



YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes	
• Phone no./Alternate phone no.	01628220570	
• Mobile no	9872207005	
• Registered e-mail	ascollegeforwomen@gmail.com	
• Alternate e-mail	ascw_khn2000@yahoo.co.in	
• 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	Women	
• Location	Semi-Urban	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Panjab University				
• Name of the IQAC Coordinator	Dr. Prabhjit Kaur				
• Phone No.	01628222747				
• Alternate phone No.	8146100847				
• Mobile	8146100847				
• IQAC e-mail address	ascw.naac@gmail.com				
• Alternate Email address	ascollegeforwomen@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.ascwkhanna.com/download/aqar_2019_2020.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ascwkhanna.com/download/ac_2020_2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	82.40	2005	28/02/2005	27/02/2010
Cycle 2	A	3.01	2016	25/05/2016	24/05/2021
6.Date of Establishment of IQAC			01/08/2003		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	5	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1) Technical Training for the Staff for teaching through various Apps. Training session organised by Computer Department from 7 july,2020 to 11 july,2020. 2) Organised a Webinar in collboartion with IQAC Cell on Stress Management on August 05,2020 3 Organised a Lecture on NEP(New Educcation Policy) on 29 Sept,2020</p>		
12.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 Provide Scholarship to the Meritorious Students	2. Scholarship to meritorious students is being given to the students.
3. Expansion of College library	3. Separate staff reading room has been added to library.
4 .Introduction of Wi-Fi facility in the College campus	4. Wi-Fi facility has been installed in the college.
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. Conduct personality grooming session for students.	6. Personality Development sessions are being conducted regularly for the students.
7. To organize National Conference in the subjects of Maths, Economics, Hindi and Sociology	7.College is plan to organise National Conference
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.	8. 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.
9.Setting effective communication with parents through interactive websites and mobile apps.	9.Communication with parents are being done through e-messages and website.

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>IQAC Team</td> <td>14/12/2021</td> </tr> </table>	Name	Date of meeting(s)	IQAC Team	14/12/2021	
Name	Date of meeting(s)				
IQAC Team	14/12/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2020-2021</td> <td>08/01/2022</td> </tr> </table>	Year	Date of Submission	2020-2021	08/01/2022	
Year	Date of Submission				
2020-2021	08/01/2022				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	7				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td>No File Uploaded</td> </tr> </table>	File Description	Documents	Data Template	No File Uploaded	
File Description	Documents				
Data Template	No File Uploaded				
2. Student					
2.1 Number of students during the year	614				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Institutional Data in Prescribed Format</td> <td>No File Uploaded</td> </tr> </table>	File Description	Documents	Institutional Data in Prescribed Format	No File Uploaded	
File Description	Documents				
Institutional Data in Prescribed Format	No File Uploaded				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	27				
<table border="1"> <tr> <th>File Description</th> <th>Documents</th> </tr> <tr> <td>Data Template</td> <td>No File Uploaded</td> </tr> </table>	File Description	Documents	Data Template	No File Uploaded	
File Description	Documents				
Data Template	No File Uploaded				

2.3	221
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1	33
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	13
Number of sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	2497279
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	101
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 soliberal 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

44

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross cutting issues related to Gender, Environment, sustainability, human values and ethics are integrated in the curriculum by the college. Strong emphasis has been laid by the college on gender and caste equality. Extension lectures, seminars and debates through

which students attain theoretical knowledge are organized at small intervals. The objective of holding these extension lectures is to make the students aware about equality, social justice and human rights. Students also attain exposure to the burning social cruces take gender inequality, eco-friendly measures and self-respect. Students analyze the newspaper articles and books pertaining to women in the library. NSS and NCC activities are organized by the college in order to create a culture of nurturing creativity and scientific temper amongst the students. Environment awareness programme are organized by NSS unit of the college. Apart from this, various depts. of the college organize Workshops and Personality Development Programmes in order to impart knowledge to the learners which fulfill the need of the society Students are imparted Environment ethics through Environment science courses to sensitize them towards social issues. Faculty of social sciences organizes seminars as well as extension lectures on gender sensitization. The college has set up a women grievance cell to deal with such issues. Our college organizes Personality Development Workshop every year to chisel and refine the overall development of the students and makes them ready to face all the challenges of their life. With the aim of empowering the women and making her economically independent, two add on courses are being run by the college. In communicative English course, students get proficiency in communication skill that is the pre-requisite for job procurement. A graduate with effective communication skill can adjust herself anywhere whether MNC, corporate section or indigenous projects of the Nation. Computer based Accounting course that provides the knowledge of computer based Accounting to the students to maintain the accounting records, if they become an entrepreneur. The college is running active Career Guidance cell that prepares the students for written test, interview and various career options while they are studying in the college. The main purpose is to inculcate a sense of responsibility, among students to be placed in higher positions. Grievance Redressal Cell makes every effort to ensure that the girls feel very comfortable. Common problems of the girls are resolved by this cell. All the individual complaints are processed by this unit and suitable action is taken as per the college norms. Blood donation camp is also organized by Red Cross and Red Ribbon Society that contributes a lot to the enrichment of the students. Moral and ethical values are imparted to the students through Monday Morning Assembly in which faculty members present healthy thoughts to guide the students on the righteous path. Students are motivated to take more and more participation in Social Service Club. Faculty members are assigned Discipline duties in order to develop the quality of discipline amongst students. An Internal Quality Assurance Cell is also formed by the college that aims at the enrichment of the quality assurance

of the college that includes strengthening the students with cultural and value oriented education and scholarships for deserving students and enhancing social awareness projects. Days having National and International relevance celebrations inculcate a National Spirit and love for the cultural enrichment in the students. Students are also motivated by Youth Service Club to take part in Social Service Programs. The Punjabi 'Virsa' is a commendable effort of the institution to keep a good hold on their culture. The Youth Welfare Committee brings out the hidden talents of the students and a healthy platform is provided to them to exhibit their talents. In this way they come out more polished having attributes of team spirit, communication, stress management and peer learning.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

26

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

614

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

273

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution do assess the learning levels of the students after admission and organize special programmes for advanced learners and slow learners. In the initial days after admission, introductory lectures are devoted to understand the knowledge gap of the students and the syllabus is started from familiar to different topics. These lectures are very helpful for the students who have changed their stream and are on a way to study a new subject. So far as the slow learners are concerned, after being specified, they are helped by Dean Academics. Remedial Classes, especially in the subject of compulsory English are arranged in order to bring up the level of weaker students, there by encouraging the concept of Peer learning. The advanced learners are given extra attention. They are provided with the book bank facilities both from college library as well from the personal collection of the concerned subject teachers. They are motivated to join the Reader's club. They are awarded and honoured in the college assembly to provide motivation to the fellow students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
614	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution strongly adhere to the idea of students centric methods. They are made to participate in learning and problem solving methodologies. This action plan consists of lectures, group discussions, power-point presentations, assignments, class tests and viva-voce etc. Students are always the centre of all the activity in the college. In order to bring out their hidden talents, Talent Hunt function is held. On the basis of their outputs students are further helped to polish their skills and are motivated to take part in the Youth Festival. Efforts are made to build the personality of the students in a well rounded way. Democratic elections of the college Central Association, Students Editors in the College Magazine, NCC, NSS and different club activities, all provide a platform for student centric teaching learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the

latest technologies in order to be corporate ready. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute ICT Tools:

1. Projectors
2. Desktop and Laptops
3. Printers
4. Photocopier machines
5. Scanners
6. Seminar Room
7. Auditorium
8. Online Classes through Google Meet, google Classroom

Use of ICT By Faculty

- A. PowerPoint presentations
- B. Online quiz
- C. Video Conferencing
- D. Video lecture

