



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	ANGLO SANSKRIT COLLEGE FOR WOMEN
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 Email	ascollegeforwomen@gmail.com
Alternate Email	ascw_khn2000@yahoo.co.in
Address	Anglo Sanskrit College for Women, Amloh Road
City/Town	Khanna
State/UT	Punjab
Pincode	141401

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Women																						
Location			Semi-urban																						
Financial Status			Self financed and grant-in-aid																						
Name of the IQAC co-ordinator/Director			Dr. Prabhjit Kaur																						
Phone no/Alternate Phone no.			01628222747																						
Mobile no.			8146100847																						
Registered Email			ascollegeforwomen@gmail.com																						
Alternate Email			ascw.naac@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			http://www.ascwkhanna.com/download/aqar_2018_2019.pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			http://www.ascwkhanna.com/download/ac_2019_2020.pdf																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B++</td> <td>82.40</td> <td>2005</td> <td>28-Feb-2005</td> <td>27-Feb-2010</td> </tr> <tr> <td>2</td> <td>A</td> <td>3.01</td> <td>2016</td> <td>25-May-2016</td> <td>24-May-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B++	82.40	2005	28-Feb-2005	27-Feb-2010	2	A	3.01	2016	25-May-2016	24-May-2021
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2	A	3.01	2016	25-May-2016	24-May-2021																				
6. Date of Establishment of IQAC			01-Aug-2003																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries														
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Training to the staff for Online teaching and Computer Department was given the task of giving technical training to the staff	30-Jun-2020 45	9
Preparation of estimated expenditure of NAAC Inspection	13-Nov-2019 45	10
Preparation of Self Study Report to be submitted to NAAC	03-Sep-2019 45	10
Decision regarding NAAC Inspection in March Twenty Twenty one and preparation of schedule for the Inspection	29-Aug-2019 45	10
Discussion regarding preparation of AQAR	26-Aug-2019 45	10
No Files Uploaded !!!		

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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1 Organised a Webinar in collaboration with IQAC Cell on Stress Management on August 05, 2020
 2 Organised a Lecture on NEP (New Education Policy) on 29 Sept. 2020
 3 One Day National Seminar on SocioEconomic Dimensions of Globalisation in India organised by Post Graduate Departments of Economics and Sociology on February 19, 2020

[View File](#)

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

Plan of Action	Achievements/Outcomes
1. Purchase of land for College campus 2. Introduction of WiFi facility in the College campus 3. Expansion of College 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. 5. To apply for affiliation of Addon 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 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. 7. To organize National Conference in the subjects of Maths, Economics, Hindi and Sociology 8. Air Conditioning of College Auditorium. 9. Provide Scholarships to the meritorious students. 10. Conduct personality grooming session for students. 11. Setting effective communication with parents through interactive websites and mobile apps.	1. Purchase of land for College campus 2. Introduction of WiFi facility in the College campus 3. Expansion of College 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. 5. To apply for affiliation of Addon 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 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. 7. To organize National Conference in the subjects of Maths, Economics, Hindi and Sociology 8. Air Conditioning of College Auditorium. 9. Provide Scholarships to the meritorious students. 10. Conduct personality grooming session for students. 11. Setting effective communication with parents through interactive websites and mobile apps.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC Team	30-Jun-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	18-Apr-2016
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	26-Jun-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)	<p>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, coacademic 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</p>

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, coacademic 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 7days 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.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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 04 courses, 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	44	16

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Institute receives online 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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	400	140	118
BCA	Science	47	21	21
BCom	Commerce	77	76	76
BSc	Fashion Designing	47	15	15
MA	Hindi	67	9	9
MA	Economics	67	4	4
MA	Sociology	67	8	8
MSc	Mathematics	67	11	11
PGDCA	Diploma	47	10	10
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	604	75	22	1	13

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
45	45	116	4	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

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
679	36	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	19	5	Nil	13

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	nil	Nil	nil
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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
No Data Entered/Not Applicable !!!				
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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 onveners 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)

https://www.ascwkhanna.com/achievements-academic_2020.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0032	BCA	Science	10	10	100
0016	BCom	Commerce	42	42	100
0006	BA	Arts	107	107	100
0056	BSc	Fashion Designing	13	13	100
PG002	MA	Hindi	3	3	100
PG002	MA	Economics	10	10	100
PG002	MA	Sociology	7	7	100
PG002	MSc	Mathematics	10	10	100
1220	PGDCA	Diploma	9	9	100

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2.7 – Student Satisfaction Survey

