



## राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, **Bengaluru - 560 072** India

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

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. June 1, 2016 to May 31, 2017.*

#### **Part – A**

##### **Data of the Institution**

*(data may be captured from IIQA)*

1. Name of the Institution S.B.H.S.M.Khalsa College of Education, Mahilpur

- Name of the Head of the institution : Dr.Dhiraj Sharma
- Designation: Off. Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 01884-246572
- Mobile no.: 9463414442
- Registered e-mail: sbhsmkce@outlook.com
- Alternate e-mail : sbhsmkce@rediffmail.com

- Address : Jaijon Road, Mahilpur
- City/Town : Mahilpur
- State/UT : Punjab
- Pin Code : 146105

## 2. Institutional status:

- Affiliated / Constituent: Panjab University, Chandigarh
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): Self financing
- Name of the Affiliating University: Panjab University, Chandigarh
- Name of the IQAC Co-ordinator : Dr. Harvinder Kaur Dogra
- Phone no. : 01884-246572

Alternate phone no.

- Mobile: 9463674879
- IQAC e-mail address: sbhsmkceiqac.outlook.com
- Alternate Email address: sbhsmkcerediffmail.com

## 3. Website address: sbhsmkce.org

Web-link of the AQAR: (Previous Academic Year): sbhsmkce.org

## 4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website:

Weblink:

## 5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B	2.42	2012	from: 2012 to: 2017
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				

6. Date of Establishment of IQAC: DD/MM/YYYY: 16<sup>th</sup> January 2011

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<b>National workshop on “Developing Communication skills-A Task Based Approach”</b>	<b>May 10,2016</b>	16

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
N.A	N.A	N.A	N.A	N.A

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: No

Nil

10. No. of IQAC meetings held during the year: 3

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

Yes/No : No

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

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

\* Prepare Academic Calendar

\* Organization of seminar

\* Organize remedial Classes

\* Organised National workshop on “Developing Communication skills-A Task Based Approach”

\* Campus Cleanliness and Beautification Drive

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

Plan of Action	Achievements/Outcomes
Prepare Academic Calendar Organization of Workshop Organization of remedial Classes	Academic Calendar was followed strictly National Workshop was organised Institution Level Special classes for weak students

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

Name of the Statutory body: Management Date of meeting(s): March 2011

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

**No**

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

Year: 2012

Date of Submission: 30<sup>th</sup> September

17. Does the Institution have Management Information System?

**No**

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

Management Review Meetings Feedback , Analysis Placement /Career Services, Support Guidance Services

## Part-B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 Curriculum Planning and Implementation**

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

The College is following the guidelines laid down by the state government in general and is affiliated to Panjab University, Chandigarh and is following the curriculum prescribed by the university. Because of the rural location the college has to work hard to bring in new concepts and different methodologies into its programme to do its best. The institution follows time-table for the effective delivery of the curriculum. The college also prepares academic calendar for each session in proportion with the schedule provided by the university. The students are familiarized with the curriculum in advance, thus it becomes easy for the students to plan their career objectives. To monitor academic performance an academic committee consisting the heads of various departments, headed by the principal prepares various strategies which will be best to successfully implement the curriculum. The prospectus gives the details about the semester specific and also clarifies the evaluation procedure. The Teacher Educators prepares an active plan for the classroom teaching. The preparation of such a plan helps to effectively distribute the syllabus and timely completion of the course. Classroom teaching is supplemented with group discussions, Tutorials, Quiz, Paper presentation by students, projects, group assignments, educational trips for the effective delivery of curriculum. Continuous Evaluation is done throughout the year by conducting tests after the completion of the syllabus. The slow learners are given remedial coaching and the fast learners are given extra coaching to motivate them. Along with the traditional classroom teaching, ICT based learning is incorporated to communicate with students to make teaching learning more effective. Participative learning and problem solving methods are used for effective curriculum delivery. Record of the attendance marks lists and progress of the students are maintained and preserved by the respective teachers.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
N.A	N.A	N.A	N.A	N.A

