S.G.G.S KHALSA COLLEGE MAHILPUR

HOSHIARPUR, PUNJAB

INTERNAL QUALITY ASSURANCE CELL (IQAC)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

Session 2011-12

The Annual Quality Assurance Report (AQAR) of the IQAC
(Session 2011-12)

Part – A

1. Details of the Institution

1.1 Name of the Institution

> S.G.G.S. KHALSA COLLEGE, MAHILPUR

1.2 Address Line 1

> V.P.O. - MAHILPUR

Address Line 2

> DISTRICT- HOSHIARPUR

City/Town

> MAHILPUR

State

> PUNJAB

Pin Code

> 146105

Institution e-mail address

> sggskcm@live.com

Contact Nos.

> 01884-245236

Name of the Head of the Institution:

> Dr. PARVINDER SINGH

Tel. No. with STD Code:

> 01884-245235, 246235

Mobile:

> 094636-75767

Name of the IQAC Co-ordinator:

> Prof. RAKESH KUMAR

Mobile:

098884-46484

IQAC e-mail address:

Rakeshmehta686@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

N/A

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

EC/56/A&A/135 dated September 16, 2011

1.5 Website address:

www.sggskcm.org

Web-link of the AQAR:

www.sggskcm.org/iqac/AQAR2011-12.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.70	2011	5 years

1.7 Date of Establishment of IQAC: DD/MM/YYYY   04/04/2016

1.8 AQAR for the year   2011-12

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

   i. AQAR _____N.A.

1.10 Institutional Status

   University   State ☐ Central ☐   Deemed ☐   Private ☐

   Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

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

Type of Institution   Co-education ☑   Men ☐   Women ☐

                       Urban ☐   Rural ☑   Tribal ☐

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

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

1.11 Type of Faculty/Programme

   Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☑

   TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

   Others   (Specify) | Computer Science/ Applications, Fashion Designing, Two Innovative Programmes |

1.12 Name of the Affiliating University *(for the Colleges)* | Panjab University, Chandigarh |

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

   Autonomy by State/Central Govt. / University | - |

   University with Potential for Excellence | - | UGC-CPE | - |

   DST Star Scheme | - | UGC-CE | - |

| UGC-Special Assistance Programme | - | DST-FIST | - |

| UGC-Innovative PG programmes | M.Sc. Instrumentation | Any other (*Specify*) | - |

UGC-COP Programmes | - |

2. IQAC Composition and Activities

2.1   No. of Teachers   07

2.2   No. of Administrative/Technical staff   02

2.3   No. of students   01

2.4   No. of Management representatives   01

2.5   No. of Alumni   01

2. 6   No. of any other stakeholder and
         community representatives   01

2.7   No. of Employers/ Industrialists   01

2.8   No. of other External Experts   01

2.9   Total No. of members   15

2.10   No. of IQAC meetings held   NIL

2.11   No. of meetings with various stakeholders: No. | - | Faculty | - |

         Non-Teaching Staff Students | - | Alumni | - | Others | - |

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

         If yes, mention the amount | - | [ ]   [✓]

2.13   Seminars and Conferences (only quality related)

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

| Total Nos. | 04 | International | - | National | 03 | State | - | Institution Level | 01 |

(ii) Themes

1. National Seminar on Philosophy of Lord Buddha was organized by the Buddhist Studies Centre on Nov 15, 2011.

2. The Human Rights Week was organized in the college in which painting competition, essay writing competition and debates were held.

3. One day UGC sponsored National Seminar on "Use of Iconic Liquids in Industry" was organised by P.G. Department of Chemistry in February,2012

4. Two day UGC sponsored National Seminar on 'Recent Trends in Physical Education & Sports-An Overlook' was organised by P.G. Department of Physical Education on 27-28 February, 2012

2.14 Significant Activities and contributions made by IQAC

1. A Blood Donation Camp was organized by the Department of Physical Education with the help of Red Cross Society, Hoshiarpur. A Red Cross unit was established in the college by the Department of Physical Education.

2. Various Studies Centres namely Gandhian Studies Centre, Nehru Studies Centre, Dr. Ambedkar Studies Centre, Buddhist Studies Centre and Women's Studies Centre sponsored by the UGC were established in the college.

3. B. Sc. Fashion Designing was introduced in the college. The admission to the courses of C.P.Ed and D.P.Ed were made on the basis of Entrance Test conducted by the Department of Physical Education on July20, 2011.