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

34

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

It is one of our prime endeavors to ensure rigor and transparency in the internal assessments. There is a set criterion for making the assessment. Weightage is given to the marks obtained by the students in the house tests, class tests timely completion of assignments and attendance in the class, as laid down by the university. To maintain transparency, the answer sheets of house exam are shown to the students and the attendance of lectures and marks obtained in house exams are conveyed through letters to the parents after each of them. Every month the documents showing the attendance of lectures are shown to the students and even got signed from them. Parent-teacher principal meets are held in an informal manner to get their feedback and suggestion.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The mechanism to deal with examination related grievances works with the idea of transparency, keeping in view the time and efficiency. At the institutional level one house test is conducted in each semester. Evaluation of answer sheets is completed within seven days and the results are published within 2 weeks of the conduct of exam. Answer sheets are shown to students. The total is also checked by the students and unmarked question, if any, is marked. It is ensured that the students feel satisfied with the evaluation. The university has launched examination Grievances Monitoring System (EGMS), 2013. There is a provision for re-evaluation where the answer book is checked by two examiners. Total is again checked by the special staff on duty for this purpose. Hence, the grievances are redressed.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

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 regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are mentioned below:

Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Direct Assessment methods ? Internal Test-Three internal tests are conducted per semester ? Group discussion-Tutorial classes are conducted on different topics time to time. ? Laboratory performance- Practical tests of different subjects are conducted by Home Sci., Physical Edu., Computer Sci., Fashion Designing, Dance

and Music departments. ? Student projects- Project works are assigned to outgoing students. ? Assignments- Assignments are given during each semester. The assignment's topics are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem. ? Semester Test- At the end of each semester, university conducts Theory and Practical examinations. ? End term Theory Result- Based on the Theory and Practical examinations result published by university the course outcomes are measured. Indirect Assessment Methods ? Student Feedbacks-To evaluate, whether corresponding COs are achieved or not. According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject. ? Teacher Feedback-Teacher Feedbacks are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation or not. ? Alumni Feedback- Alumni survey is an important assessment tool to find othe relevance of the curriculum with the expected skills of the industries. The level of attainment of goal for the specified program.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

221

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.ascwkhanna.com/download/students_satisfaction_survey_2020_2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College though does not have any defined ecosystem including incubation centre established under the mandate from any statutory authority but it has developed a spirit of encompasses various outreach programmes for creation and transfer knowledge.

Students with creative ideas approach the specialized teachers who are guiding them in their work and later their work is presented in inter college competitions/seminars conducted by the affiliated colleges of the same university and other university.

The faculty members are availing the facilities within the campus to carry out their research activities, such as;

- Wi-Fi throughout the campus
- Internet facility of 35 Mbps is available to staff.
- Computing facility is available
- Well furnished Seminar/Auditorium halls with a seating capacity are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies.
- Other activities: The institute also took the initiative of organizing awareness program on environmental issues, self defence awareness programme for girls for their personal safety and security.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

220

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate facilities for teaching and learning. The College always makes a special effort to inculcate technology in teaching and learning process. The College has taken various measures to impart adequate facilities to the students. The total

area of the college is 4.53 Acres. There are a total 24 classrooms in the college which help the students in attaining knowledge. Numerous Laboratories are also an integral part of the college, as they help in achieving practical experience. There are a total 12 number of Laboratories in the College. One Conference hall in the College is the hub of co-curricular & academic activities, which is fully air-conditioned and spacious.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has a vast playground and rich infrastructure for proving indoor and outdoor games facilities. The budding talent and propitious sports women are honoured at Annual Athletic Meet of the College. Various perks like Fee Concession are given to the participants of National/International competitions. Besides this regular refreshment, sports kit, conveyance etc. are provided to the participating students. The College has vivid sports facilities including indoor and outdoor games, gymnasium, health centre, auditorium and yoga centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2497279.6

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- Total area of the library (in Sq. Mts.) - 3120 Sq. ft.
- Total seating capacity - 100
- Working hours (on working days, on holidays, before examination, during examination, during vacation) - Timing of Library - 9am to 4pm
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading. IT zone for accessing e-resources)
- Library have one main reading hall
- Library is Air Conditioner
- Separate study hall for research scholars
- For teachers a separate study room
- For accessing e-resources arrangements have been made in

research and reference section.

- Clear and prominent display of floor plan; adequate sign boards; fire alarm; access to differently-abled users and mode of access to collection
- Our college library is also imparting practical training in libraryship. During the last years ----- candidates have been given practical training by our library - Necessary sign boards are displayed at different places and sections of library to guide the users
- Fire alarms and fire extinguishers are installed at different sections of library
- Close access in book stacks and open access in research and reference section
- Name of the ILMS software: Advanta Software
- Nature of automation: Fully
- Version: ERP-(5.7.2.1)
- Year of automation: 2003

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

26550

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

By keeping in view the increasing demand for Internet access in Educational Institutions the universities and colleges are now moving forward to setup wi-fi network in their campuses for the students. Educational campuses have major requirements of user access control and control over bandwidth consumption and differentiated policy control for students access. At present, wi-fi facility is being provided to the students in the college classrooms, library, computer labs as well as in administrative block. By connecting through fully network campus helps the students to prepare projects and seminars. Since July 2020, we are having Netplus Broadband with 350MBPS and before this in the year 2018 we were using 03 Connect broadbands with 350 MBPS. Beside this we are providing 5 internet connections to the students that helps the students to prepare their assignments and project work. Currently we have having 101 no. of computers, 02 visualizers and 07 LCD projectors etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

286701

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

124

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 due to COVID-19 the student council elections were not conducted, so no Student Council is formed..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 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 due to COVID no physical functions were organized at college level so various online methods were used to interact with them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the College is to produce awakened women in order to aim at an awakened Nation. The College also envisions raising the living standard of the rural youth by imparting quality education to them, which equips them to face not only national but international challenges also. The college aims at providing value-based education to produce responsible citizens and to make the girl students economically independent, to produce national and international sportspersons, to make the students aware of their health, environmental pollution, to encourage the students to adopt one project of Social Service, to organize frequent seminars and workshops to broaden the mental horizons of the teachers and the students, to inculcate Cosmopolitan outlook among the students, to provide every facility to the teachers and the taught to keep them aware of the latest developments in the field of Information Technology, to produce Socially, Economically, Culturally, Ethically and Politically compatible citizens.

The institution aims at serving the socially and financially weaker sections of the society in Khanna and its surrounding areas in order to bring about a positive change in their lifestyles, motivating

the students to realize their hidden talents to the best of their capacity and sharpen the leadership qualities in the students and to cultivate healthy leading skills among them by holding seminars and organizing extension lectures for this purpose and inculcate a sense of empathy among them for the fellow humans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college ensures decentralization and thus delegates authority at different levels ensuring good governance. There is an integrated organizational structure working in the institution. Dean Academics, Dean Co-Academics and Dean Sports are in alliance with the Principal. Various committees have been formed as helping hand to the Principal for the smooth functioning of the institutional activities. There is a constant dual flow of information between the Accounts office, Administrative office and the Principal Office. IQAC is another important component functioning in regular intimacy with Head of the institution. The college library is answerable to the Principal for providing library facilities to the students. Students clubs and societies are headed by the experienced senior teachers. They are required to report to the Principal frequently. The Principal has a multiaspected role to perform as there is both upward and downward communication going on within the institution, between the institution and the management constantly.

Case Study:- Annual budget : Proposal, Approval and Allocation.

The accounts department is in-charge of maintaining the budget. It manage all the sections of the college to ensure clarity of income and expenditure. There are various budgetary requirements at the institutional level. These include transport, examination branch, teaching-learning process, administrative processes. All departments' heads are submitted their requirements for every academic year to the accounts department. This requirement proposal is formulated after discussions with the head of the department. They arrive on a conclusive summary after discussing the essential

requirements to fulfill the needs of the department including the budget required for student development activities like guest lectures, seminars, workshops and conferences. Along with this, HOD's are also asked to come up with a proposal of their requirements including purchase of new equipment, repairs and maintenances, service, up gradation.

All proposals from various persons in charge, faculty and students are discussed in department meetings,

reviewed and forwarded to the reporting authority for further processing. College Principal consolidate all the requirements received from the HOD's and organize a meeting to eliminate redundancy. Requirements combined with the budgets of all departments are forwarded for the Governing Body. A final proposed budget including all anticipated income and expenditure prepared by the accounts department is presented to the governing body for approval. As the document is an outcome of an integrated approach of participative process, it is approved by the governing body. Any objections or concerns by the members are discussed, recorded and decisions with majority of acceptance are made for making changes in the proposals. Approvals of budgets are communicated to all individuals who proposed them, through proper channels.