#### **1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
N.A	N.A	N.A	N.A

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

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
N.A	N.A	N.A	N.A	N.A	N.A
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

#### **1.3 Curriculum Enrichment**

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled		
1. SIKH DHARMA ABHIYAN(Correspondence course)	10-10-2016	33		
2. CRAFTS	20-01-2017			
*GARDENING		34		
*ART AND PAINTING		09		
*CANDLE MAKING		14		
*INTERIOR DECORATION		15		
<b>1.3.2 Field Projects / Internships under taken during the year</b>				
Project/Programme Title		No. of students enrolled for Field Projects / Internships		
B.Ed. (TEACHING INTERNSHIP)		107		
<b>1.4 Feedback System</b>				
1.4.1 Whether structured feedback received from all the stakeholders.				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	Yes	Yes	No
1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)				
<p>Feedback plays a crucial role in the development of an institution. It is an essential process that brings about development and change. The feedback mechanism of the college is integral to the institutions in proper functioning and is exhaustive as well as inclusive. The institution collects feedback from its different stakeholder including the alumni and teachers. As their comments and suggestions matter more to the factors that contribute to the physical aspects for teaching and learning , a separate feedback form has been distributed among them, focusing on teaching and learning, Co-curricular activities, extension activities, general administration of the college, technological facilities, library, supporting services, infrastructural facilities and welfare measures. For the proper curriculum, enrichment and delivery, the feedbacks collected play a significance role. Collecting, filling, analyzing and directing the action are taken based on the feedback. The committee acts as a recommending body to the council, allowing them to make changes based on the feedback collected from the previous year. They can share their feedback through the feedback forms distributed by the feedback committee. Students are encourage to give them their feedback during classroom discussions also. Teachers have the opportunity to present their feedback regarding curriculum in general staff meeting. They can give their opinion on the curriculum related to their subjects. Alumni are encouraged to fill the feedback form also. Employer’s feedback is of permanent importance to the institution as it provides us with the observation on our students capabilities, potential and teaching skills. Employer’s give the feedback related to communication skills, teaching skills and provides them hands on experience. The feedback committee analyzes the data obtained from feedback forms. The conclusion and suggestions by the committee are then directed to the college governing body through the Principal and IQAC. The college management always tries its best to resolve to issue raised by the various stakeholders regarding curriculum.</p>				
<b>CRITERION II -TEACHING-LEARNING AND EVALUATION</b>				
<b>2.1 Student Enrolment and Profile</b>				
<b>2.1. 1 Demand Ratio during the year</b>				
Name of the Programme	Number of seats available	Number of applications received	Students Enrolled	
B.Ed	<b>100+100</b>	<b>81</b>	81	
<b>2.2 Catering to Student Diversity</b>				
2.2.1. Student - Full time teacher ratio (current year data)				

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	186	NIL	16	NIL	NIL

### 2.3 Teaching - Learning Process

#### 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
16	16	Projectors, Computers, Smart Board, Overhead Projector, Portable Projectors	06	01	Youtube Lessons, E text, Video lectures

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

S.B.H.S.M Khalsa College of Education is committed to the idea that it is the student teachers responsibility to create a setting that is so encouraging and nurturing that it enables each and every student to blossom to the fullest extent of his or her potential. In order to achieve this goal, the institution places a strong emphasis on providing students with guidance in the form of mentoring. The students are officially informed about the mentoring system during the orientation program that is run at the beginning of each new session by the Principal of the institute. The mentees are familiar with the organization, its purposes and objectives, the facilities that are available, as well as the policies and procedures. The total number of students is then subdivided into smaller groups, each of which is led by a member of the teaching staff. Mentor groups consisting of fifteen to twenty-five students each with a designated mentor are created. As a result, the mentors take responsibility for their mentees. During the mentor group meetings, the staff members and the student teachers get together to have an informal discussion about the student teachers' successes, failures, and difficulties. Mentor groups get together during the house meeting times on a weekly basis to talk about their experiences and to offer help to one another whenever they are having personal or academic issues. This information is then disseminated to the teaching staff as well as the principal. Student teachers are able to better manage the stress of their academic workload and address personal issues as a result of the meetings with their mentors. When student teachers know they have a friend; within the institution who can provide all of the necessary emotional and moral support, it is much simpler for them to navigate the challenges of a course through the use of these collaborations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
186	<b>16</b>	<b>1:12</b>