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

[nil](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
Socio-Economic Dimensions of Globalization in India	Post Graduate Departments of Economics and Sociology	19/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	Nill
National	Physical Education	3	Nill
National	Commerce	2	Nill
International	Commerce	2	Nill
International	Physical Education	2	Nill
International	Mathematics	13	Nill
View File			

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

Department	Number of Publication
Physical Education	3
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	Nill
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	8	12	1
Presented papers	1	5	1	Nill
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Republic Day	NSS, NCC CA	2	200
Independance Day	NCC	1	100
View File			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
ATC-117	Best Cadet (SW)	ATC-117 at Ropar	1
ATC-117	Guard of Honour (4 medals)	ATC-117 at Ropar	4
ATC-117	For Stage (2 medals)	ATC-117 at Ropar	2
ATC-117	Group Dance (Trophy)-2nd Prize	ATC-117 at Ropar	1
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
'Chart Exhibition' under Swachh Pakhwada	NSS	'Chart Exhibition' under Swachh Pakhwada	1	100
Swachh Pakhwada	NSS	Swachh Pakhwada	1	100

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	nil	nil	Nill
No file uploaded.			

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	Duration To	Participant
nil	nil	nil	Nill	Nill	Nill
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
nil	Nill	nil	Nill
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
96	335556

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing

Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27360	104743	Nill	Nill	27360	104743
Reference Books	808	524724	7	Nill	815	524724
e-Books	Nill	Nill	Nill	Nill	Nill	Nill
Journals	60	38837	Nill	Nill	60	38837
e-Journals	Nill	Nill	Nill	Nill	Nill	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	180	7305	Nill	Nill	180	7305
Library Automation	Nill	Nill	Nill	Nill	Nill	Nill
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	17	Nill	Nill	Nill	17	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
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Existing	101	78	6	0	0	17	2	50	4
Added	0	0	3	0	0	1	0	250	0
Total	101	78	9	0	0	18	2	300	4

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

250 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
Mathematics Department	http://www.ascwkhanna.com/e-learning.php

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
490000	351521	64	464489

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.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	129	147750
Financial Support from Other Sources			
a) National	Post Matric Scholarship to S/C Students	Nill	Nill
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
nil	Nill	Nill	0
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Free Webinar on Upcoming Competitive Exams on 17th June	10	10	Nill	Nill
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	3

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
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council (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 22-08-2019, 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.), BAI, BAI, 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)

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has well established forum of their Alumna, although not registered but the college is maintaining full record as well as trying to built full rapport with old students. the college organized one meeting in a year 2019-20 in which various new students were enrllled as well as technology in the way of Google Forms were used to enroll more students in alumni association. in year 2019-20, our aumni Ms. Babli Tiwari had given Rs. 21000 as metrics scholarship for meritorious students. The College students were placed on high ranks in all over the country as well as abroad. In previous year the college often invites our alumni members on various events in the college. but as far as 2019-20 is concerned no physical functions were oragnized at college level so various online methods were used to interact with them. Ms. Pooja Sharma and Ms. Ritika Sharma our Alumni cleared UGC NET and both were working good in their respective positions.

5.4.2 – No. of enrolled Alumni:

109

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

21000

5.4.4 – Meetings/activities organized by Alumni Association :

01

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution believes in the principle of collective decision making. The Principal coordinates between the management, local administration, Govt. agencies and the University. In the beginning of Session, Principal along with Dean Academics, Co-Academics, Dean Sports, Alumni Associations, College Advisory Committee, Members of Time table Committee and Examination Committee evolved strategies for the growth of Institutions. All the decisions are implemented through various administrative and academic committee and the departments. In compliance with NAAC regulations IQAC keeps a tap on insuring

the achievements of quality policies and plans, it evaluate and reports on the performance of various committees and departments suggestions and feedback collected from the students helps in taking decisive steps to resolve the grievances. The institution have Student Grievance Redrdessal and Gender Sensitization committee against the Sexual Harassment which address the queries and grievance of students, parents and stakeholders and solve them effectively up to their satisfaction. The management functions through its executive which is a selected body. All major policy decision regarding the introduction of new courses, sanction of posts, sanctions of pay scale, career advancement/set up of teaching and non teaching staff, development of infrastructure, passing of the budget etc. are taken by the management in consultation with the Principal. The teaching staff has its two representative in the college governing body which is the highest decision making body. The interaction with neighboring community, NGO's, retired faculty, alumni, industry is an outcome of the skilled leadership. The principal correspond with the Governing Body, Govt. of Punjab and different stakeholders. The information regarding the correspondence is further reported to the management through the Principal.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	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 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

