi University Patiala	Ph.D
2017-18	05	M.A. (Hin) ASCW Khanna	Hindi Dept.	A. S.College of Education, RIMT, Doraha	B.Ed
2017-18	02	M.A. (Eco) ASCW Khanna	Economics Dept.	A. S.College of Education	B.Ed
2017-18	11	B.Com ASCW Khanna	Commerce Dept.	A.S.College, Khanna	M.Com
	14	" "	" "	Guru Granth University, Private,Banda Bahadur, Punjabi University, IGNOU	M.Com
	04	" "	" "	Banda Bahadur Guru Granth University,	MBA

				Fathegarh Sahib, Chandigarh University	CA
	01	" "	" "	Fathegarh Sahib, Chandigarh University	CA
	01	" "	" "	LPU Univeristy	MCA
2017-18	5	B.A. ASCW, Khanna	BA	A.S.College, Khanna, Private	M.A.(History)
	3	" "	" "	" "	M.A. (Eng)
	4	" "	" "	" "	M.A. (Soc)
	5	" "	" "	" "	M.A. (Hin)
	7	" "	" "	" "	M.A. (Pol. Sci)
	2	" "	" "	" "	M.Com, MBA
	5	" "	" "	A.S.College of Education, Pine Grove College, Bassi,	B.Ed
	3	" "	" "	A.S.College, A.S.C.W,Khanna	M.Sc (Math)
	03	" "	" "	A.S.C.W.Khanna	M.A. (Eco)

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	No. Of Students selected/ qualifying	Registration number/roll number for the exam
NET	01	
SET	-	
SLET	-	
GATE	01	
GMAT	-	
CAT	-	
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Date	Participants
Minor Games (National Sports Day Celebration)	College level	29-8-2018	100
College Annual Sports Day	(Intramural Competitions)	11-3-2019	600
Havan	College level	28-07-2018	792
Independence Day	College level	15-08-2018	230
Sadbhawna Divas and Tree Plantation	College level	20-08-2018	240
Sanskrit Divas	College level	27-08-2018	48
Talent search and Teej	College level	25-08-2018	792
Teacher's Day	College level	05-09-2018	525
World Literacy Day	College level	08-09-2018	137
Hindi Divas	College level	14-09-2018	108

Gandhi Jayanti	College level	02-10-2018	170
Quiz	College level	04-10-2018	170
P.P.T.	College level	15-10-2018	78
Vigilance Awareness Week	College level	29-10-2018 to 04-11-2018	792
National Education Day	College level	12-11-2018	100
Seminar on Personality Development	College level	13-11-2018	792
P.P.T. on e-waste	College level	14-11-2018	78
Human Rights Day	College level	17-11-2018	135
Seminar on English speaking skills	College level	21-11-2018	792
Gurupurab	College level	22-112018	525
NSS Day	College level	02-01-2019 to 08-01-2019	100
Lohri	College level	13-01-2019	30
Mock Test	College level	11-02-2019	254
Punjabi Bhasha Divas	College level	21-02-2019	525
Basant utsav	College level	23-02-2019	197
Republic Day	College level	26-01-2019	230
International Women's Day	College level	08-03-2019	137
Social justice Day	College level	19-03-2019	154
World water Day	College level	22-03-2019	50
Homage to martyrs of Jalliawala Bagh	College level	01-04-2019	792
Women Empowerment	College level	04-04-2019	792
Farewell Party	College level	23-04-2019	556

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/ International	Sports	Cultural	Student ID number	Name of the student
2018-19	Silver Medal in P.U. Karate Inter College Competition	Inter College Level			362	Ayushi Yadav
2018-19	Bronze Medal in Boxing P.U. Inter College Competition	Inter College Level			643	Babita Rani
2018-19	District level Wresting	Gold Medal			302	Samriti
2018-19	District level Wresting	Gold Medal			643	Babita Rani
2018-19	District level Wresting	Gold Medal			362	Ayushi
2018-19	District level Wresting	Silver Medal			87	Ankit
2018-19	District level Boxing	Silver Medal				Sukhpreet