4. Meritorious students were honoured with mementoes and a decent amount of money. 83 needy students were given scholarship under the Minority Scholarship Schemes. The students from the science stream who excelled in Indian Science and Technology "Inspire" exam were honoured by the college.

5. Sant Hari Singh Memorial Football Tournament was held in the college in which 22 teams participated. Annual athletic meet was held in which the students participated with zest and fervour.

6. Mr. Avtar Singh Karimpuri (M.P) laid down the foundation stone of Dr. Ambedkar Bhawan on Sept 29, 2011 in the college.

2.15 Plan of Action by IQAC/Outcome

1. Regular correspondence is carried on with the UGC to get aid for the enhancement of research work. The college intends to hold various seminars, conferences and workshops in collaboration with the UGC in the coming session.

2. All the departments of the college will be encouraged to hold seminars, extension lectures etc. for the benefit of the students as well as the faculty members.

3. Certain new courses recommended by the UGC will be introduced at the post-graduate level.

4. Certain programs such as medical camps, cleanliness drive etc., the aim of which is community service, shall be organized.

Achievements:

1. Educational and industrial visits were organized for students of various classes.
2. A rally for 'women rights' was organized by the college.
3. A Candle March for awareness towards Atrocities against Women was carried out in the town by the college students.
4. A Placement Program and Workshop was organized in collaboration with a multinational company from the U.A.E.

2.15 Whether the AQAR was placed in statutory body?   No

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken   N/A

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	10		05	
UG	05		03	
PG Diploma	01		01	
Advanced Diploma				
Diploma	01		01	
Certificate				
Others				
Total	**17**		**10**	

Interdisciplinary				
Innovative	**2**			

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: **CORE & ELECTIVE OPTIONS**

(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	
Trimester	
Annual	UG-05, PG-10, Diploma-01, Advanced Diploma-01

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

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

(Not Available)

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

> Syllabus of various departments is changed by Panjab University, Chandigarh.

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

> NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	37	06	-	-

2.2 No. of permanent faculty with Ph.D.   04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Temporary faculty (Adhoc):   48

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	35	01
Presented papers	-	33	01
Resource Persons	-	-	-

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

> The college is on the way to computerise all the areas concerned with academics right from the admissions to the final assessment of the students. To promote learning, more emphasis is given to the use of computers and internet amongst teachers and students.

2.7 Total No. of actual teaching days
     during this academic year

| 181 |

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

| All university norms are followed |

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

| NIL |

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise distribution of pass percentage:

RESULT REPORT

DIPLOMA COURSE

CLASS	STUDENTS APPEARED	NO. OF STUDENTS PASSED	NO. OF FIRST DIVISION	NO. OF SECOND DIVISION	NO. OF THIRD DIVISION	NO. OF DISTINCTIONS (ABOVE 75%)
C.P.ED.-I	43	38	35	NIL	NIL	03
C.P.ED.-II	46	44	37	NIL	NIL	07
PGDCA	32	17	09	NIL	06	02

UG-CLASSES

CLASS	STUDENTS APPEARED	NO. OF STUDENTS PASSED	NO. OF FIRST DIVISION	NO. OF SECOND DIVISION	NO. OF THIRD DIVISION	NO. OF DISTINCTIONS (ABOVE 75%)
BA -I ANNUAL	218	109	31	72	63	NIL
BA -II	133	125	17	61	47	NIL
BA-III	134	`113	17	42	54	NIL
BSC. NON MED-I	17	11	1	3	7	NIL
BSC NON MED-II	16	16	2	4	10	NIL

BSC. NON MED.-III	11	9	4	5	NIL	NIL
BSC FASH. DESGN.-I	9	4	4	NIL	NIL	2
BCA-I	32	19	8	1	10	NIL
BCA-II	20	15	6	7	2	NIL
BCA-III	15	14	11	1	2	NIL
BCOM-I	83	55	2	27	26	NIL
BCOM-II	71	62	5	30	26	1
BCOM-III	23	22	17	1	3	1
B.P.ED. (ANNUAL)	38	37	36	NIL	NIL	1