### 2.4 Teacher Profile and Quality

#### 2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with

				Ph.D
12	16	Nil	Nil	03

#### 2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	*****	*****

#### 2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed		3 <sup>rd</sup>	08/12/2016	31 May,2017
		1 <sup>st</sup>	28/12/2016	13 June,2017

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

The College is required to use the guidelines provided by the Panjab University for evaluating both the continuous internal evaluation systems as well as the exams given at the end of each semester. In order to keep a close eye on students overall academic progress, the institution uses a two-tiered system of internal evaluation that is communicated to them in advance. Examinations at the midpoint of each semester are administered, and students who have not met the minimum eligibility requirements are given a second opportunity to do so in the form of a conditional test. There is a provision for the continuous evaluation of the student's progress, which is monitored by keeping records of the performance of each student in each activity. This evaluation of the student's progress can be found in this provision. Class attendance, participation of the student in class discussion, written assignments, general behavior, regular class tests, house examinations, student seminars, PowerPoint presentations, participation in various competitions, assignments, and so on are all factors that go into the 10 mark internal evaluation that is included in each theory paper and methodology paper. This evaluation is based on the student's overall performance throughout the semester. The top students are chosen based on their academic performance, as well as their participation in extracurricular activities and sports. They are recognized at the annual event for prize distribution, which serves to motivate other students as well.

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

The academic calendar for the following year is drafted at the beginning of each year by the college in consultation with all of the faculty members. This is done to ensure that all activities that are going to be carried out during the year are included. After that, the academic calendar is thoroughly discussed at the staff



meeting, and then it is given the go-ahead to be implemented. The college admissions brochure and website both provide students with information on how to access the academic calendar. The annual schedule of the college is included in the academic calendar. This includes the list of holidays, the admission schedule, the schedule of the college examinations, the tentative schedule of academic activities (Seminars/Workshops), the schedule of Festivals celebrated by the institute (National, cultural, and religious Festivals), and the tentative dates of extension activities, cultural programs, college sports, and so on. The academic calendar also includes information regarding the tentative dates of extension activities, cultural programs and annual sports meet.

## 2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

### 2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Ed	106	105	99%

## 2.7 Student Satisfaction Survey

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	N.A	N.A	N.A	N.A
Minor Projects	N.A	N.A	N.A	N.A
Interdisciplinary Projects	N.A	N.A	N.A	N.A
Industry sponsored Projects	N.A	N.A	N.A	N.A
Projects sponsored by the University/ College	N.A	N.A	N.A	N.A
Students Research Projects (other than compulsory by the College)	N.A	N.A	N.A	N.A
International Projects	N.A	N.A	N.A	N.A
Any other(Specify)	N.A	N.A	N.A	N.A
Total	N.A	N.A	N.A	N.A

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
National workshop on	Education	10/05/2016

<b>“Developing Communication skills-A Task Based Approach</b>						
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year						
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category		
N.A	N.A	N.A	N.A	N.A		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre		Name		Sponsored by		
N.A		N.A		N.A		
Name of the Start-up		Nature of Start-up		Date of commencement		
N.A		N.A		N.A		
<b>3.3 Research Publications and Awards</b>						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
0		0		0		
3.3.2 Ph. Ds awarded during the year ( <i>applicable for PG College, Research Center</i> )						
Name of the Department			No. of Ph. Ds Awarded			
N.A			N.A			
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication		Average Impact Factor, if any		
National	N.A	N.A		N.A		
International	N.A	N.A		N.A		
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department			No. of publication			
Education			NIL			
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
N.A	N.A	N.A	N.A	N.A	N.A	N.A
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						

