

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

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, June 1, 2017 to May 31, 2018)*

**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: Principal
- Does the institution function from own campus:    Yes
- Phone no./Alternate phone no.:            01884-246572
- Mobile no.: 9463414442/7018070450
- Registered e-mail: sbhsmkce@outlook.com
- Alternate e-mail : sbhsmkce@rediffmail.com
- Address        : Jaijjon 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: (2016-2017):

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
State level workshop on online Teaching & Learning	10 Nov 2017	165
International Seminar on Educational Empowerment in Multidiscipline	28 March 2018	165

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: Yes

**10.** No. of IQAC meetings held during the year: 2

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

Yes/ No: Yes

**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 State Level Workshop on Online Teaching Learning
- \* Organisation of International Seminar
- \* Participation in 3<sup>rd</sup> Punjabi language Development Conference
- \* Organize remedial Classes
- \* 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
Workshop on Development of Audio Visual Aids	Organised on 24 <sup>th</sup> July 2017
Prepare Academic Calendar	Academic Calendar was followed strictly
Orientation programme	The students were welcomed and were introduced to B.Ed curriculum
Rakhi making competition	
Competition of fine arts and heritage items	Organised on 9 <sup>th</sup> Sep.2017 to encourage and prepare the pupil teachers for upcoming youth festival
Teachers day celebration	teachers' day celebrated on 5 <sup>th</sup> Sep.2017
Talent hunt	Talent Hunt was organised on 8 <sup>th</sup> Sep.2017
Chart making Competition	Organised on 29 <sup>th</sup> Sep.2017
Participation of Students in Inter Zonal Youth and Heritage festival	From 3 <sup>rd</sup> October to 06 <sup>th</sup> October 2017
World Aids Day Celebrated	World Aids Day celebrated on 1 <sup>st</sup> Dec. 2017
Celebration of National Science Day	Science fair and Poster Making Competition Organised
International Seminar Organized	An International Seminar on 'Educational Empowerment in Multidiscipline' was organised on 28 <sup>th</sup> March 2018

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

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

**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: 2018

Date of Submission: 1<sup>st</sup> March, 2018

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

**Yes**

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

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 adheres to the guidelines laid down by the Panjab University, Chandigarh in particular and follows the curriculum prescribed by the university. Institute prepares academic calendar for every session in accordance with the schedule provided by the university. Plan is formulated by the institution to make sure effective academic performance. The Prospectus mentions the semesters specific courses and also the evaluation procedure and weightage for all courses i.e. D.El.Ed and B.Ed. programmes. Class wise schedule is drafted and finalized well before the commencement of semester. The institute fulfils the stated objectives of curriculum by taking class tests, assignments, seminars on subject topics and projects etc. for each subject and house examination. Continuous assessment and academic progress of scholar through Internal Tests is followed. All the laboratories are replenished per annum as per the need of the curriculum. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the scholars, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are wiped out a planned manner. Alongside the normal chalk and talk method use of ICT based learning has been incorporated altogether departments for communication with students to form the teaching learning process more learner-centric. The vision and mission of Sant Baba Hari Singh Memorial Khalsa College of Education, Mahilpur is affirmed with the objectives of the society and reflects the consignment of the college towards holistic development of the students and inculcating national and human values in them through academic, co-curricular and socially meaningful activities. Teachers adopt different procedures and policies for bridging the knowledge gap of weak students to enable them to cope with their relevant curricular programme. It includes mentoring, tutorials and remedial teaching. The whole approach is student centered. The main focus is on student empowerment and developing functioning and socially meaningful Activities.

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
NA	NA	NA	NA	NA

#### **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
NA	NA	NA	NA

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
NA	NA	NA	NA	NA	NA
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	
<b>1.3 Curriculum Enrichment</b>				
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
SIKHDHARMAABHIYAN (Correspondence course)		09-10-2017		20
1.3.2 Field Projects/Internships under taken during the year				
Project/Programme Title			No. of students enrolled for Field Projects /Internships	
B.Ed. TEACHING INTERNSHIP			80	
<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)				

The Institution collects the feedback on curriculum aspects and courses from different stakeholders such as the students, alumni and employers. Institution establish academic council in order to ensure and analyze the academic excellence at student and faculty levels. S.B.H.S.M Khalsa College of Education, Mahilpur, thoroughly reviews the curriculum for every academic year. The feedback activity is undertaken manually by distributing to the students the Feedback Performa's. The Feedback Performa's are designed based on the four key parameters on which the students evaluate the institution. The college maintains an IQAC as a quality consistency and quality enhancement measure. In Supervision of IQAC various committees like Career Guidance and counseling, grievance cell etc. reinforce the curriculum by incorporating updated information and Social issues. The data collected through the Feedback Performa's was analyzed and interpreted. Data Analysis The data obtained was analyzed using MS Excel. Descriptive statistics were depicted using absolute numbers and simple percentages. For this purpose the students were asked to rate their feedback. The results show that the majority of students reported teacher's evaluation as good or excellent with respect to teacher's methodology, efficiency, motivation and competence in teaching. The result show that most of the students are satisfied with the quality level of college administration in the form of cooperation, cleanliness, drinking water, refreshments, social services, redressal of grievances, functioning of placement cell, infrastructural facilities, scholarships and campus environment. Institute collects the feedback physically from stakeholder's viz. students, parents and teachers on curriculum which is prescribed by the University. ? The next parameter describes the student's feedback response with respect to library facilities. The results reported that most of the students were satisfied with availability of books, cataloguing and arrangements of books availability of reading space, lab staff cooperativeness, and usage of Xerox facility in the library. Alumni Surveys are conducted during alumni interaction at the alumni association meeting held every year. ? Whenever any Alumni visit the college, feedback is taken. Feedback is analyzed with the help of Performa filled by the students regarding student's feedback. The feedback from the teachers was taken in the staff meetings and departmental meetings and further the matters were deliberated upon in the college advisory committee and wherever required the necessary action was taken. The feedback from employers was taken in the annual meeting of the College Governing Body and the comments were recorded in the minutes register. The feedback from the