CLASS	PG CLASSES					
	STUDENTS APPEARED	**NO. OF STUDENTS PASSED**	**NO. OF FIRST DIVISION**	**NO. OF SECOND DIVISION**	**NO. OF THIRD DIVISION**	**NO. OF DISTINCTIONS (ABOVE 75%)**
MA ECO SEM-1	23	23	2	12	9	NIL
MA ECO.SEM-II	19	19	2	9	8	NIL
MA ECO. IIND YEAR(ANNUAL)	15	15	3	10	2	NIL
MA PUNJABI SEM-II	33	33	11	12	10	NIL
MA PUNJABI SEM-II	29	29	3	18	8	NIL
MA PUNJABI IInd YEAR (ANNUAL)	19	19	7	10	2	NIL
MA POL. SC. SEM-I	51	51	7	27	17	NIL
MA POL. SC. SEM-II	50	50	13	21	16	NIL
MA POL. SC. IInd YEAR ANNUAL	28	28	12	14	2	NIL
MCOM SEM-I	38	38	16	19	NIL	3
MCOM SEM-II	35	33	25	8	NIL	NIL
MCOM SEM-III	34	34	20	11	NIL	3
MCON SEM-IV	34	34	34	NIL	NIL	NIL
MSC CHEMISTRY SEM-I	28	28	16	7	5	1
MSC. CHEMISTRY SEM-II	28	28	13	8	7	NIL
MSC. CHEMISTRY-II	44	44	39	3	2	1

MSC. IND. CHEM. SEM-I	2	2	NIL	NIL	2	NIL
MSC . IND. CHEM. SEM-II	2	2	2	NIL	NIL	NIL
MSC. IND.CHEM. SEM-II	8	8	8	NIL	NIL	3
MSC. IND.CHEM.SEM-IV	8	8	**SUBMISSION OF THESIS**			
MA HISTORY SEM-I	43	43	7	14	22	NIL
MA HISTORY SEM-II	39	39	1	20	18	NIL
MA HISTORY -II	30	29	11	15	3	NIL
MSC. PHYSICS SEM-I	21	21	14	34	3	2
MSC. PHYSICS SEM-II	22	22	14	8	NIL	1
MSC. PHYSICS-II	23	23	10	9	4	NIL
MSC. INSTRUMENTAT ION SEM-I	5	5	5	NIL	NIL	NIL
MSC. INSTRUMENTAT ION SEM-II	5	5	5	NIL	NIL	NIL
MSC. INSTRUMENTAT ION SEM-III	1	1	1	NIL	NIL	NIL
MSC. INSTRUMENTAT ION SEM-IV	1	1	1	NIL	NIL	NIL
M.P.ED.-I	35	32	28	NIL	NIL	4
M.P.ED.-II	35	34	28	NIL	NIL	11

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

i. Department wise formal discussions with all the faculty members are held.

ii. The results of House Tests and University exams are discussed with the Principal and plans are devised to improve the academic performance of the students.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	04
UGC – Faculty Improvement Programme	-

HRD programmes	-
Orientation programmes	-
Faculty exchange programme	01
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	04	NIL	02
Technical Staff	05	06	NIL	01

3. Research, Consultancy and Extension

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

> The faculty are encouraged to improve their qualifications by pursuing Ph.D. They are also motivated to participate in State/National/International seminars conducted by other institutions and to present their research papers. For this purpose, the faculty are informed about such activities being held at other colleges/institutions by circulating notices among them. They are also encouraged to pursue research by undertaking minor/major research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	02	-
Non-Peer Review Journals	-	03	01
e-Journals	01	-	-
Conference proceedings	-	07	-

3.5 Details on Impact factor of publications:

Range [-]   Average [   ]   h-index [--]   Nos. in SCOPUS [--]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	18 Months	UGC	1,15,000	1,15,000

Minor Projects	18 Months	UGC	85,000	85,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
National Seminar	One/Two Days	UGC	1,50,000	1,50,000
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published   i) With ISBN No.   09   Chapters in Edited Books   20

ii) Without ISBN No.   01

3.8 No. of University Departments receiving funds from

UGC-SAP   ---   CAS   ---   DST-FIST   ---

DPE   ---   DBT Scheme/funds   ---

3.9 For colleges   Autonomy   ---   CPE   ---   DBT Star Scheme   ---

INSPIRE   ---   CE   ---   Any Other (specify)   ---

3.10   Revenue generated through consultancy   NIL

3.11   No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	03	-	-	01
Sponsoring agencies	-	UGC	-	-	College Management