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

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	1	7	0	0
Presented papers	2	4	0	0
Resource Persons	Nil	Nil	Nil	Nil

### 3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers <b>co-ordinated</b> such activities	Number of students participated in such activities
National Voter's Day	Institute	<b>6</b>	<b>95</b>
Seminar on 'Protection of Women against Domestic Violence'	Institute	8	<b>96</b>
Extension Lecture on Moral and Spiritual Values	Institute	<b>9</b>	<b>99</b>
Visit to Special School	Institute	<b>4</b>	<b>58</b>

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
N.A	N.A	N.A	N.A

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities
Seminar on 'Protection of Women against Domestic Violence'	Institute	seminar	<b>8</b>	96
National	Institute	<b>Oath Taking</b>	<b>6</b>	95

Voter's Day				
<b>3.5 Collaborations</b>				
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year				
Nature of Activity	Participant	Source of financial support	Duration	
N.A		N.A		
3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year				
Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
On the permission	Teaching Practice	<b>GSSS(Girls), Mahilpur GSSS(Boys) Mahilpur GHS, KotFatuhi GHS Nangal Shahidan GSSS Baghpur Sataur GHS Kamalpur GSSS Paddi Sura Singh GSSS Garhshankar GSSS Railway Mandi</b>		<b>All Students</b>
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year				
Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs	
N.A	N.A	N.A	N.A	

<b>CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES</b>		
<b>4.1 Physical Facilities</b>		
4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year		
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development	
	8590.69	
4.1.2 Details of augmentation in infrastructure facilities during the year		
Facilities	Existing	Newly added
Campus area	40663.40sqft	40663.40sqft
Class rooms	10	10
Laboratories	05	05
Seminar Halls	-	-
Classrooms with LCD facilities	01	01
Classrooms with Wi-Fi/ LAN	01	01

Seminar halls with ICT facilities	-	-
Video Centre	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-
Others	-	-

#### 4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Bibliosoft	Yearly renew	-----	27/02/16 Rs.18214

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8202		358	43569	8563	
Reference Books			-			
e-Books	-		-			
Journals	04		-		04	
e-Journals	-		-			
Digital Database	-		-			
CD & Video	-		-			
Library automation	-		-			
Weeding (Hard & Soft)	-		-			
Others(specify)magazines	12		--	17627-	12	-
Newspapers	12		-	11178	12	

#### 4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing		01				03			
Added									
Total	-	01	-	-	-	03	-	-	-

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

..... MBPS /GBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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NIL		NIL	
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
NIL	NIL	NIL	NIL

#### 4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
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4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sportscomplex,computers,classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

Effective institutional maintenance protects capital investment, ensures the health and safety of students and supports educational performance. Procedures and policies for maintaining and utilizing physical, academic and support facilities the college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Laboratory- Record of maintenance account is maintained by lab technicians and supervised by subject faculties of the concerned departments. Other measures to maintain laboratories are as follows:

The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises and record of maintenance is maintained by lab technicians .The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the one full time sweeper cleanliness of class rooms is maintained. He is well equipped with modern tools of cleaning such as mops, gloves and vacuum cleaner. Students as well as faculty can convey their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation by Careful use of electricity in classrooms. There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of Classrooms and related infrastructure. Library- The requirement and list of books is taken from the concerned departments and Principal is involved in the process. The finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to register themselves in library, library card is issued. Provision of suggestion box is also available. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The students of B.Ed. and D.El.Ed. are provided Book Bank facility where D.El.Ed. students and B.Ed. students avail this facility every year. Other facilities Periodical servicing of facilities like Water filters, A.C.s, Fire extinguishers, etc. are done as per the academic calendar. All classrooms washroom upkeep is regularly carried out by special supporting staff, the supervision of which is done by the committee in charge. Regular building maintenance is carried out at periodic intervals. Classrooms are wide and spacious, well-lit, and ventilated. The classrooms are dusted and swept regularly after the completion of all the lectures at the end of the day

by the cleaning staff. Repairs and maintenance of the furniture as well as electrical appliances is been done as and when the need arises. The physical and health department of the college is very active and encourages students to participate in various activities such as Yoga, Aerobics, Sports items, etc.