Accounts department releases funds as planned.

Through effective decentralization, the institution practices successful delegation and enhances the productivity of the college. Through participative management, each person in-charge handles their allotted activity and ensures its complete and constructive delivery.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The novel corona virus disease 2019 (COVID-19) presents an important and urgent threat to global health and its effect is expected to get even worse in the middle- and low-income countries where the health system is weak and fragile. Timely access to accurate information and public awareness on prevention methods is one of the feasible interventions in these countries. Identifying level of public awareness on disease prevention is important to mitigate the pandemic.

For this purpose our institution organized COVID related programme as given below:

Tutorial groups of students for COVID awareness- 8-10-2020

RTPCR test for Staff

Vaccination Camps for Students and local residence-31-07-2020, 14-08-2020 and 17-09-2020

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Collective decision making coupled with individual responsibility is the structural basis of the institution. A.S.High School Khanna Trust and Management Society, Khanna is the ultimate decision making authority. The Governing Body of A.S.College for Women, Khanna is the elected executive body, which has the scrutinizing power over the institution in collaboration with the above stated ultimate decision making authority. As presented in the above pictorial graph, there is an integrated organizational structure working in the institution. Dean Academics, Dean Co-Academics and Dean Sports are in alliance with the Principal. Various committees have been formed as helping hand to the Principal for the smooth functioning

of the institutional activities. There is a constant dual flow of information between the Accounts office, Administrative office and the Principal Office. IQAC is another important component functioning in regular intimacy with Head of the institution. The college library is answerable to the Principal for providing library facilities to the students. Students clubs and societies are headed by the experienced senior teachers. They are required to report to the Principal frequently. The Principal has a multiaspected role to perform as there is both upward and downward communication going on within the institution, between the institution and the management constantly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching Staff

1. Employees satisfaction makes the working atmosphere creative one . in addition to handsome salary. Various innovative

measures have been taken up by management for teaching and non teaching staff.

2. Provident fund scheme is provided for the staff.
3. On the day of retirement, the gratuity and earned leaves cheques provided to the staff.
4. There is a provision for the maternity leave for both aided and non aided staff.
5. Medical leave is provided for the benefit of both aided and unaided staff.
6. The staff members who go for attending seminars workshops are provided duty leave.
7. A relaxation in fees is provided to the children of Employees.
8. Medicines for minor ailments are available.
9. The institution organizes health awareness Programmes to make staff members aware of various health problems.
10. ESI is provided to the staff who are on adhoc basis (below 21000/- salary)

Non Teaching Staff

1. Employees Provident fund scheme is provided to the staff.
2. On the day of retirement, the gratuity and earned leaves cheques provided to the staff.
3. There is a provision for the maternity leave.
4. Medical leave is provided for the staff.
5. The staff members who go for workshops are provided duty leave.
6. A relaxation in fees is provided to the children of Employees. , Class 1V employees are given financial assistance for the education of their wards.
7. Medicines are available for staff.
8. Wheat loan is provided for staff.
9. Uniform and shoes are provided for class 1V Employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college uses self appraisal methods, self assessment proformas, prepared as per the guidelines of UGC. They are filled by each and every member of the faculty at the end of the session and the Head of the Institution SSR (Cycle II), A.S. College for Women, Khanna Page 178 validates it and uses it to write their ACR. This exercise makes every individual alert and motivates to upgrade teaching and research. The results of the students in the University examination, feed back from the students, passouts and parents are some of the measures of the evaluation. The Office Superintendent, in consultation with the Principal assigns the duties to class IV employees, observes the quality of services provided by them and seeks the improvement, if needed. For the valuable decision making in the area of appointment, promotion and career advancement of teachers the institution strictly follows the UGC recommended regulations regarding API based on the performance based appraisal system.

Performance appraisal report submitted by staff and validated by the Principal serves as basis for the upgradation of pay scales to the staff. The decision of temporary/contractual staff is also taken on such above stated report. The performance appraisal of the staff includes the involvement of the Management also. The working decorum of the staff members are closely scrutinized by the Management members. Annual increments and placement in the grades are realized only when they are up thumbed up by the Managing Committee. After the appraisal of the faculty, the benefits are extended at the quickest. The academic result of the institution is discussed in the meetings conducted by the Management and for the performance appraisal important guidelines are provided to the staff for the betterment of the institution. The staff members are applauded in the staff meetings for their specific achievements. The commendable

achievements of teaching and non teaching staff members are acknowledged in the annual report of college read out at annual Prize Distribution and Convocation. The accomplishment of students and staff are recorded in the college Magazine 'Avastha'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There is a frequent audit of the accounts of the institution. Bills, vouchers case menses and books are scrutinized by the bursar regularly. The Internal Auditing of the institution accounts is done by the qualified chartered accountant appointed by the A.S.High School Khanna Trust and Management society before 31st march annually. In addition to it, Accountant General Punjab also conducts the audit of Government Grants. The audited report is placed before the Management in the meeting and the qualified remarks given by the auditor is also put before the Management to take decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

500000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The financial resources are mobilized in efficacious and reliable manner. The institution adopts a proper mechanism for the channelization of SSR (CycleII), A.S. College for Women, Khanna Page 180 financial resources. The annual budget is passed by the governing body. The accounts are frequently monitored by the fully computerized system. All transactions are made through vouchers and collections are accumulated in the Bank. However all the disbursement is done through cheques and bank transfers. Only authorised persons are liable to operate the Bank operations. The institution is liberal, yet follows the strategy of restraint as for as the expenditure is concerned. The Institution has formed a purchase committee and proper procedure for purchases is adopted. Quotations are called for and the prices are compared. All the bills, even for minor purchases are verified by the convener of the purchase committee before submission to the accounts department. All the Grants obtained from different funding agencies is channelized only after getting approval from top management. The auditing of the college accounts is done by the qualified Chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Research and Development - The college encourages the teachers to update their knowledge and do research work. The college already has 13 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 2020-21, 09 faculty members attended Online FDP on Various topics. Five Days Faculty Development Programme was organized by Computer Science Department from 07-07-2020 to 11-07-2020 for teaching staff to aware them about online teaching tools .

Co-Academics Activities- The diverse programmes in academics and co-academics as well as sports, cultural and social activities organized by various clubs and societies, NCC and NSS units of the college are well synchronized and reinforced with an effective support system to produce enlightened and self-reliant women as visualized in the vision and mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning process is scrutinized under the following mechanism adopted by the institution.

Staff Meetings: A general staff meeting is conducted to provide an eye view of the important national and international days, celebration of festivals, departmental activities, seminars and activities of various clubs and societies of the College.

Weighing up of students performance:- Two house tests and special tests are conducted during the academic session. Assignments are given to the students and they are asked to prepare projects and PPTs'. On the basis of this performance, the students are assessed during the year and internal assessments for each subject are sent to the university.

Endorsement of modern teaching methods: Technology has flourished pedagogy and student-teacher interaction. The staff patronizes modern teaching methods by making use of smart classrooms and PowerPoint presentations for delivering lectures.

Feedback from students: The student's council conveys the problems of the students to the Principal so that proper measures for student's welfare can be taken in time. Suggestion box is also used to receive student feedback. In view of the feedback from students, newer additions of infrastructural requirements such as blackboards, books, equipments and ICT Aids are made as per need.

Feedback from Parents and Alumni:- The college holds Parents-Teacher-Principal Meetings in the months of November and January to inform the parents of their wards performance. Letters are sent through post to the parents of the weak students to apprise them of their ward's performance in the house examinations. Suggestions are welcomed from parents for any improvement. Feedback is received from the Alumni to share their views on improving the college infrastructure and methods of teaching.

Recapitulation of Results:- The examination committee timely conducts two House Exams strictly according to the guidelines provided by P.U. Quick evaluation of the answer sheets is done to communicate the result to the students in time. There is a provision of remedial classes to improve their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

To promote gender equity International Women Day was celebrated by all the PG Departments of the college on 8 march,2021. Approximately 80 students attended the activity.

Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the buildings, classrooms and labs regarding gender sensitivity. Grievance Redressal and gender sensitization committee provides convenient opportunities for girl students to raise the problems of harassment preserving anonymity. The college endeavors to look after the total personality development of students through various classes. The Equal opportunity cell has been putting efforts in this direction. There is also presence of girl's common room in the college campus. Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the buildings, classrooms and labs regarding gender sensitivity.

1. Safety and Security

The college explicitly and exhaustively follows safety norms in all aspects. Security wing consisting of personnel safe guard the campus and hostels in all aspects and the entire campus which is covered under sufficient lighting arrangements. Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the

buildings, classrooms and laboratories are sufficiently lighted. Timely medical assistance for girl students can be given since a full-time Doctor is available on campus. Transport facilities are easily provided in case of emergency. Grievance Cell provides a convenient opportunity for girl students to raise the problems of harassment preserving anonymity.

2. Counselling

For effective mentoring and welfare of the students, 15-20 students are attached to a faculty mentor. The mentoring system is adopted to improve the rapport between the faculty and students. The main objective is to keep track of the progress of the students and counsel them accordingly for academic and personal guidance. Parents of the students are timely informed wherever the necessity arises such as lack of attendance, poor academic performance and psycho-social problems. The college endeavours to look after the total personality development of students through various classes, Co-Curricular and extra - Curricular activities and counseling. The faculty offer guidance to the prospective professionals in addition to classroom teaching. The Career guidance cell has been putting efforts in this direction.

3. Common room

There is presence of girls common room in the college campus. Proper sitting and adequate ventilation facilities has been provided in the girls common room.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- **Solid waste management**

Solid Waste is kept in separate containers. When the container is filled, it is kept in separate pit. The waste is kept for decomposition and then it is used as compost for trees and plants planted in the campus. Transport arrangements for solid waste as well as composting arrangements to convert into fertiliser are made available. The paper waste of examination branch, general office, library and other departments is sold for recycling of the same. Old damaged furniture items are repaired for reuse of manufacturing of other items of furniture.

Liquid waste management

Drinking water facility is arranged in every building of the campus. Wastage of drinking water is restricted through proper monitoring. The waste is left for decomposition and then it is used as compost for tree and plants planted in the campus. Waste water is properly drained out to maintain the greenery in the campus as well as providing ecologically aesthetic environment. Proper drainage system is arranged for all the buildings of the campus

E-waste management

- Instead of dumping the e-waste material, the colleges make it sure that the E-components are properly stored.
- After their lifetime e-waste are sold as scrap to the local vendors.
- Various departmental activities are organized on the topic of e-waste management.
- Other E-waste materials are properly disposed.

- Awareness programmes are initiated on E-waste management.
- E-waste material transformed into decorative pieces with the help of students of fashion designing department.

Waste recycling system

Firstly, there exists rain water harvesting structures in the college. In the college building, the PWD has developed structures to harvest rain water. This rain water system has maintained water level of college campus. Rain water harvesting promotes self-sufficiency and fosters an appreciation for water as a resource. It also promotes rain water conservation. Many systems require only a small pump to create water pressure in household pipes. Secondly, solid waste is recycled into compost by using organic methods and used for plantation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well / Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.

D. Any 1 of the above

Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sarvepalli Radhakrishnan. Independence Day and Republic Day are also celebrated in the college.

Various Departmental activities were organized by the college like Sanskrit Divas, Hindi Divas, Ozone Day, FIT India Campaign, Declamation Contests, National Youth Day, Voters day, World environment Day, Online Fashion Show etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country.

The students have taken up many cleanliness drives both inside the campus considering it as a responsibility of every citizen. Swachh Bharat Abhiyan has also been an important initiative taken up by NCC and NSS units of the college.

College students also participated in FIT India Campaign, Online Pledge Ceremony on COVID-19, Awareness Regarding Stubble burning, Vigilance Awareness Week, Online National Youth Day Celebration, Online Inter Class Essay Writing Competition on National Voters Day, World Environment Day Celebration .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Every culture has number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation Republic day is celebrated every year on 26th January in the college with great enthusiasm and pride. It is a day to remember when India's constitution came into force on 26 January 1950 completing the country's transition toward becoming an independent republic. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is celebrated on 15th August commemorating the nation independence from United Kingdom on 15th August 1947. It is a day when all staff members and students pay homage to their leaders and those who fought for India's freedom in the past.

Besides these two national days a number of other national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social, cultural and scientific history such as Mahatma Gandhi, Dr. Sarvepalli Radhakrishnan. International Women day is also celebrated in our college on 8th March every year. The day is used to recognize women who have made significant contribution to the advancement of their gender. . International Yoga day is also celebrated on 21st June every year in the college. It is celebrated to spread awareness about importance and effects of yoga on the health of the people. Teachers day is also celebrated on 5th September every year to celebrate the birth

anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true teacher. Hindi Diwas is also celebrated on 14th September by Hindi department. On the birthday of Mahatma Gandhi college organized Online Essay Writing Competition on Teaching of GandhiJI.

Beside this college also celebrated Swacchta Pakwada, National Level online Mathematics Quiz, Sanskrit Diwas, Ozone Day, FIT India Campaign, Online Pledge Ceremony on COVID-19, Online Essay Writing Competition on 400th Birth Anniversary of Guru Teg Bahadur Ji, Online inter College Quiz Competition related to History of Sikh Culture, Online Inter-Class Slogan Competition on 400 Birth Anniversary of Sh. Guru Teg Bahadur Ji, Online Sports Day Declamation Contest, 'PUN' Survey under Yuva pride of Punjab Programme, Awareness Regarding Stubble burning, Vigilance Awareness Week, Lohri Celebration, Online National Youth Day Celebration, Online Inter Class Essay Writing Competition on National Voters Day, Online Live Skill Building Workshop, Online Powerpoint Competition on Small Saving Scheme, Online Multimedia Show on Smart Sensors and their Applications, Online Activity on Preliminaries of Statistics, World Environment Day Celebration, Online Fashion Show.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I Title: National Education Policy 2020 Aim: Education is fundamental for achieving full human potential, developing an equitable and just society, and promoting national development. This National Education Policy 2020 is the first education policy of the 21st century and aims to address the many growing developmental imperatives of our country. This Policy proposes the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st century education, including SDG4, while building up on India's traditions and value systems.

Implementation: ? An online seminar on "National Education Policy 2020" was organized at A.S.College for Women, Khanna Under the chairmanship of A.S.High School Khanna Trust & Management Society, Khanna. IQAC Cell organized the seminar under the able guidance of College Principal Dr. Meenu Shrama on 30-09-2020. The following points were highlighted for National Education Policy 2020 :-
 Schooling to begin from the age of 3 years, Mother tongue to be instated as medium of instruction, A Single Overarching Body of Higher Education, Separation between subject streams to be blurred, The Return of the FYUP Programme and No More Dropouts. So that all the students get aware about the National Education Policy 2020.

IQAC Cell organised an Online Seminar on "National Education Policy 2020" on 30-09-2020. The function was presided over by the College Principal Dr. Meenu Sharma. Dr. Prabhjit Kaur(Dean Co-academic, Incharge IQAC Cell), gave a welcome to Madam Principal. In the beginning Dr. Karuna Arora (Dean Academics) highlighted her views about the aim and Implementation of education values. Dr. Prabhjit Kaur 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 celebrtate Swachh Bharat Abhiyan through our NCC and NSS camps.

Implementation:

- .The NCC and N.S.S. Department of our college celebrated the 'Vigilance Awreness Week' on 27-10-2020 to 2-11-2020. The function was presided over by Madam Principal Dr. Meenu Sharma in the presence of Dr. Karuna Arora (Dean Academics) and Dr. Prahjit Kaur(Dean Co-Academics). This awareness week campaign affirms our commitment to promotion of integrity and probity in public life through citizen participation. Activities to be conducted within the campus include taking of the Integrity Pledge by all students of NSS and NCC.
- . Online Swachhta Pakhwada Week organized by NSS from 12-08-2020 to 15-08-20202 was devoted to Tree Plantation, Save

Environment and Swachh Bharat Mission. The students were awaked about tree plantation is significant because it is linked to our basic need for good food to eat and clean air to breathe. Aside from these necessities, they preserve biodiversity, conserve water, preserve soil, and control climate, among other things and motivate them to take pledge for installation of one sapling in their surroundings to make environment eco-friendly.