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

The student council (Central Association) of the college comprises of students from all categories like sports, academic and co-academic activities. The college has been forming Central Association through democratic elections since its inception. Students cast their votes in the college and select their representatives. During assembly, the students give their self – introduction and through canvassing process, they ask other students for votes. The entire process is done in a very disciplined and transparent manner. All the elected candidates make the team of Central Association and are honoured by the college Principal and other concerned staff members with badge ceremony on the stage. From this day, all these members are bound with their duties. This year also on 31-08-2018, elections were held for the President, vice-president, secretary, joint secretary and class representatives of various classes. The responsibility of holding these elections is given to the Incharge, Central Association. The elected students help in maintaining the discipline in the institution and also work for the welfare of the students. Central Association consisted of 30 students namely President, vice president, secretary,joint secretary, NCC president, NSS president, two representatives of sports, editor of college magazine Avastha, two representatives of cultural and dramatic society, class representative of post-graduate classes, B.A., B.Com., B.sc.(F.D.), B.C.A., toppers of MAII (Hindi), MAII (Eco.), MAII (Sociology) and M.Sc.II(Maths.), BAII, BAIII, B.Com II, B.Com. III, B.Sc.(F.D.) II, B.Sc.(F.D.) III, B.C.A. II and B.C.A. III. The students are educated about the process of voting system. Central Association actively participated in the celebration of Independence Day and Republic Day in the college campus. C.A. students participated in seating arrangement, welcoming the guests and their refreshment. It is the routine practice that we hold Monday morning assembly in the college where students perform discipline during assembly. During sports meet, which is the major function and is celebrated on large scale, maximum help is provided by Central Association

members to keep discipline and peaceful celebration. All the arrangements regarding Lohri celebration made by C.A. members. They made arrangements of bonfire, prashad. Bouquets, seating arrangements refreshments etc. In this way, central association (students council) made significant contribution in the administrative functioning and development of the institution.

1) Elections were conducted to form Central Association.
2) The representative of different societies are chosen as member of Central association.
3) Central association participate in 15th August and 26th January celebration.
4) Central association member perform discipline duty during assembly and sports meet.
5) Lohri was celebrated by Central association.
   Central Association (student council)

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of registered enrolled Alumni:

80

5.3.3 Alumni contribution during the year (in Rupees) **:**

20,000/-

5.3.4 Meetings/activities organized by Alumni Association **:**

Nil

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 (2017-18)(maximum 500 words)

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes:

Admission Process:--Admission process starts as per planned schedule every year with the change of session. Admission forms are attached with prospectus. The students have to fill the admission forms writing all the academic and other information on this form. Registration procedure is adopted for the admission of B.Com stream students. All the documents have to be attached to the admission form for the verification of the information. Attested copy of the university/board, certificates of the last examination passed by the candidates, character certificate, certificate regarding date of birth, caste certificate issued by the SDM of Class-I Magistrate (for SC/ST students only), migration certificate, four passport size photographs and all original certificates must be produces before the Admission Committee at the time of admission.

Condition for admission:-

1) After passing out +2 examinations from Punjab School Education Board or another school board can get admission within normal admission date, candidate can get admission within ten days after declaration of the result. Her lectures will be counted from the date of admission.

2)If the result is late, the candidate can get admission provisionally.

3) Students belonging to scheduled caste & other backward classes are required to fill in their scholarship form alongwith following documents:-

i)Caste certificate issued by specific authorities.

2)Income certificate of Parents.

3)Domicile certificate & Aadhar Card.

Assessment:-

Proper records of Assessment tests and class tests per students is kept. Assessment schedule is prepared keeping in view the tests taken in the month of August, Sept & Oct. Assignments are calculated & seminars are taken o judge the ability of the students.

Administration :-

The college Principal acts her vigilantly to check the proper record of 75% attendance, academic results, regularly of classes & presence of the teachers in time. Disciplinary action is taken strictly if there is any discrepancy seen in any field.

Academic Activities:-

The information related to the student's roll number, their attendance, results is regularly submitted in the office.

Maintenance of Infrastructure:-

Committee have been formed for the repair & maintenance of institution's infrastructure, receiving tenders, preparing comparative statements, preparing and placing orders and the necessary administrative approvals.