<b>CRITERION V - STUDENT SUPPORT AND PROGRESSION</b>						
<b>5.1 Student Support</b>						
5.1.1 Scholarships and Financial Support						
	Name /Title of the scheme	Number of students	Amount in Rupees			
Financial support from institution	Nil	-	-			
Financial support from other sources						
a) National	-	-	-			
b) International	N.A	N.A	N.A			
5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,						
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved			
Communication skill	10 May2016	188	Language Teachers and mentors			
Artistic Skill	26 Oct 2016	188	Art teacher and Mentor			
Yoga & Meditation	14 <sup>th</sup> to 20 <sup>th</sup> march, 2017	188	Physical education instructor & mentors			
Remedial Teaching	15 may 2017	55	Faculty members			
5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year						
Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of Students Placed	
2016	PSTET	188	188	04 B.ed 01 ETT		
20	CTET	188	188	02		

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5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year					
Total grievances received		No. of grievances redressed		Average number of days for grievance redressal	
Nil		Nil		Nil	
<b>5.2 Student Progression</b>					
5.2.1 Details of campus placement during the year					
<b>On campus</b>			<b>Off Campus</b>		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
		02	SBHSM Model School, Mahilpur		18
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017	11	B.ed	Punjab University	SGGS Khalsa College Mahilpur BAM Khalsa College Garhshankar Rayat College of education, Railmazra Baba Balraj College Balachaur	M.A MSc MSc M.Ed PG DC

					A
5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)					
Items		No. of Students selected/ qualifying		Registration number/roll number for the exam	
NET		-			
SET					
SLET					
GATE					
GMAT					
CAT					
GRE					
TOFEL					
Civil Services					
State Government Services					
Any Other (PSTET,CTET)		04,02			
5.2.4 Sports and cultural activities / competitions organised at the institution level during the year 2016.					
Activity		Level		Participants	
<b>National Voter's Day</b>		<b>Institute</b>		<b>95</b>	
<b>Essay writing competition</b>		<b>Institute</b>		<b>90</b>	
<b>Extension lecturer on "moral and spiritual values"</b>		<b>Institute</b>		<b>99</b>	
<b>Basant Panchami</b>		<b>Institute</b>		<b>95</b>	
<b>Basket Ball Match</b>		<b>Institute</b>		<b>50</b>	
<b>Teaching aid preparation</b>		<b>Institute</b>		<b>75</b>	
<b>Science day celebration</b>		<b>Institute</b>		<b>89</b>	
<b>Trip to Anandpur Sahib</b>		<b>Institute</b>		<b>90</b>	
<b>Seminar on "Protection of women against Domestic Violence"</b>		<b>Institute</b>		<b>102</b>	

<b>National workshop on “Developing Communication skills-A Task Based Approach”</b>	<b>Institute</b>	<b>85</b>
<b>International Youth Day</b>	<b>Institute</b>	<b>20</b>
<b>Talent hunt</b>	<b>Institute</b>	<b>102</b>
<b>Fine arts and heritage itemspreparation competition</b>	<b>Institute</b>	<b>96</b>
<b>Debate and Elocution</b>	<b>Institute</b>	<b>106</b>
<b>Teachers day celebration</b>	<b>Institute</b>	<b>96</b>
<b>Blood donation camp</b>	<b>Institute</b>	<b>70</b>
<b>Poster making competition</b>	<b>Institute</b>	<b>95</b>
<b>Workshop on art and painting</b>	<b>Institute</b>	<b>106</b>
<b>Diwali celebration</b>	<b>Institute</b>	<b>100</b>
<b>Visit to special school</b>	<b>Institute</b>	<b>58</b>