- • 75th Independence Day celebrated on 15-08-2020 and 7th International Yoga day was celebrated on 21-6-2021 by NCC, NSS and Physical Departments of the college.
- • Guest Lecture on "Single Use Plastic and waste Management" was organized by NSS and NCC on 5-10-21
- • "Awareness Programme against Stubble Burning" was organized by NSS on 14-10-20. During this lecture students were awakened about the environmental causes.

File Description	Documents
Best practices in the Institutional website	https://www.ascwkhanna.com/download/best_practices_2020_2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 valuebased 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 2020-2021 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 experience staff of the college, co-operation of the students and keen guidance of our Worthy Management Committee at every step.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 soliberal 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

44

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross cutting issues related to Gender, Environment, sustainability, human values and ethics are integrated in the curriculum by the college. Strong emphasis has been laid by the college on gender and caste equality. Extension lectures, seminars and debates through which students attain theoretical knowledge are organized at small intervals. The objective of holding these extension lectures is to make the students aware about equality, social justice and human rights. Students also attain exposure to the burning social cruces take gender inequality, eco-friendly measures and self-respect. Students analyze the newspaper articles and books pertaining to women in the library. NSS and NCC activities are organized by the college in order to create a culture of nurturing creativity and scientific temper amongst the students. Environment awareness programme are organized by NSS unit of the college. Apart from this, various depts. of the college organize Workshops and Personality Development Programmes in order to impart knowledge to the learners which fulfill the need of the society Students are imparted Environment ethics through Environment science courses to sensitize them towards social issues. Faculty of social sciences organizes seminars as well as extension lectures on gender senitization. The college has set up a women grievance cell to deal with such issues. Our college organizes Personality Development Workshop every year to chisel and refine the overall development of the students and makes them ready to face all the challenges of their life. With the aim of empowering the women and making her economically independent, two add on courses are being run by the college. In communicative English course, students get proficiency in communication skill that is the pre-requisite for job procurement. A graduate with effective communication skill can adjust herself anywhere whether MNC, corporate section or indigenous projects of the Nation. Computer based Accounting course that provides the knowledge of computer based Accounting to the students to maintain the accounting

records, if they become an entrepreneur. The college is running active Career Guidance cell that prepares the students for written test, interview and various career options while they are studying in the college. The main purpose is to inculcate a sense of responsibility, among students to be placed in higher positions. Grievance Redressal Cell makes every effort to ensure that the girls feel very comfortable. Common problems of the girls are resolved by this cell. All the individual complaints are processed by this unit and suitable action is taken as per the college norms. Blood donation camp is also organized by Red Cross and Red Ribbon Society that contributes a lot to the enrichment of the students. Moral and ethical values are imparted to the students through Monday Morning Assembly in which faculty members present healthy thoughts to guide the students on the righteous path. Students are motivated to take more and more participation in Social Service Club. Faculty members are assigned Discipline duties in order to develop the quality of discipline amongst students. An Internal Quality Assurance Cell is also formed by the college that aims at the enrichment of the quality assurance of the college that includes strengthening the students with cultural and value oriented education and scholarships for deserving students and enhancing social awareness projects. Days having National and International relevance celebrations inculcate a National Spirit and love for the cultural enrichment in the students. Students are also motivated by Youth Service Club to take part in Social Service Programs. The Punjabi 'Virsa' is a commendable effort of the institution to keep a good hold on their culture. The Youth Welfare Committee brings out the hidden talents of the students and a healthy platform is provided to them to exhibit their talents. In this way they come out more polished having attributes of team spirit, communication, stress management and peer learning.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

26

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

614

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

273

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution do assess the learning levels of the students after admission and organize special programmes for advanced learners and slow learners. In the initial days after admission, introductory lectures are devoted to understand the knowledge gap of the students and the syllabus is started from familiar to different topics. These lectures are very helpful for the students who have changed their stream and are on a way to study a new subject. So far as the slow learners are concerned, after being specified, they are helped by Dean Academics. Remedial Classes, especially in the subject of compulsory English are arranged in order to bring up the level of weaker students, there by encouraging the concept of Peer learning. The advanced learners are given extra attention. They are provided with the book bank facilities both from college library as well from the personal collection of the concerned subject teachers. They are motivated to join the Reader's club. They are awarded and honoured in the college assembly to provide motivation to the fellow students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
614	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution strongly adhere to the idea of students centric methods. They are made to participate in learning and problem solving methodologies. This action plan consists of lectures, group discussions, power-point presentations, assignments, class tests and viva-voce etc. Students are always the centre of all the activity in the college. In order to bring out their hidden talents, Talent Hunt function is held. On the basis of their outputs students are further helped to polish their skills and are motivated to take part in the Youth Festival. Efforts are made to build the personality of the students in a well rounded way. Democratic elections of the college Central Association, Students Editors in the College Magazine, NCC, NSS and different club activities, all provide a platform for student centric teaching learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Today, it is essential for the students to learn and master the latest technologies in order to be corporate ready. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following tools are used by the Institute ICT Tools:

1. Projectors
2. Desktop and Laptops
3. Printers
4. Photocopier machines
5. Scanners
6. Seminar Room

7. Auditorium**8. Online Classes through Google Meet, google Classroom****Use of ICT By Faculty****A. PowerPoint presentations****B. Online quiz****C. Video Conferencing****D. Video lecture**

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

34

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

It is one of our prime endeavors to ensure rigor and transparency in the internal assessments. There is a set criterion for making the assessment. Weightage is given to the marks obtained by the students in the house tests, class tests timely completion of assignments and attendance in the class, as laid down by the university. To maintain transparency, the answer sheets of house exam are shown to the students and the attendance of lectures and marks obtained in house exams are conveyed through letters to the parents after each of them. Every month the documents showing the attendance of lectures are shown to the students and even got signed from them. Parent-teacher principal meets are held in an informal manner to get their feedback and suggestion.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The mechanism to deal with examination related grievances works with the idea of transparency, keeping in view the time and efficiency. At the institutional level one house test is conducted in each semester. Evaluation of answer sheets is completed within seven days and the results are published within 2 weeks of the conduct of exam. Answer sheets are shown to students. The total is also checked by the students and unmarked question, if any, is marked. It is ensured that the students feel satisfied with the evaluation. The university has launched examination Grievances Monitoring System (EGMS), 2013. There is a provision for re-evaluation where the answer book is checked by two examiners. Total is again checked by the special staff on duty for this purpose. Hence, the grievances are redressed.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

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 regularly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes are mentioned below:

Method of assessment of POs / PSOs

The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.

Direct Assessment methods ? Internal Test-Three internal tests are conducted per semester ? Group discussion-Tutorial classes are conducted on different topics time to time. ? Laboratory performance- Practical tests of different subjects are conducted by Home Sci., Physical Edu., Computer Sci., Fashion Designing, Dance and Music departments. ? Student projects- Project works are assigned to outgoing students. ? Assignments- Assignments are given during each semester. The assignment's topics are provided to students and they refer the text books and good reference books to find out the answers and understand the expected outcome of the given problem. ? Semester Test- At the end of each semester, university conducts Theory and Practical examinations. ? End term Theory Result- Based on the Theory and Practical examinations result published by university the course outcomes are measured. Indirect Assessment Methods ? Student Feedbacks-To evaluate, whether corresponding COs are achieved or not.

According to the performance of the student in answering each question, mapping is carried out with the respective COs for assessing the attainment level of the specific CO of the subject. ? Teacher Feedback-Teacher Feedbacks are conducted for finding out whether the knowledge, skill and attitude learned from this institution is adequately satisfying their expectation or not. ? Alumni Feedback- Alumni survey is an important assessment tool to find the relevance of the curriculum with the expected skills of the industries. The level of attainment of goal for the specified program.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

221

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.ascwkhanna.com/download/students_satisfaction_survey_2020_2021.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides**

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The College though does not have any defined ecosystem including incubation centre established under the mandate from any statutory authority but it has developed a spirit of encompasses various outreach programmes for creation and transfer knowledge.