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)**:**

❖   Curriculum Development - ----- According to University norms, we keep the proper record of class tests taken in the month of August and September of fifteen marks each for undergraduate classes and of 25 marks for post-graduate classes. In the month of October, 40 marks test is taken. There is also provision of Special tests for those students who participated in Youth Festival, sports activities or any other competitions. Assessment of the students is prepared on the proforma prepared according to the University instructions. Subject allocation is done keeping in view the specialisation of teachers in both UG and PG courses. Juniormost faculty member is given the choice of a particular paper in order to get best results.

❖   Teaching and Learning – Teaching faculty members adopt innovative teaching pedagogies to provide value-based education. For efficient teaching-learning process, detailed discussion on the topics is done by the teachers. We conduct tutorials, presentations, educational trips, calligraphy competition, essay writing competitions, debates etc. Dean academics ensures the preparation of work loads ; time-table incharge prepares time tables for different streams in consultation with the heads of department and well defined unitisation of syllabus by each staff member. We have well stocked library with INFLIBNET facility. National seminars, workshop, extension lectures, conferences, career guidance programmes and different departmental activities are organised. Orientation programmes, refresher courses, seminars and workshops are attended by our faculty members. Faculty members are also encouraged to update their knowledge and to undertake research activities.

- Examination and Evaluation - Students of all odd semester classes are required to appear in monthly tests in August, September & October. Students of all even semester classes are required to appear in monthly tests in Feb, March and April. The duration of monthly test in August, September, February and April is of 45 minutes consisting of 15 marks, whereas, it is of 1.30 hours in October and March consisting of 40 marks.
- Class tests are conducted and record is maintained regularly.
- According to Panjab University rules internal assessment is calculated on the proposed formula in order to maintain uniformity in calculating the internal assessment in Under Graduate and post-graduate semester classes by all the affiliated colleges of Panjab University.
- Class Test 5% ii) Academic Activities (Presentation, Project and Assignment) 3% iii) Attendance 2%
- If any students is found is guilty of copying, she is fined and serious action is taken against her.
- Special tests and special classes are arranged for the students who couldn't appear in house examinations and for those students who fall short of the attendance due to some genuine reasons.
- Attendance Regulation Committee has been formed. As per the committee, 7 days continuously absentee report of students is taken from the teaching staff at regular intervals and the parents are informed through SMS and they are asked to meet the conveners of concerned class at the given time and date.
- At the end of each month, each staff member is to give the report of irregular students. Parents are informed monthly about the shortage of lectures of their ward by post.
- Parents are informed about results of house examinations through post.
- Process of rechecking is adopted by the University after results for the convenience of the students.

❖   Research and Development – The college encourages the teachers to update their knowledge and do research work. The college already has 11 Ph.D. teachers. Teachers are encouraged to attend seminars, conferences, workshops and submit proposals for projects. Eminent scholars and researchers are invited to deliver extension lectures for the benefit of students. During 2018-19, 04 papers were presented by faculty members at National and international conferences.

❖   Library, ICT and Physical Infrastructure / Instrumentation – The college has well stocked library with INFLIBNET facility. During 2018-19,   470 text books worth Rs. 104833 /- were purchased, 21 journals were renewed worth Rs. 24356/-. Regular up gradation of labs is done. General and accounts offices are computerised. Teachers are encouraged to teach with Interactive Boards and Intearctive LCD projaectors and OHP projectors.. A new hi-tech conference hall is available for conducting seminars/ lectures and workshops for the students.

❖   Human Resource Management - College Advisory committee, examination committee, library committee along with Dean academics, Dean co-academics and Dean sports plan collectively for the activities of the coming session. Evaluation of the teachers is done through Annual confidential

	report. Self-appraisal report and API proforma are considered for the evaluation of the teachers. Performance of the staff is considered while giving additional increments to them. Along with teaching, for the overall development of the students, various committees/subject societies have been formed and each department is required to perform 2 to 3 activities during the session.
❖	Industry Interaction / Collaboration - Industrial Trips are organized

Admission of Students - Admission process starts as per planned schedule every year with the change of session. Admission forms are attached with prospectus. The students have to fill the admission forms writing all the academic and other information on this form. Registration procedure is adopted for the admission of B.Com stream students. All the documents have to be attached to the admission form for the verification of the information. Attested copy of the university/board, certificates of the last examination passed by the candidates, character certificate, certificate regarding date of birth, caste certificate issued by the SDM of Class-I Magistrate (for SC/ST students only), migration certificate, four passport size photographs and all original certificates must be produces before the Admission Committee at the time of admission.