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2016-17	Nil	Nil	Nil	Nil	Nil	Nil

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

The institution has a student council whose members are elected by the students through mutual consent or by voting for a period of one academic year. In members of student council, we are having class representatives according to different sections and representatives of different houses. The elected students work with IQAC and administration of the institution and discuss the issues related to students with the members of IQAC and IQAC discusses these issues with the administrative body of the college as per necessity. The members of student council arrange morning assembly daily and duties of prayers ,thought of the day, topic of the day, general knowledge

questions, stage secretary etc are assigned to other students ( Northern house, Southern house, Eastern house, Western house). The members of student council always take initiative to celebrate different occasions and days of National and International significance in the institution under the guidance of cultural committee and IQAC. Meetings about students welfare, safety, security, grievances, development of institution etc are arranged by members of student council with Principal, administration and management ,IQAC and grievance cell of the college. The student council maintain healthy rapport between the student community and the institution administration which is visible in the outstanding performance of the students in the curricular and non-curricular activities. overall ,the students take initiative and responsibility for the successful completion of the programs planned and organized by the institution.

### 5.3 Alumni Engagement

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

**NO**

5.3.2 No. of- enrolled Alumni:

**200**

5.3.3 Alumni contribution during the year (in Rupees) :

**NIL**

5.3.4 Meetings/activities organized by Alumni Association :

**The College alumni association is about 10 years old. College maintains the relationship with alumni through their formal session wise whats App groups. Time to time information regarding various job vacancies, competitive exams (NET, PSTET, and CTET) is being shared with the alumni. If they have any query they discuss with the teachers in their respective what's app groups. Different updates regarding their higher education, jobs etc. Is also received from them through these groups which help the institution a lot in updating their records.**

<b>CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 – Institutional Vision and Leadership</b>	
<b>6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)</b>	
<p>The College has a practice of participative management. The management provides the better opportunity to all the participating in the decision making process, the college administrative and academic structure is in a manner to make the decision by participative arrangement. Chairman is the administrative head and is academic head, followed by vice principal, teaching and non teaching staff. The college follows all such norms laid down by the Government of Punjab and The Panjab Uni. CHD and UGC in Academic and administrative Aspects. Institution focuses keen on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, college governing council and each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. Management committee takes care of infrastructure facilities which fulfill the quality and the required needs of the higher education bodies to reach the set goals or bench –marks of the Institution. It also extends all the amenities for the teaching and non-teaching faculty and students. College Governing Council takes care of financial management and the implementation of facilities for the institution with the cries to upgrade the standard of amenities which supports effectively the teaching learning and research aspects. It guides and articulates the available resources and provides freehand to the head of the Institution to carry out the activities in order to reach the expected maximum standard in turn to motivate the teaching and non teaching faculty to work according to the goal set. Teacher guardian committee is available in college taking care of students from first year of student’s admission. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives of the Institution.</p>	
<b>6.1.2 – Does the institution have a Management Information System (MIS)?</b>	
Yes	
<b>6.2 – Strategy Development and Deployment</b>	
<b>6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):</b>	
<b>Strategy Type</b>	<b>Details</b>
Teaching and Learning	• Provision of computer and wi-fi

	facility for the students for Research purpose
Research and Development	Teaching in Smart Classrooms • Wi-Fi facility for self learning
Library, ICT and Physical Infrastructure / Instrumentation	Online Inquiries are Received for Admissions • Online Registrations facility for Admissions
Industry Interaction / Collaboration	more collaborations with other institutions and NGOs for quality enhancement and personal development
Admission of Students	• Enhancement of Library Resources • Teaching through Smart Classrooms