- 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

? 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. One Day National Seminar on Socio-Economic Dimensions of Globalization in India was organized by Post Graduate Departments of Economice and Sociology

Library, ICT and Physical Infrastructure / Instrumentation

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

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	Industry Interaction / Collaboration - Industrial Trips are organized
Admission of Students	<p>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 produced before the Admission Committee at the time of admission.</p>

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

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	National Seminar	National Seminar	19/02/2020	19/02/2020	60	8

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	2	22/06/2020	28/06/2020	5

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
10	10	2	48

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Faculty Development programmes, Group Insurance	Group Insurance, Wheat Loan, Uniform to support staff,ESI	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/ Grnats received in Rs.	Purpose
Nill	276000	Nill

No file uploaded.

6.4.3 – Total corpus fund generated

14379924.75

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	Nill	No	Nill
Administrative	Yes	Chartered Accou ntant, Finance	Yes	Office Supdt, Bursar

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)

Recruitment for Permanent staff. 01 each in History, Pol. Sci., Fashion Designing, Hindi, Physical Education and 02 in Commerce Department.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Organised a Webinar in collboartion with IQAC Cell on Stress Management on August 05, 2020	05/08/2020	05/08/2020	05/08/2020	100
2020	Organised a Lecture on NEP(New Education Policy) on 29 Sept. 2020	29/09/2020	29/09/2020	29/12/2020	100
2020	One Day National Seminar on Socio-Economic Dimensions	19/02/2020	19/02/2020	19/02/2020	120

of Globalisation in India organised by Post Graduate Departments of Economics and Sociology on February 19, 2020

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	08/03/2020	08/03/2020	100	10

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

Percentage of power requirement of the University met by the renewable energy sources
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. Solar Energy system installed in January, 2019. Due to which the electricity bill reduces to 85, i.e. on 5-12-2018, the electricity bill is 25458 Rs. and in February, 2020, it was 3835 Rs. only.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2020	1	Nil	09/12/2019	5	Admission Promotion	Benefits	330
2019	Nil	3	08/08/2019	5	Swachh Pakhwada	Cleanliness	204
2019	Nil	1	01/09/2019	5	Water Conservation and go away with Single use of Plastic	Jal Shakti Abhiyan and Minimisation of Single use of Plastic	204
2020	Nil	1	09/03/2020	5	Sports Day	Team Spirit	600

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

Title	Date of publication	Follow up(max 100 words)
Prospectus (2019-20)	07/05/2019	At the accomplishment of one academic year college publishes new Prospectus which contains Code of Conduct for the Students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>Efforts to reduce Carbon-neutrality has been done by installing solar panel system in the college campus on Jan, 2019. Jal Shakti Abhiyan and Go away with Single Use Plastic initiative has been organised by college from 01-09-2019 to 15-09-2019. Swachhta Pakhwara initiative has been organised by college from 08-08-2019 to 15-08-2019 to spread awareness regarding cleanliness in side and outside the college and near by surrounding areas. Waste-Management has been done by the college with distinct dustbin, compost pit, E-Waste has been processed by fashion designing department in the form of decorative pieces. The college is very well conscious about greenery, so time to time NCC and NSS departments indulge in tree plantation activities</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Best practice I Title: Seminar on Personality Development Aim: To inculcate moral values in the personality of the students to make them awakened citizens of the society, we give quality education for the overall development of our</p>
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students physical, spiritual and mental. This education makes them capable to face every challenge of the life coming in their way boldly. It creates competitive spirit in their personality. Implementation: ? A seminar on "Personality Development" was organized at A.S.College for Women, Khanna Under the chairmanship of A.S.High School Khanna Trust Management Society, Khanna.

IQAC Cell Placement Cell organized the seminar under the able guidance of College Principal Dr. Meenu Sharma on 13-11-18. The following points were highlighted for personality development :- Positive Thinking, Time Management, Self Confidence, Self Esteem, Goal Setting, Fear, Stress and Anger Management, Decision Making Communication Skills. So that all the students can have all these traits in their characters give their contribution as good nation building citizens. Students were awakened about 'Ghar Ghar Rozgar' portal how to register their names in www.ghargharrozgarpunjabgov.in portal. Students are getting guidelines how to get employment according to their ability appear for interviews in different companies. So that they can be made financially independent. ? IQAC Cell and English Department organised a power point presentation on "Personality Development" on 21-11-18. The function was presided over by the College Principal Dr. Meenu Sharma. Dr. Naina Sharma (Dean Co-academic), Dr. Rajni Chhabra (Incharge IQAC Cell) and Ms. Savita Khanna (H.O.D.) English Deptt.) gave a floral welcome to Madam Principal. In the beginning Ms. Savita Khanna highlighted her views about Moral Values, Ms Neerja Puri about Manners Etiquettes Ms. Jyoti Sood about speaking skills in English through power point presentation. DR. Rajni Chhabra was the stage secretary and she gave a vote of thanks to one all present there. Best Practice II Title: Awareness about Environmental problems and finding their solution Aim: Our aim is to aware the students how to make environment healthy for good living and breathing. Students are motivated to plant more and more trees to make their surrounding environment neat and clean and free from diseases. That's why we celebrate Swachh Bharat Abhiyan through our NCC and NSS camps. Implementation:

? The NCC and N.S.S. Department of our college celebrated the 'Sadbhawana Diwas' on 20th August, 2018. The function was presided over by Madam Principal Dr. Meenu Sharma in the presence of Dr. Karuna Arora (Dean Academics) and Dr. Naina Sharma (Dean Co-Academics). Knowing the importance of Trees for Environment the Cadets and N.S.S. Volunteers planted Trees in the college campus. Women, Khanna. This whole day was devoted to health awareness under social service. ? The Third day of NSS Camp i.e. 4th January, 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. ? Computer Science Department of the college organized a Multimedia presentation on " E-waste' on 14th November 2018. Ms. Arpana Kapoor H.O.D. Computer Science Deptt. along with all the members gave a floral welcome to Madam Principal. Madam Garima was the stage secretary. The students of Computer Science Deptt. gave a power point presentation. Ms. Pragati, Ms. Ripandeep Kaur and Harmandeep Kaur on 'E-waste'. Towards the end all the participants were awarded certificates by college Principal.

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

http://www.ascwkhanna.com/download/best_practices_2019-2020.pdf

7.3 – Institutional Distinctiveness

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

The College is marching ahead under dynamic and progressive guidance of A.S. High School Khanna Trust and Management Society, Khanna which consists of highly cultured and enlightened persons. Shri Shri 1008 Swami Narotam Puri Ji Maharaj had been an eminent source of inspiration and the college is flourishing day by day with his blessings. The college aims at providing value-based education to produce responsible citizens for the nation and to lay stress on Job-oriented Courses to make the girl students economically independent. We make the students aware of their health, environmental pollution and to guard themselves and their families against Drug addiction, AIDS and Female foeticide. We organize frequent seminars and workshops to broaden the mental horizons of the teachers and the students. We provide every facility to the teachers and the taught to keep them aware of the latest developments in the field of Information Technology. We produce socially, economically, culturally, ethically and politically compatible citizens. We provide Add-On-Courses, one Communicative English and another Computer Based Accounting. All the students are facilitated with the computer classes in the conference hall to make them aware about the role of computers in education. From the session 2019-2020 our college has started 101 classes under collegiate schools with Arts Commerce streams. The college started N.C.C. wing from the session 2005-06 under 4 Punjab Girls Bn. (N.C.C.) Patiala. In the first batch, 28 students were enrolled and at present N.C.C. batch has 53 N.C.C. Cadets enrolled and participating actively in N.C.C wing activities. Besides this, the college is having 02 units of N.S.S. having 200 N.S.S Volunteers and this year these two N.S.S Units have shown excellent performance. The main objective of the N.C.C. wing and N.S.S. Units is to develop organizational leadership and managerial abilities of our girl students. There are many facilities for the students like very spacious Canteen, Common Room, Reading Room, T.V and Video Room, Mini Hall, Separate Post Graduate Block, Computer Labs, Fully air conditioned Library Readers Club, Youth Welfare Club, 5 Smart Class rooms and facility of teaching with Interactive Board and Interactive LCD Projectors. The college motto (Satyam Shivam Sundram) is adopted to serve as an inspiration to the students. They are taught the dictum 'to strive and to seek' which is the best in thought, work and deed. To fulfill this motive, 21 Departmental clubs and societies have been made and each department performs 2 to 3 activities during each session. All this has been possible due to the hard working and experienced staff of the college, co-operation of the students and keen guidance of our Worthy Management Committee at every step.

Provide the weblink of the institution

<http://www.ascwkhanna.com/download/institutional-distinctiveness-2019-2020.pdf>

8.Future Plans of Actions for Next Academic Year

1. Purchase of land for College campus 2.Provide Scholarship 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) Cosmetology 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 and articles, provide research guidance, pursue research projects and develop linkages with professional societies, clubs, NGOs and alumni association. 9.Setting effective communication with parents through interactive websites and mobile apps.