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

3.13   No. of collaborations   International   --   National   --   Any other   --

3.14   No. of linkages created during this year   -

3.15   Total budget for research for current year in lakhs :

From funding agency   -   From Management of University/College   -

Total   -

3.16   No. of patents received this year

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

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

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

3.18   No. of faculty from the Institution
who are Ph. D. Guides

> -

and students registered under them

> -

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

> ---

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

JRF `---`   SRF `----`   Project Fellows `---`   Any other `---`

3.21   No. of students Participated in NSS events:

University level `---`   State level `-`

National level `---`   International level `---`

3.22   No. of students participated in NCC events:

University level `---`   State level `90`

National level `07`   International level `-`

3.23   No. of Awards won in NSS:

University level `-`   State level `-`

National level `-`   International level `-`

3.24   No. of Awards won in NCC:

University level `-`   State level `46`

National level [04]   International level [-]

3.25 No. of Extension activities organized

University forum [---]   College forum [-]

NCC [---]   NSS [---]   Any other [---]

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

- ✓ Organised Annual Athletic Meet
- ✓ Organised Blood Donation Camp
- ✓ National Seminar on Philosophy of Lord Buddha was organized by the Buddhist Studies Centre on Nov 15, 2011.
- ✓ One day UGC Sponsored National Seminar organised by Department of Chemistry
- ✓ Two day UGC Sponsored National Seminar organised by Department of Physical Education
- ✓ Organised Industrial Visit by the Department of Commerce

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	140 Canals	-	-	140 Canals
Class rooms	59	08	Boys Fund	67
Laboratories	11	02	Boys Fund	13
Seminar Halls	02	-	Donation	02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	N/A	03	Boys Fund & Donation	03
Value of the equipment purchased during the year (Rs. in Lakhs)	N/A	21,15,063	Boys Fund & Donation	21,15,063
Others	-	-	-	-

4.2 Computerization of administration and library

- Automation and Bar coding of Books is in progress.
- E-Journals/Books have been made available through NLIST (INFLIBNET)

4.3   Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	32964	5748846.79	2060	2316165.72	35024	8065012.51
Reference Books	859	Included Above	52	Included Above	911	Included Above
e-Books	55000+	5700	55000+	5700	55000+	5700
Journals	64	1,73520	2	720	66	174240
e-Journals	6000+	5700	6000+	5700	same	
Digital Database	Nlist-Delnet-Lib Module	1,57200	Maintenance Charges	17400	3 package	174600
CD & Video	45					

Others (specify)	100--Seminar Proceedings 25--Project Reports By Students 16—News Paper	24789			16—News Paper	24789

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	118	03	13	03	----	03	12	N/A
Added	20	---	---	---	----	---	---	N/A
Total	138	03	13	03	----	03	12	N/A

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

> The Department of Computer Science & IT organizes annual workshops for the staff, both teaching and non-teaching, of the college to upgrade their soft skills and provides need based regular guidance to them. The administrative office and accounts office are also fully automated. The secretarial staff can access any information about the students on the click of mouse.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   7, 03, 795

  ii) Campus Infrastructure and facilities   73, 18, 879

 iii) Equipments   21, 15, 063

 iv) Others   -

Total: 1, 01, 37,737

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. The students are kept up-to-date with the information provided in the college prospectus.
> 2. Various counselling sessions are conducted for the awareness of the students.
> 3. Awareness regarding Student Support Services is also provided at the time of counselling/admission.
> 4. Various Student Support Services available with the college are made known to the students by putting up notices from time to time.

5.2 Efforts made by the institution for tracking the progression

> 1. Internal examinations are held on regular basis.
> 2. Students are given project work and assignments which are assessed by the concerned teachers.
> 3. Students are made to give presentations on various topics in front of the teachers and other students.
> 4. Students' results are closely monitored to find out the weak areas where additional efforts are made.
> 5. Regular class tests are held.
> 6. Regular discussion sessions are arranged in order to solve the problems faced by the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
951	621	-	97

(b) No. of students outside the state

69

(c) No. of international students

-

Men

No	%
839	50.2

Women

No	%
830	49.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1029	411	0	167	0	1607	980	481	01	207	0	1669

Demand ratio - 100%   Dropout % -   12.73%

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

> 1. New books, journals and newspapers are provided in the library.
> 2. Lectures, seminars, discussions etc. are conducted.