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

E-governance area	Details
Finance and Accounts	• Provision for Online submission of Fees for the students by Using Online Transactions.
Administration	Online information about College and courses
Student Admission and Support	Online Admission Inquiry through Portal • Counselling to new comers • Online Registration • Online Admission Process
Examination	• subject-wise course plans and question bank

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/Workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil

**6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year**

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	National workshop on “Developing Communication skills-A Task Based Approach”		May 10	-	16	-

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	Nil	Nil	Nil	Nil
Nil	Nil	Nil	Nil	Nil

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

Teaching	No.	Non teaching	No.
Dr. Kusum and Ms. Sonika Dhiman	2	-	-

**6.3.5 – Welfare schemes for**

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

Nil	Nil	Nil	Nil	Nil
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**6.3.5 – Welfare schemes for**

<b>Teaching</b>	<b>Non teaching</b>	<b>students</b>
PF •Provisions and facilities for professional growth •Annual increments •Transport Facility	• PF • Conveyance •Provisions and facilities for professional growth •Transport Facility	• Fee Concessions for economically weaker • Fee concessions for parentless students • Fee Concessions for Fatherless students • Fee Concessions for girl child • Fee Concessions for Siblings • Full Fee Concessions for Needy Students
<b>6.4 – Financial Management and Resource Mobilization</b>		



**6.4.1 – Institution conducts internal and external financial audits regularly (within 100 words each)**

Institution conducts internal and external audits regularly. It has a full-time Treasurer and Accounts Department since inception to ensure maintenance of annual accounts and audits.

1. The following agencies conduct regular financial audit in the Institute: External Audit: External Audit is conducted by the following:  
 (a) CAG through Auditor General (AG)  
 (b) Chartered Accountant of the Institute Internal Audit: Internal Audit is conducted by an Internal Auditor.

2. AG, conducts statutory audit covering all financial and accounting activities of the Institute. This includes scrutiny of the following:  
 (a) all receipts from fee, donations, grants, contributions, interest earned and return on investments  
 (b) All payments to staff, vendors, contractors, students and other service providers.

3. All observations/objections of AG are communicated through their report. These objections are examined by separate committees of the institute consisting of Assistant Registrar (Accounts), Internal Auditor, concerned Head of the Department and any other member nominated by the Director. Draft report is submitted to Treasurer and Director, (if necessary) for finalizing compliance report of the Institute. AG’s audit for the previous years have been completed and replies have been submitted to their satisfaction. It is pointed out that no serious objection/irregularity is outstanding. No Draft Para has ever been issued against the Institute by AG.

4. Chartered Accountant of the Institute conducts regular accounts audit and certifies its Annual Financial Statements.

5. Work of Internal Audit of the Institute has been entrusted to the Internal Auditor of the Institute.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Nil	---	----

**6.4.3 – Total corpus fund generated**

Nil

<b>6.5 – Internal Quality Assurance System</b>					
6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?					
Audit Type	External		Internal		
	Yes/No	Agency	Yes/No	Authority	
Academic	No				
Administrative	No				
<b>6.5.2 – Activities and support from the Parent – Teacher Association (at least three)</b>					
<p>1. Parent- Teacher meeting to discuss about Quality improvements of Institution.</p> <p>2. Suggestions regarding academic and administrative reforms are heartily welcomed and implemented.</p> <p>3. Parents are always extend their supportive hands .</p> <p>4. Regular parent -teacher meet to discuss about the educational progress of the Students.</p>					
<b>6.5.3 – Development programmes for support staff (at least three)</b>					
<p>To improve the quality college authority support the staff in following ways-</p> <p>1. Refresher course and orientation course</p> <p>2. Research orientated publication and seminar</p> <p>3. Self study Programs</p> <p>4. Participations in seminars and workshops</p>					
<b>6.5.4 – Post Accreditation initiative(s) (mention at least three)</b>					
<p>1. Teachers are encouraged to engaged them selves in various research oriented activities.</p> <p>2. Students are engaged in more Artistic and creative activities.</p> <p>3. Whole administrative process has been Computerized.</p> <p>4. More advanced ways for teaching and learning</p> <p>5. More participation seminars and workshops</p>					
<b>6.5.5 – Internal Quality Assurance System Details</b>					
a) Submission of Data for AISHE portal	01-09-2022				
b) Participation in NIRF	---				
c) ISO certification	---				
d) NBA or any other quality audit	----				
<b>6.5.6 – Number of Quality Initiatives undertaken during the year</b>					
Year	Name of	Date of	Duration	Duration To	Number of