❖

6.2.2 : Implementation of e-governance in areas of operations: N.A

❖	Planning and Development
❖	Administration
❖	Finance and Accounts
❖	Student Admission and Support
❖	Examination

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 2018-19

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
	Nil	Nil		

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	**Seminar on Personality Development**		**13/11/2018 to 21/11/2018**	**50**	**--**

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year 2018-19

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
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6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching			Non-teaching		
	Permanent	Fulltime		Permanent	Fulltime/temporary
Regular (Covered)	3	7	Regular	6	-
Teaching Staff	-	21	Contractual	-	20
Long Term	-	10	Temporary	2	-
Regular (Uncovered)	10	-	Govt. Fund	2	-
Total	**13**	**38**		**10**	**20**

6.3.5 Welfare schemes for

Teaching	Faculty Development programmes, Group Insurance

Non teaching	Group Insurance, Wheat Loan, Uniform to support staff
Students	Students aid fund, Scholarships, Sports facilities & concession

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each)

Keeping in view the good financial management & to make transparent. Every year Audit is done in our Institution. This official audit is done under the supervision of administration staff. It is divided in two parts:- Internal administration & External administration staff. Office Superintendent & Bursar of the college perform their duty efficiently for the audit system. External auditing is done by Chartered Accountant, Finance Department, Govt of Punjab & A.G. Audit (Govt. of India). Audit is done with full responsibility & transparency.

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/ Grants received in Rs.	Purpose
Punjab Govt.	2,50,000 2,00,000	Solar System R.O. System

6.4.2 Total corpus fund generated   1,97,68,525-53/-

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	No			
Administrative	Yes	Chartered Accountant	Yes	Office Supdt
		Finance Department Govt. of India		Bursar
		A.G. Audit Govt. of India		

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

     Parents-teachers meet are organised during every session, keeping in view the transparency of education system.

1. Time to time parents are informed about the attendance reports of the students. If any students falls shortage of lecture due to some unavoidable circumstances, then parents are informed and advised for the re-admission of the students being the girls child to continue her students instead of dropping out.

2. Results of House tests are sent by post-telephone messages age given.

3. Parents give their suggestions for the progressive prospects of the institution.

6.5.3 Development programmes for support staff (at least three)

Wheat Loan, Uniform, Group Insurance

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

6.5.5

a. Submission of Data for AISHE portal   : (Yes /No) Yes

b. Participation in NIRF   : (Yes /No)

c. ISO Certification   : (Yes /No)

d. NBA or any other quality audit   : (Yes /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018	Seminar on Personality Development	13-11-2018	10 a.m to12 p.m.	06
2018	Seminar on Spoken English Skillls	21-11-2018	10 a.m to12 p.m.	03

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) 2018-19

Title of the programme	Period (from-to)	Participants	
		Female	Male
International Women's Day	1 Hour	100	---

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
NSS and NCC Department of the College organised a lecture on environment
Tree Plantation Programme was organised on
Compost pit unit developed from waste leaves and biodegradable wastes.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities		
Provision for lift	No	
Ramp/ Rails	No	
Braille Software/facilities	No	
Rest Rooms		
Scribes for examination		
Special skill development for differently abled students	No	
Any other similar facility	No	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	5	5	2.1.2019 3.1.2019

4.1.2019

5.1.2019

6.1.2019

7.1.2029 | Yoga Session Dental Check up and Child Health Care camp Tree Plantation and Environment Awareness campaign

Girls Health Awareness and Social Activities

Swachhta Abhiyaan

Swachhta Abhiyaan | **Advantages** The college is within the city limit and is surrounded by adequate no. of Hospitals, Market, Eating Points, PG's and Transport facility. Morning walk and Exercise for the localists at the college ground which builds ecofriendliness and neighbourhood towads local community. **Disadvantages** Semi urban and Crowded area. | 107 |