Students with creative ideas approach the specialized teachers who are guiding them in their work and later their work is presented in inter college competitions/seminars conducted by the affiliated colleges of the same university and other university.

The faculty members are availing the facilities within the campus to carry out their research activities, such as;

- Wi-Fi throughout the campus
- Internet facility of 35 Mbps is available to staff.
- Computing facility is available
- Well furnished Seminar/Auditorium halls with a seating capacity are available to conduct seminar/workshop, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies.
- Other activities: The institute also took the initiative of organizing awareness program on environmental issues, self defence awareness programme for girls for their personal safety and security.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

220

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate facilities for teaching and learning. The College always makes a special effort to inculcate technology in teaching and learning process. The College has taken various measures to impart adequate facilities to the students. The total area of the college is 4.53 Acres. There are a total 24 classrooms in the college which help the students in attaining knowledge. Numerous Laboratories are also an integral part of the college, as they help in achieving practical experience. There are a total 12 number of Laboratories in the College. One Conference hall in the College is the hub of co-curricular & academic activities, which is fully air-conditioned and spacious.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The College has a vast playground and rich infrastructure for proving indoor and outdoor games facilities. The budding talent and propitious sports women are honoured at Annual Athletic Meet of the College. Various perks like Fee Concession are given to the participants of National/International competitions. Besides this regular refreshment, sports kit, conveyance etc. are provided to the participating students. The College has vivid sports facilities including indoor and outdoor games, gymnasium, health centre, auditorium and yoga centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

33

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**2497279.6**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

- Total area of the library (in Sq. Mts.) - 3120 Sq. ft.
- Total seating capacity - 100
- Working hours (on working days, on holidays, before examination, during examination, during vacation) - Timing of Library - 9am to 4pm
- Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading. IT zone for accessing e-resources)
- Library have one main reading hall
- Library is Air Conditioner
- Separate study hall for research scholars
- For teachers a separate study room
- For accessing e-resources arrangements have been made in research and reference section.
- Clear and prominent display of floor plan; adequate sign boards; fire alarm; access to differently-abled users and mode of access to collection
- Our college library is also imparting practical training in libraryship. During the last years ----- candidates have been given practical training by our library - Necessary sign boards are displayed at different places and sections of library to guide the users

- Fire alarms and fire extinguishers are installed at different sections of library
- Close access in book stacks and open access in research and reference section
- Name of the ILMS software: Advanta Software
- Nature of automation: Fully
- Version: ERP-(5.7.2.1)
- Year of automation: 2003

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

26550

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

By keeping in view the increasing demand for Internet access in Educational Institutions the universities and colleges are now moving forward to setup wi-fi network in their campuses for the students. Educational campuses have major requirements of user access control and control over bandwidth consumption and differentiated policy control for students access. At present, wi-fi facility is being provided to the students in the college classrooms, library, computer labs as well as in administrative block. By connecting through fully network campus helps the students to prepare projects and seminars. Since July 2020, we are having Netplus Broadband with 350MBPS and before this in the year 2018 we were using 03 Connect broadbands with 350 MBPS. Beside this we are providing 5 internet connections to the students that helps the students to prepare their assignments and project work. Currently we have having 101 no. of computers, 02 visualizers and 07 LCD projectors etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

101

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

286701

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****124**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****15**

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

200

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

3

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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 due to COVID-19 the student council elections were not conducted, so no Student Council is formed..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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

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 due to COVID no physical functions were organized at college level so various online methods were used to interact with them.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the College is to produce awakened women in order to aim at an awakened Nation. The College also envisions raising the living standard of the rural youth by imparting quality education to them, which equips them to face not only national but international challenges also. The college aims at providing value-based education to produce responsible citizens and to make the girl students economically independent, to produce national and international sportspersons, to make the students aware of their health, environmental pollution, to encourage the students to adopt one project of Social Service, to organize frequent seminars and workshops to broaden the mental horizons of the teachers and the students, to inculcate Cosmopolitan outlook among the students, to provide every facility to the teachers and the taught to keep them aware of the latest developments in the field of Information Technology, to produce Socially, Economically, Culturally, Ethically and Politically compatible citizens.

The institution aims at serving the socially and financially weaker sections of the society in Khanna and its surrounding

areas in order to bring about a positive change in their lifestyles, motivating the students to realize their hidden talents to the best of their capacity and sharpen the leadership qualities in the students and to cultivate healthy leading skills among them by holding seminars and organizing extension lectures for this purpose and inculcate a sense of empathy among them for the fellow humans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The college ensures decentralization and thus delegates authority at different levels ensuring good governance. There is an integrated organizational structure working in the institution. Dean Academics, Dean Co-Academics and Dean Sports are in alliance with the Principal. Various committees have been formed as helping hand to the Principal for the smooth functioning of the institutional activities. There is a constant dual flow of information between the Accounts office, Administrative office and the Principal Office. IQAC is another important component functioning in regular intimacy with Head of the institution. The college library is answerable to the Principal for providing library facilities to the students. Students clubs and societies are headed by the experienced senior teachers. They are required to report to the Principal frequently. The Principal has a multiaspected role to perform as there is both upward and downward communication going on within the institution, between the institution and the management constantly.

Case Study:- Annual budget : Proposal, Approval and Allocation.

The accounts department is in-charge of maintaining the budget. It manages all the sections of the college to ensure clarity of income and expenditure. There are various budgetary requirements at the institutional level. These include transport, examination branch, teaching-learning process, administrative processes. All departments' heads are submitted their requirements for every

academic year to the accounts department. This requirement proposal is formulated after discussions with the head of the department. They arrive on a conclusive summary after discussing the essential requirements to fulfill the needs of the department including the budget required for student development activities like guest lectures, seminars, workshops and conferences. Along with this, HOD's are also asked to come up with a proposal of their requirements including purchase of new equipment, repairs and maintenances, service, up gradation.

All proposals from various persons in charge, faculty and students are discussed in department meetings,

reviewed and forwarded to the reporting authority for further processing. College Principal consolidate all the requirements received from the HOD's and organize a meeting to eliminate redundancy. Requirements combined with the budgets of all departments are forwarded for the Governing Body. A final proposed budget including all anticipated income and expenditure prepared by the accounts department is presented to the governing body for approval. As the document is an outcome of an integrated approach of participative process, it is approved by the governing body. Any objections or concerns by the members are discussed, recorded and decisions with majority of acceptance are made for making changes in the proposals. Approvals of budgets are communicated to all individuals who proposed them, through proper channels.

Accounts department releases funds as planned.

Through effective decentralization, the institution practices successful delegation and enhances the productivity of the college. Through participative management, each person in-charge handles their allotted activity and ensures its complete and constructive delivery.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The novel corona virus disease 2019 (COVID-19) presents an important and urgent threat to global health and its effect is expected to get even worse in the middle- and low-income countries where the health system is weak and fragile. Timely access to accurate information and public awareness on prevention methods is one of the feasible interventions in these countries. Identifying level of public awareness on disease prevention is important to mitigate the pandemic.