	quality initiative by IQAC	conducting IQAC	n From		participants
	Nil	-			

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants
Seminar on Childcare & Development	18-02-2017	186

#### 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

1. Use of CFL bulbs.
2. Rooms are airy and well ventilated, spacious and well furnished with sufficient provision of fans and tube lights
3. Special program is organised for tree plantation every year where 20- 30 trees are planted in the campus, teaching practice schools and surrounding areas.
4. Minimum use of papers.

#### 7.1.3 Differently abled (Divyangjan) friendliness

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

#### 7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2016			30-09-2016	Blood Donation Camp	Blood donation	186

2016			30-09-2016	Poster making Competition on World Blood Donation Day	Poster making	186
2016			08-11-2016	Visit to Ashakiran & Navchetna Special School, Hoshiarpur.		186

### 7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to----- )	Number of participants
International Youth Day	19-08-2016 to 20-08-2017	171
Celebration of Teacher's Day	05-09-2016	180
Slogan Writing Competition on Voter's Day	25-01-2017	50
Art Exhibition – Celebrating World Art Day	15-04-2017	80

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plant more and more trees in college garden.
2. Use energy efficient lights, bulbs (CFL).
3. Reduce paper consumption.
4. Celebrated Environment Day every year at college campus.
5. Started Science and Environment Clubs.

## 7.2 Best Practices

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

1. Enhancement in Academic Quality through Seminar and Extension Lectures.
2. Conducted Workshops every year on Preparation of Teaching- Aids

## 7.3 Institutional Distinctiveness

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

Sikh Education Council Mahilpur was established in the year 1946 with the objective of providing quality education to the youth of Mahilpur and its surrounding area. Making people intellectually learned and spiritually rich, proving and creating resources for quality education in the area of Mahilpur. The Council was established under the guidance of Sant Baba Hari Singh ji Kaharpuri. He was of the opinion to provide quality education, to create a pool of quality teachers. So in the year 2006, Sant Baba Hari Singh Memorial Khalsa College of Education was established to create teacher educators. This institution is the pioneering institution with the vision to produce pool of quality teachers by combining global trends with value based education. The college is striving hard to help the prospective teachers to explore their potential to the best of their capacity so that they may transform their hidden potentials to develop a holistic personality with productive thinking and may become effective facilitators for the better future of the country. The faculty practices diversity of instructions by using varied methods of teaching styles is required in different situations. The diversity of instructions is insured through varied classroom techniques,

use of electronic gadgets in the classroom teaching, use of digital learning methods and materials, open (online) source learning programs, case studies and writing assignments etc. Students are given instructions for practical and field work by optimum utilisation of technologically well equipped laboratories like ET laboratory, computer laboratory. The students are encouraged to adopt these technologies in their practice teaching sessions, student seminars and presentations. The institution has introduced the concept of simulated learning/peer learning/micro learning. In addition the staff also engages in E-content development broadband with the unlimited internet connection

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

- Organization of National Seminar and Faculty Development Programme for faculty development including financial facility for them.
- Rallies to be organised for awakening community regarding health issues
- Enrichment Programme for students for more achievement in CTET, PSTET examination, Youth Festival and Skill-in Teaching Competition.
- Well structured remedial classes for weak students.
- Purchasing more equipment related to teaching learning process.
- Fully automation of library and office.