❖   **N.S.S.Activities**

    Seven Days' N.S.S Day Camp A Seven Days' N.S.S. Day Camp was organized at A.S. College for Women, Khanna by the N.S.S. Department. The inauguration ceremony of the camp on **2nd Jan 2019** was presided over by Worthy Sh. Sushil Kumar, Vice-President of A.S. High School Khanna Trust & Management Society, Khanna. Worthy Sh. Tejinder Sharma (Secretary, A.S. College for Women, Khanna), Madam Ranjit Kaur, Sh. Rajinder Singla & NSS Incharges Ms. Rashmi Tarika, Ms. Monika Jindal, Ms. Taranjit Kaur & Sh. Rahul Attri gave a floral welcome to the Chief Guest Worthy Sh. Sushil Kumar, Vice-President of A.S. High School Khanna Trust & Management Society, Khanna. Ms. Rashmi Tarika was stage secretary. Jyoti Prajwalan Ceremony was performed by Worthy Management Members, College Principal and N.S.S. Incharges. S. Jagdev Singh (Principal, GTB School, Rahoun), S. Jaswinder Singh (Manager Co-operative Bank, Khanna) and Jaswinder Singh (Distinguished Guests) were present on this occasion.

    100 students are participated in the camp. The Cultural Program was presented by the students of the college. Ex.

N.S.S. officer Ms. Ranjit Kaur & Sh. Ravinder Kumar gave a power point presentation to describe the activities of the last year N.S.S. Camp. A vote of thanks was proposed by Worthy Sh. Tejinder Sharma (Secretary, A.S. College for Women, Khanna). In his address, he motivated the students to remain in discipline and encouraged them to provide their services to the society with hard work and determination.

Flag off ceremony to village Rasulra was performed by the Chief Guest Worthy Sh. Sushil Kumar, Vice-President, A.S. High School Khanna Trust & Management Society, Khanna along with Worthy Management Members, distinguished Guests.Village Panchayat gave a warm Welcome to N.S.S. Campers.

The second day i.e. **3rd January,2019** of NSS Seven Days Day camp of NSS, the Units focused its attention on health. **Dental Checkup Camp and Child Health Care Camp** were organized at Gurudwara Sahib, Rasulra The camp was presided over by Worthy Sh. Tejinder Sharma, Secretary, A.S.College for Women, Khanna. A floral welcome was given to our Esteemed Secretary Sir Sh. Tejinder Sharma by Worthy Management members, staff members and N.S.S. Incharges. Worthy Management members, College Principal, Staff members and N.S.S. incharges gave a floral welcome to Worthy Sh. Sushil Kumar (Vice-President A.S. High School, Khanna Trust & Management Society Khanna). S. Gurdeep Singh Rasulra (Sarpanch),Panch Members, Dr. Mamta Sood, Dr. Gautam Singla, S. Dalbi Singh Raju, Ex Panch Sh. Manmohan, S. Hardeep Singh & S. Harinder Singh were present on the occasion. All N.S.S. volunteers prepared langar and also cleaned the Gurudwara Sahib, Rasulra. S. Gurdeep Singh Rasulra (Sarpanch) motivated the campers to work for social welfare. A vote of thanks was given by Sh. Tejinder Sharma, Secretary A.S.College for Women, Khanna. This whole day was devoted to health awareness under social service.

The Third day i.e. **4thJanuary,2019** was devoted to **Tree Plantation, Save Environment and Swachh Bharat Mission.** The 3rd day was presided over by Worthy Advocate Sh. B.K. Batra (General Secretary, A.S. High School Khanna Trust & Management Society, Khanna). He was given a floral welcome by Worthy Management Members, N.S.S. Incharges & Staff members. Worthy Sh. Tejinder Sharma (Secretary A.S.College for Women,Khanna) , Staff members and N.S.S. incharges gave a floral welcome to Worthy Sh. Vikas Mehta (President Municipal Committee Khanna & Internal Auditor & Treasure, A.S. High School, Khanna Trust & Management Society Khanna). Sh. Raj Kumar Sahnewalia (Member , A.S. High School Khanna Trust & Management Society, Khanna), Sh. Vishal Kaushal, and Sh. Maninder Singh (C.F.Municipal Council, Khanna) and CA Sh. Gaurav Arora were also present there. The camp was started with religious song presented by N.S.S. Volunteer and a Mime on the theme 'To save Environment' was also presented by N.S.S. Volunteers which was highly appreciated. S. Maninder Singh delivered a lecture on 'Solid Waste Management' and encouraged the volunteers to download the app. of Swach Bharat Mission. Ms. Garima Tondon (Assistant Prof. Computer Department) delivered a lecture on 'E-Waste'. Worthy Advocate Sh. B.K. Batra (General Secretary, A.S. High School Khanna Trust & Management Society, Khanna)praised the college for organizing such N.S.S. Camps & also encouraged the students to participate in social welfare works. Worthy Sh. Vikas Mehta (President Municipal Committee Khanna & Internal Auditor & Treasure, A.S. High School, Khanna Trust & Management Society Khanna) motivated the students to keep city clean & save environment. On the day CA. Sh. Gourav Arora & Sh. Rahul Sharma donated the saplings & the saplings were planted by Worthy Management in the college campus & college ground. A vote of