No. of students beneficiaries   All students in the campus

5.5 No. of students qualified in these examinations

NET 04   SET/SLET ---   GATE ----   CAT ----

IAS/IPSetc ---   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> • Workshops/ Seminars/ Lectures are conducted for generating awareness about various Career options available in different streams.
> • Guest lectures are organised by inviting experts from different fields.

No. of students benefitted   All Students in the college

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	46

5.8 Details of gender sensitization programmes

N/A

5.9 Students Activities

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

State/ University level 180   National level 11   International level -

No. of students participated in cultural events

State/ University level 20   National level -   International level -

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

Sports: State/ University level 79   National level 11   International level -

Cultural: State/ University level | - | National level | - | International level | - |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	157	2,57,230
Financial support from government	N/A	N/A
Financial support from other sources	15	60,000
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | N/A |

5.13 Major grievances of students (if any) redressed:

   ✓ A new building was added to the Girls Hostel.

Criterion – VI

6. **Goverence, leadership and management**

6.1 State the vision and mission of the institution

Shri Guru Gobind Singh Khalsa College, Mahilpur was established in 1946 with the great vision to uplift the socially, economically and educationally deprived people of this rural, backward and kandi area. The mission of the institution is to:

- Become a vibrant knowledge Centre and a Centre of Excellence in teaching, research and extension activities.

- Meet the challenges of the knowledge era and to keep with the pace of knowledge explosion in higher education. The College is committed to inculcate and sustain higher standards of quality in teaching, research, extension and governance catering to the regional, national and global needs.

- Provide excellent learning environment and develop right competencies and attitudes in students to enable them to realize their full potential and contribute to nation building.

- Strive for democratization of education and recognize the importance of sustainable and affordable high quality interdisciplinary educational programmes to meet the capacity building and public service needs of our youth.

- Maintain the highest possible standards in academics by providing competent faculty, ultra-modern infrastructural facilities and the most conducive learning environment.

- Develop multidimensional personality of the students by providing an opportunity to participate in religious, cultural, co-curricular, theatrical, and literary and sports activities.

- Cross-pollinate with new ideas, new technologies, new platforms, and new world-views.

- Develop a scientific temper and a performance culture of pro-active decision-making.

- Strategize to become an epicentre of knowledge, culture, skills and technologies.

6.2 Does the institution has a management system

Yes. The management system is in place. Permanent committees consisting of faculty members are constituted for the whole session to assist the college administration in the smooth functioning of the college. Besides, temporary committees consisting of teaching as well as non-teaching staff are formed whenever a college event is to be organised. There is a proper management committee to manage the college.

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

6.3.1 Curriculum Development

The curriculum is developed and revised by the Affiliating University.

6.3.2 Teaching and learning

- The college focuses on student-centric teaching strategies. The college has an effective system of student evaluation through which a meaningful teaching and learning is assured. Well -equipped laboratories and digital library provide students with better learning experience aptly supported by inputs from teachers and the student-book ratio is 20:1
- Teachers are encouraged to regularly participate in Faculty Development Programmes.

6.3.3 Examination and evaluation

Mid-term exams and regular tests in the classes are held to evaluate the students. Annual and semester exams are conducted by the Panjab University, Chandigarh.

6.3.4 Research and Development

The faculty are encouraged to improve their qualifications by perusing Ph.D. They are also motivated to participate in State/National/International seminars conducted by other institutions and to present their research papers. For this purpose, the faculty are informed about such activities being held at other colleges/institutions by circulating notices among them. They are also encouraged to pursue research by undertaking minor/major research projects.

6.3.5 Library, ICT and physical infrastructure/instrumentation

College has a well established intranet facility within the campus. Unique Library Software is being used for maintenance of Library. Data Entry (Books, Journals, Membership), Transaction (Issue, Return, Renewal and Fine Collection), Gate Entry, Generation of various Reports. Our Library subscribes to the UGC N-List programme. Inside the Library nine Systems have been provided for the users. Sufficient systems are there for data entry, transaction, and gate register.

6.3.6 Human Resource Management

Human Resource Management with regard to the students is done through various student support services offered by the college. The college has an Anti-Ragging Committee the sole objective of which is planning action and taking measures for the development and preservation of ragging-free environment in the institution. The college lays great emphasis on NCC training as it makes the youth disciplined and patriotic, broadens their outlook and inculcates in them qualities of self-reliance, leadership and determination to serve the nation. In case of teachers, they attend Refresher courses/ Orientation courses/Winter/Summer schools to update their knowledge. They also participate in seminars/conferences and present/publish their research papers. The Women Grievance Redressal Cell aims at making every effort to prevent sexual harassment and ensure that the female students and employees of the institution enjoy maximum safety, security and 'feel at home' atmosphere in the college.