For this purpose our institution organized COVID related programme as given below:

Tutorial groups of students for COVID awareness- 8-10-2020

RTPCR test for Staff

Vaccination Camps for Students and local residence-31-07-2020, 14-08-2020 and 17-09-2020

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Collective decision making coupled with individual responsibility is the structural basis of the institution. A.S.High School Khanna Trust and Management Society, Khanna is the ultimate decision making authority. The Governing Body of A.S.College for

Women, Khanna is the elected executive body, which has the scrutinizing power over the institution in collaboration with the above stated ultimate decision making authority. As presented in the above pictorial graph, there is an integrated organizational structure working in the institution. Dean Academics, Dean Co-Academics and Dean Sports are in alliance with the Principal. Various committees have been formed as helping hand to the Principal for the smooth functioning of the institutional activities. There is a constant dual flow of information between the Accounts office, Administrative office and the Principal Office. IQAC is another important component functioning in regular intimacy with Head of the institution. The college library is answerable to the Principal for providing library facilities to the students. Students clubs and societies are headed by the experienced senior teachers. They are required to report to the Principal frequently. The Principal has a multiaspected role to perform as there is both upward and downward communication going on within the institution, between the institution and the management constantly.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching Staff

1. Employees satisfaction makes the working atmosphere creative one . in addition to handsome salary. Various innovative measures have been taken up by management for teaching and non teaching staff.
2. Provident fund scheme is provided for the staff.
3. On the day of retirement, the gratuity and earned leaves cheques provided to the staff.
4. There is a provision for the maternity leave for both aided and non aided staff.
5. Medical leave is provided for the benefit of both aided and unaided staff.
6. The staff members who go for attending seminars workshops are provided duty leave.
7. A relaxation in fees is provided to the children of Employees.
8. Medicines for minor laments are available.
9. The institution organizes health awareness Programmes to make staff members aware of various health problems.
10. ESI is provided to the staff who are on adhoc basis (below 21000/- salary)

Non Teaching Staff

1. Employees Provident fund scheme is provided to the staff.
2. On the day of retirement, the gratuity and earned leaves cheques provided to the staff.
3. There is a provision for the maternity leave.
4. Medical leave is provided for the staff.
5. The staff members who go for workshops are provided duty leave.
6. A relaxation in fees is provided to the children of Employees. , Class 1V employees are given financial assistance for the education of their wards.
7. Medicines are available for staff.
8. Wheat loan is provided for staff.
9. Uniform and shoes are provided for class 1V Employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college uses self appraisal methods, self assessment proformas, prepared as per the guidelines of UGC. They are filled by each and every member of the faculty at the end of the session and the Head of the Institution SSR (Cycle II), A.S. College for

Women, Khanna Page 178 validates it and uses it to write their ACR. This exercise makes every individual alert and motivates to upgrade teaching and research. The results of the students in the University examination, feed back from the students, passouts and parents are some of the measures of the evaluation. The Office Superintendent, in consultation with the Principal assigns the duties to class IV employees, observes the quality of services provided by them and seeks the improvement, if needed. For the valuable decision making in the area of appointment, promotion and career advancement of teachers the institution strictly follows the UGC recommended regulations regarding API based on the performance based appraisal system.

Performance appraisal report submitted by staff and validated by the Principal serves as basis for the upgradation of pay scales to the staff. The decision of temporary/contractual staff is also taken on such above stated report. The performance appraisal of the staff includes the involvement of the Management also. The working decorum of the staff members are closely scrutinized by the Management members. Annual increments and placement in the grades are realized only when they are up thumbed up by the Managing Committee. After the appraisal of the faculty, the benefits are extended at the quickest. The academic result of the institution is discussed in the meetings conducted by the Management and for the performance appraisal important guidelines are provided to the staff for the betterment of the institution. The staff members are applauded in the staff meetings for their specific achievements. The commendable achievements of teaching and non teaching staff members are acknowledged in the annual report of college read out at annual Prize Distribution and Convocation. The accomplishment of students and staff are recorded in the college Magazine 'Avastha'.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

There is a frequent audit of the accounts of the institution. Bills, vouchers case menses and books are scrutinized by the bursar regularly. The Internal Auditing of the institution accounts is done by the qualified chartered accountant appointed by the A.S.High School Khanna Trust and Management society before 31st march annually. In addition to it, Accountant General Punjab also conducts the audit of Government Grants. The audited report is placed before the Management in the meeting and the qualified remarks given by the auditor is also put before the Management to take decisions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

500000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The financial resources are mobilized in efficacious and reliable manner. The institution adopts a proper mechanism for the channelization of SSR (CycleII), A.S. College for Women, Khanna Page 180 financial resources. The annual budget is passed by the governing body. The accounts are frequently monitored by the fully computerized system. All transactions are made through vouchers and collections are accumulated in the Bank. However all the disbursement is done through cheques and bank transfers. Only authorised persons are liable to operate the Bank operations. The

institution is liberal, yet follows the strategy of restraint as far as the expenditure is concerned. The Institution has formed a purchase committee and proper procedure for purchases is adopted. Quotations are called for and the prices are compared. All the bills, even for minor purchases are verified by the convener of the purchase committee before submission to the accounts department. All the Grants obtained from different funding agencies is channelized only after getting approval from top management. The auditing of the college accounts is done by the qualified Chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Research and Development - The college encourages the teachers to update their knowledge and do research work. The college already has 13 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 2020-21, 09 faculty members attended Online FDP on Various topics. Five Days Faculty Development Programme was organized by Computer Science Department from 07-07-2020 to 11-07-2020 for teaching staff to aware them about online teaching tools .

Co-Academics Activities- The diverse programmes in academics and co-academics as well as sports, cultural and social activities organized by various clubs and societies, NCC and NSS units of the college are well synchronized and reinforced with an effective support system to produce enlightened and self-reliant women as visualized in the vision and mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The teaching learning process is scrutinized under the following mechanism adopted by the institution.

Staff Meetings: A general staff meeting is conducted to provide an eye view of the important national and international days, celebration of festivals, departmental activities, seminars and activities of various clubs and societies of the College.

Weighing up of students performance:- Two house tests and special tests are conducted during the academic session. Assignments are given to the students and they are asked to prepare projects and PPTs'. On the basis of this performance, the students are assessed during the year and internal assessments for each subject are sent to the university.

Endorsement of modern teaching methods: Technology has flourished pedagogy and student-teacher interaction. The staff patronizes modern teaching methods by making use of smart classrooms and PowerPoint presentations for delivering lectures.

Feedback from students: The student's council conveys the problems of the students to the Principal so that proper measures for student's welfare can be taken in time. Suggestion box is also used to receive student feedback. In view of the feedback from students, newer additions of infrastructural requirements such as blackboards, books, equipments and ICT Aids are made as per need.

Feedback from Parents and Alumni:- The college holds Parents-Teacher-Principal Meetings in the months of November and January to inform the parents of their wards performance. Letters are sent through post to the parents of the weak students to apprise them of their ward's performance in the house examinations. Suggestions are welcomed from parents for any improvement. Feedback is received from the Alumni to share their views on improving the college infrastructure and methods of teaching.

Recapitulation of Results:- The examination committee timely conducts two House Exams strictly according to the guidelines provided by P.U. Quick evaluation of the answer sheets is done to communicate the result to the students in time. There is a provision of remedial classes to improve their performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

To promote gender equity International Women Day was celebrated by all the PG Departments of the college on 8 march,2021. Approximately 80 students attended the activity.

Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the buildings, classrooms and labs regarding gender sensitivity. Grievance Redressal and gender sensitization committee provides convenient opportunities for girl students to raise the problems of harassment preserving

anonymity. The college endeavors to look after the total personality development of students through various classes. The Equal opportunity cell has been putting efforts in this direction. There is also presence of girl's common room in the college campus. Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the buildings, classrooms and labs regarding gender sensitivity

1. Safety and Security

The college explicitly and exhaustively follows safety norms in all aspects. Security wing consisting of personnel safe guard the campus and hostels in all aspects and the entire campus which is covered under sufficient lighting arrangements. Safety and security for girl students is ensured by these personnel. Responsible faculty members can easily monitor the roads and the corridors all the buildings, classrooms and laboratories are sufficiently lighted. Timely medical assistance for girl students can be given since a full-time Doctor is available on campus. Transport facilities are easily provided in case of emergency. Grievance Cell provides a convenient opportunity for girl students to raise the problems of harassment preserving anonymity.

2. Counselling

For effective mentoring and welfare of the students, 15-20 students are attached to a faculty mentor. The mentoring system is adopted to improve the rapport between the faculty and students. The main objective is to keep track of the progress of the students and counsel them accordingly for academic and personal guidance. Parents of the students are timely informed wherever the necessity arises such as lack of attendance, poor academic performance and psycho-social problems. The college endeavours to look after the total personality development of students through various classes, Co-Curricular and extra - Curricular activities and counseling. The faculty offer guidance to the prospective professionals in addition to classroom teaching. The Career guidance cell has been putting efforts in this direction.