thanks was conveyed by Worthy Sh. Tejinder Sharma (Secretary, A.S. College for Women, Khanna).   The first session of N.S.S. camp ended with National Anthem.At the end of the day all the campers participated in Yoga exercises under the guidance of Ms. Rinku Mauji. Thr whole day was devoted to Health Awareness under social service. In the seconf session, N.S.S. volunteers started Swachh Abhiyan by Cleaning college campus.

Fourthday i.e. **5ᵗʰJanuary, 2019** was devoted to Social activities & Health Awareness. Today's speaker for the Health Awareness was Respected Dr. Neeru Syal, M.S. Gyne from Civil Hospital, Khanna. She was welcomed by N.S.S. Incharges & Staff members.. Dr. Neeru delivered a lecture on 'Women Welness & Health'. After her valuable lecture, N.S.S. volunteers get their queries from Dr. Neeru Syal. In the second session of camp, N.S.S. Volunteers visited Kusht Asshram, where they distributed eatables to them.

The fifth day i.e.**6ᵗʰJanuary, 2019** of N.S.S. Seven Days Day Camp was devoted to Swachh Abhiyan & Social Service. The first session of the camp empowered the campers through Yoga Practice. After that, all N.S.S. Campers took part in cleanliness of College Campus with enthusiasm. In the second session, all N.S.S. Campers visited Old Age Home. Old aged persons shared their views with the campers. Students also performed cultural programme to entertain them. Sh. Khushpal Chand Sharma (Secretary Red Cross Society and Incharge Old Age Home) discussed with the students about the management system of old age home and the steps taken for their health care which inspired the N.S.S. volunteers for social welfare. N.S.S. volunteers gave many gifts in the form of clothes and eatables to old aged persons. At the end of the day Sh. Khushpal Chand Sharma gave a talk on the general health to all the campers. The whole day was devoted to health awareness & social services.

The Sixth day i.e. **7ᵗʰJanuary, 2019** of 7 Days N.S.S Day Camp moved towards its destination, devoted to Swachh Abhiyan at Gurudwara Shri Manji Sahib. The first session of the camp N.S.S. Campers visited Gurudwara Shri Manji Sahib where all took part in cleanliness abhiyan and langar Sewa. After that N.S.S. volunteers to school of slum area nearby college & presented gifts to the students there. In the Evening Session NSS Volunteers took part in swachh abhiyan at college campus. In the end of the session, Sh. Khushpal Chand Sharma (Secretary Red Cross Society and Incharge Old Age Home) dlivered a general talk on health.

The Seventh day i.e. **8ᵗʰJanuary, 2019** of Seven days NSS Day camp which started its journey on **2ⁿᵈ January, 2019** achieved its goals established for the camp **and concluded on 8ᵗʰJanuary, 2019 .**

The closing ceremony of the camp was presided over by Esteemed Advocate Sh. Rajeev Rai Mehta, President, A.S. High School Khanna Trust & Management Society, Khanna. Worthy Sh. Sushil Kumar (Vice President, A.S. High School Khanna Trust & Management Society, Khanna), Worthy Advocate Sh. Naveen Thaman (Joint Gen. Secretary A.S. High School Khanna Trust and Management Society Khanna and Secretary A.S. Group of Institutions, Khanna), Worthy Sh. Tejinder Sharma (Secretary, A.S. College for Women, Khanna), Respected Sh. Sudarshan Verma (Secretary, A.S. College, Khanna), Respected Sh. Raj Kumar Sahnewalia (Member) along with college Principal Dr. Meenu Sharma accorded a floral welcome to the Chief Guest. Worthy Management Members along with college Principal Dr. Meenu Sharma gave a floral Welcome to Sh. Khushpal Chand Sharma (Secretary, Red Cross Society and Incharge Old Age Home), Ms. Kuntal Bansal, S. Rajdeep Singh (Son of Sh. Netar Kaur, M.C. Rahoun) and S. Rupinder Singh Bhatti (Manager Co- operative Bank, Khanna).