6.3.7 Faculty and Staff Recruitment

Recruitment of the staff is done as per norms of Panjab University/UGC/Punjab Govt. Permanent staff is recruited through a panel representing the Panjab University, Punjab Government and the college managing committee. Adhoc staff is recruited by the college management committee.

6.3.8 Industry Interaction/Collaboration

Experts from the industry are invited to interact with the students from time to time. Contacts are established with industry to facilitate students' exposure to the latest industrial and technological developments.

6.3.9 Admission of students

Students were admitted for the session 2011-12 as per the rules and regulations of the Panjab University, Chandigarh.

6.4 Welfare schemes for

Teaching	Contribution to the PF by the managing committee, provision for Loan, Medical leave facility, special duty leave for participating in Orientation/Refresher courses, attending summer/winter schools and participating in seminars/workshops, Retirement benefits like Gratuity, Leave encashment.
Non Teaching	Contribution to the PF by the managing committee, provision for Loan , Medical leave facility, Retirement benefits like Gratuity, Leave encashment
Students	Several types of scholarships, study tours, cultural activities , organization of annual functions, youth festivals etc.

6.5 Total corporus fund generated   N/A

6.6 Whether annual financial audit has been done?   Yes

6.7 Whether academic and administrative audit has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N/A	No	N/A
Administrative	Yes	Chartered Accountant	Yes	A committee consisting of staff members

6.8 Does the university/Autonomous college declares results within 30 days

For UG Programmes

NA

For PG Programmes

NA

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

N/A

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

N/A

6.11 Activities and support from the alumni Association

The college makes provision for the alumni to enrol with the Alumni Association through direct registration, online registration and on-the-spot registration.

6.12 Activities and support from the Parent-Teacher Association

N/A

6.13 Development programmes for support staff

Computer literacy programmes/workshops are organized by the Department of Computer Science for support staff.

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

Cleanliness cum plantation drive in the college is carried out on regular basis.

Criterion – VII

7. Innovations and Best Practices

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

> 1. To introduce new courses.
>
> 2. Library is to be automated.
>
> 3. Formation of grievances redressal cell.
>
> 4. Efforts for overall growth of the personality of the students.

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

> 1. The college has arranged national level seminars in various departments for imparting current and in depth knowledge of the subjects.
> 2. A research project is under progress in the Department of Punjabi.
> 3. Research journals have been subscribed to for use in the library.

7.3 Give two Best Practices of the institution

> Best practice –
>
> 1) **Studies Centres in the College.**
>
> There are five Studies Centres namely,
> a) Women's Studies Centre b) Nehru Studies Centre c) Ambedkar Studies Centre d) Gandhian Studies Centre e) Buddhist Studies Centre The primary role of the Centres located in the college is knowledge assimilation and knowledge transmission through teaching, research, field work and documentation. The Centres may emerge as specialized/advanced Centres for teaching or research in identified areas.
>
> 2) *Hub of Physical education and sports:-*The College was established in 1946.Since then, there have been three football grounds which are a boon to the people of this rural area. The college has nurtured a number of national and international football players. The college still pursues this goal and helps students realize their multiple potentialities and talents. The courses offered by the Department of Physical Education and sports facilities available in the college attracts students not only from Punjab but other states also. The students of this college hold top positions and have represented the University and the region a number of times.

7.4 Contribution to environmental awareness / protection

> 1. Beautification of campus.
> 2. Tree plantation in the campus.
> 3. Cleanliness Drives.
> 4. Maintenance of lawns and grounds.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

7.6 Any other relevant information the institution wishes to add.

> 1. Positions in sports activities at university and national levels.
> 2. The college is considered a reputed institution of learning which helps it in getting a great deal of support and co-operation from other institutions.
> 3. The College has an active Alumni Association which works in close co-operation with the college administration.

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

> 1. New courses will be introduced.
> 2. Research activities in various departments will be enhanced.
> 3. Administrative section will be computerized and the number of non- teaching staff will be increased.
> 4. Infrastructure will be improved.

Name: Prof. Rakesh Kumar   *Name: Dr. Parvinder Singh*

Principal
S G.G.S Khalsa College
Mahilpur (Hoshiarpur)

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