3. Common room

There is presence of girls common room in the college campus. Proper sitting and adequate ventilation facilities has been provided in the girls common room.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- Solid waste management**

Solid Waste is kept in separate containers. When the container is filled, it is kept in separate pit. The waste is kept for decomposition and then it is used as compost for trees and plants planted in the campus. Transport arrangements for solid waste as well as composting arrangements to convert into fertiliser are made available. The paper waste of examination branch, general office, library and other departments is sold for recycling of the same. Old damaged furniture items are repaired for reuse of manufacturing of other items of furniture.

Liquid waste management

Drinking water facility is arranged in every building of the campus. Wastage of drinking water is restricted through proper monitoring. The waste is left for decomposition and then it is used as compost for tree and plants planted in the campus. Waste water is properly drained out to maintain the greenery in the campus as well as providing ecologically aesthetic environment. Proper drainage system is arranged for all the buildings of the campus.

E-waste management

- Instead of dumping the e-waste material, the colleges make it sure that the E-components are properly stored.
- After their lifetime e-waste are sold as scrap to the local vendors.
- Various departmental activities are organized on the topic of e-waste management.
- Other E-waste materials are properly disposed.
- Awareness programmes are initiated on E-waste management.
- E-waste material transformed into decorative pieces with the help of students of fashion designing department.

Waste recycling system

Firstly, there exists rain water harvesting structures in the college. In the college building, the PWD has developed structures to harvest rain water. This rain water system has maintained water level of college campus. Rain water harvesting promotes self-sufficiency and fosters an appreciation for water as a resource. It also promotes rain water conservation. Many systems require only a small pump to create water pressure in household pipes. Secondly, solid waste is recycled into compost by using organic methods and used for plantation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1.Restricted entry of automobiles
- 2.Use of bicycles/ Battery-powered vehicles
- 3.Pedestrian-friendly pathways
- 4.Ban on use of plastic
- 5.Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities. With great fervor the national festivals, birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sarvepalli Radhakrishnan. Independence Day and Republic Day are also celebrated in the college.

Various Departmental activities were organized by the college like Sanskrit Divas, Hindi Divas, Ozone Day, FIT India Campaign, Declamation Contests, National Youth Day, Voters day, World environment Day, Online Fashion Show etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country.

The students have taken up many cleanliness drives both inside the campus considering it as a responsibility of every citizen. Swachh Bharat Abhiyan has also been an important initiative taken up by NCC and NSS units of the college.

College students also participated in FIT India Campaign, Online Pledge Ceremony on COVID-19, Awareness Regarding Stubble burning, Vigilance Awareness Week, Online National Youth Day Celebration, Online Inter Class Essay Writing Competition on National Voters Day, World Environment Day Celebration .

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Every culture has

number of festivals and celebration has become a vital activity. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation Republic day is celebrated every year on 26th January in the college with great enthusiasm and pride. It is a day to remember when India's constitution came into force on 26 January 1950 completing the country's transition toward becoming an independent republic. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is celebrated on 15th August commemorating the nation independence from United Kingdom on 15th August 1947. It is a day when all staff members and students pay homage to their leaders and those who fought for India's freedom in the past.

Besides these two national days a number of other national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social, cultural and scientific history such as Mahatma Gandhi, Dr. Sarvepalli Radhakrishnan. International Women day is also celebrated in our college on 8th March every year. The day is used to recognize women who have made significant contribution to the advancement of their gender. . International Yoga day is also celebrated on 21st June every year in the college. It is celebrated to spread awareness about importance and effects of yoga on the health of the people. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true teacher .Hindi Diwas is also celebrated on 14th September by Hindi department. On the birthday of Mahatma Gandhi college organized Online Essay Writing Competition on Teaching of GandhiJI.

Beside this college also celebrated Swacchta Pakwada, National Level online Mathematics Quiz, Sanskrit Diwas, Ozone Day, FIT India Campaign, Online Pledge Ceremony on COVID-19, Online Essay Writing Competition on 400th Bith Anniversary of Guru Teg Bahadur Ji, Online inter College Quiz Competition related to History of Sikh Culture, Online Inter-Class Slogan Competition on 400 Birth Anniversary of Sh. Guru Teg Bahadur Ji, Online Sports Day Declamation Contest, 'PUN' Survey under Yuva pride of Punjab Programme, Awareness Regarding Stubble burning, Vigelence Awareness Week, Lohri Celebration, Online National Youth Day Celebration, Online Inter Class Essay Writing Competition on

National Voters Day, Online Live Skill Building Workshop, Online Powerpoint Competition on Small Saving Scheme, Online Multimedia Show on Smart Sensors and their Applications, Online Activity on Preliminaries of Statistics, World Environment Day Celebration, Online Fashion Show.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best practice I Title: National Education Policy 2020 Aim: Education is fundamental for achieving full human potential, developing an equitable and just society, and promoting national development. This National Education Policy 2020 is the first education policy of the 21st century and aims to address the many growing developmental imperatives of our country . This Policy proposes the revision and revamping of all aspects of the education structure, including its regulation and governance, to create a new system that is aligned with the aspirational goals of 21st century education, including SDG4, while building up on India ' s traditions and value systems. **Implementation: ?** An online seminar on "National Education Policy 2020" was organized at A.S.College for Women, Khanna Under the chairmanship of A.S.High School Khanna Trust & Management Society, Khanna. IQAC Cell organized the seminar under the able guidance of College Principal Dr. Meenu Shrama on 30-09-2020. The following points were highlighted for National Education Policy 2020 :- Schooling to begin from the age of 3 years, Mother tongue to be instated as medium of instruction, A Single Overarching Body of Higher Education, Separation between subject streams to be blurred, The Return of the FYUP Programme and No More Dropouts. So that all the students get aware about the National Education Policy 2020.

IQAC Cell organised an Online Seminar on "National Education Policy 2020" on 30-09-2020. The function was presided over by the

College Principal Dr. Meenu Sharma. Dr. Prabhjit Kaur (Dean Co-academic, Incharge IQAC Cell), gave a welcome to Madam Principal. In the beginning Dr. Karuna Arora (Dean Academics) highlighted her views about the aim and Implementation of education values. Dr. Prabhjit Kaur 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 'Vigilance Awareness Week' on 27-10-2020 to 2-11-2020. The function was presided over by Madam Principal Dr. Meenu Sharma in the presence of Dr. Karuna Arora (Dean Academics) and Dr. Prabhjit Kaur (Dean Co-Academics). This awareness week campaign affirms our commitment to promotion of integrity and probity in public life through citizen participation. Activities to be conducted within the campus include taking of the Integrity Pledge by all students of NSS and NCC.
- Online Swachhta Pakhwada Week organized by NSS from 12-08-2020 to 15-08-2020 was devoted to Tree Plantation, Save Environment and Swachh Bharat Mission. The students were aware about tree plantation is significant because it is linked to our basic need for good food to eat and clean air to breathe. Aside from these necessities, they preserve biodiversity, conserve water, preserve soil, and control climate, among other things and motivate them to take pledge for installation of one sapling in their surroundings to make environment eco-friendly.
- 75th Independence Day celebrated on 15-08-2020 and 7th International Yoga day was celebrated on 21-6-2021 by NCC, NSS and Physical Departments of the college.
- Guest Lecture on "Single Use Plastic and waste Management" was organized by NSS and NCC on 5-10-21
- "Awareness Programme against Stubble Burning" was

organized by NSS on 14-10-20. During this lecture students were awakened about the environmental causes.

File Description	Documents
Best practices in the Institutional website	https://www.ascwkhanna.com/download/best_practices_2020_2021.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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 valuebased 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 2020-2021 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 Sundaram) 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 experience staff of the college, co-operation of the students and keen guidance of our Worthy Management Committee at every step.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plans

1. To purchase of land for college campus
2. To strengthen the existing courses
3. To conduct personality development programmes for students
4. To organise workshops and to introduce short term courses with the help of Commerce, Computer and Fashion Designing Departments.
5. To organise conferences/Extension Lectures by Commerce, Computer Sci. and Post Graduate Departments.
6. Virtual Interaction with parents on Regular Intervals.
7. To introduce more E-Learning material in the Library with the help of National Digital Library
8. Plan to organize Job Placement Fest in the College.
9. Renovation/Upgradation of Indoor badminton hall and Table Tennis hall in the sports ground with the help of Grant from Govt.