   N.S.S. Programme officer and Convener Ms. Ranjit Kaur was the stage secretary. Cultural Programme as Poem, Song, Skit and Dance were presented by the N.S.S. Campers. Ms Ranjit Kaur and Sh. Ravinder Kumar presented a report of seven days N.S.S. Day Camp through Power Point Presentation. Dr. Meenu Sharma inspired the N.S.S. Volunteers to make this camp fruitful. In his address Advocate Sh. Rajiv Rai Mehta congratulated all the N.S.S. Campers for attending the camp and also motivated the students to remain in discipline, have more participation in all the college activities with zeal and zest and inspired them to serve their parents as well. Worthy Management Members and Principal Dr. Meenu Sharma honoured Teaching, Non-Teaching and class IV employees and awarded certificates to

Best N.S.S. cooking group, disciplined group and for Best stage performance group. Isha was declared Best Camper and was also awarded certificate. A vote of thanks was conveyed by Worthy Sh. Tejinder Sharma (Secretary, A.S. College for Women, Khanna).	

7.1.5 Human Values and Professional Ethics   weblink[http://www.asckhanna.com/#]

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Projects , University Calendar for Staff	June ,2018	At the accomplishment of on academic year college publishes new prospectus which contains code of conduct for students.
Prospectus (2018-2019) May-June 2018		

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Minor Games (National Sports Day Celebration)	29-8-2018	100
College Annual Sports Day	11-3-2019	600
Havan	28-07-2018	792
Independence Day	15-08-2018	230
Sadbhawna Divas and Tree Plantation	20-08-2018	240
Sanskrit Divas	27-08-2018	48
Talent search and Teej	25-08-2018	792
Teacher's Day	05-09-2018	525
World Literacy Day	08-09-2018	137
Hindi Divas	14-09-2018	108
Gandhi Jayanti	02-10-2018	170
Quiz	04-10-2018	170
P.P.T.	15-10-2018	78
Vigilance Awareness Week	29-10-2018 to 04-11-2018	792
National Education Day	12-11-2018	100
Seminar on Personality Development	13-11-2018	792
P.P.T. on e-waste	14-11-2018	78
Human Rights Day	17-11-2018	135
Seminar on English speaking skills	21-11-2018	792
Gurupurab	22-112018	525
NSS Day	02-01-2019 to 08-01-2019	100
Lohri	13-01-2019	30
Mock Test	11-02-2019	254
Punjabi Bhasha Divas	21-02-2019	525
Basant utsav	23-02-2019	197
Republic Day	26-01-2019	230
International Women's Day	08-03-2019	137
Social justice Day	19-03-2019	154
World water Day	22-03-2019	50
Homage to martyrs of Jalliawala Bagh	01-04-2019	792
Women Empowerment	04-04-2019	792
Farewell Party	23-04-2019	556

8. Future Plans of action for next academic year (500 words)

1. Purchase of Land for College Campus.
2. Provide Scholarships to the meritorious students.
3. Expansion of College Library.
4. Introduction of Wi-Fi facility in the college campus.
5. To apply for affiliation of Add-on-courses
   A) Cosmotology
   B) Web Designing
   C) Animation and Graphics
   D) Journalism
   E) Yoga and Mental Health
   F) Apparel Manufacturing and Technology
   G) Food Preservation
6. Conduct personality grooming session for students.
7. To organize National Conference in the subjects of Maths, Economics, Hindi and Sociology.
8. To motivate participation in seminars/workshops/conferences/extension lectures, publish books & articles, provide research guidance, pursue research projects and develop linkage professional societies, clubs, NGO's Alumni Association.
9. Setting effective communication with parents through Interactive website and mobile apps.

Name   Dr. Prabhjit Kaur   *Name Dr. Meenu Sharma*

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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