alumni was collected online and in the alumni meetings further the matters was deliberated upon in the college advisory committee and wherever required the necessary action was taken. Suggestions received from alumni through feedback system, were discussed with Hon. Principal and management also and accordingly, action was taken.

## CRITERION II-TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Ed	93+100	85	80

### 2.2 Catering to Student Diversity

#### 2.2.1 Student-Fulltime teacher ratio (current year data)

Year	Number of students Enrolled in the institution (UG)	Number of students Enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG Courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers Teaching both UG and PG courses
2017	161	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 (LMS, e-Resources)	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
161	16	1:10

<b>2.4 Teacher Profile and Quality</b>				
<b>2.4.1 Number of full time teachers appointed during the year</b>				
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
<b>2.4.2 Honours and recognitions received by teachers</b> (received awards, recognition, fellowships at State, National, International level from Government, recognized 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	

2017	Nil	_____	_____
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**2.5 Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
B.Ed	1123	4 <sup>th</sup> (2015-17)	30/05/2017	31 August, 2017
		2 <sup>nd</sup> (2016-18)	30/05/2017	16 January, 2018
		3 <sup>rd</sup> (2016-18)		14 June, 2018

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 eblink)

### 2.6.2 Pass percentage of students

Programme Code	Program me Name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
1123	B.Ed	72	72	97

## 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 we blink)

## 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	N.A	N.A	N.A	N.A

the University/ College				
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)
Workshop on Audio-Visual Arts	<b>Education</b>	24/07/2017
State Level Workshop on 'Online Teaching and Learning		10/11/2017
Zonal Skill in Teaching and Model Preparation Competition		07/02/2017-09/02/2018
Inter Zonal Skill in Teaching and Model Preparation Competition		12/02/2018
Seminar on Gurmat Sangeet and Moral Values		07/03/2018
International Seminar on 'Educational Empowerment in Multidiscipline's'		28/03/2018
Celebration of Students Reinforcement		31/05/2018

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

Title of the innovation	Name of the Awardees'	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		Local level
Attended Seminars/ Workshops		Nil		Nil		Nil

Presented papers	Nil	Nil	Nil	Nil
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 co-ordinated such activities	Number of students participated in such activities
Teachers' Day Celebration	College	16	123
Chart making competition	College	16	85
Inter house competition	College	16	153
Poster making competition on 'World Aids Day'	Red Ribbon Club	6	78
National Youth Day Celebrated	Red Ribbon Club	15	71
National Voters' Day	College	5	77
Seminar on 'Gurmat Sangeet and Moral Values'	Guru Gobind Singh Study Circle	10	76
Trip to Anandpur Sahib	College	16	159
One day International Seminar on Educational Empowerment in Multi disciplines	IQAC	16	155
Celebration of Students' Reinforcement and Self Analysis Day	IQAC	16	163

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
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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 coordinated such activities	Number of students participated in such activities			
	Red Ribbon Club						
<b>3.5 Collaborations</b>							
3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year							
Nature of Activity		Participants	Source of financial support	Duration			
Skill in Teaching and On the Spot Model Preparation Competition		<b>Student Teachers</b>	College Management	1			
International Seminar		<b>Teachers and Students</b>	College Management	1			
Students' Reinforcement and Self Analysis Day		<b>Teachers and Students</b>	College Management	1			
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			
Permanent	School Internship	S.B.H.S.M.Khalsa College of Education, Mahilpur S.A.S. Public School, Mahilpur Lotus Public School, Mahilpur GSSS, Mahilpur GSSS, Paddi Sura Singh GSSS, Rampur Jhanjhowal	01/08/2012	18/11/2018			
3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year							
Organisation		Date of MoUsigned	Purpose and Activities	Number of students/teachers participated under MoUs			
N.A		N.A	N.A	N.A			



**CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development

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	8165		517	57344	8682	----
Reference Books	1040	-	-	-	1040	-
e-Books	-	-	-	-	-	-
Journals	22	--	-	-	22	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Library automation	-	-	-	-	-	-
Weeding (Hard &	-	-	-	-	-	-

Soft)						
Others(specify)magazines	27	-	-	-	27	-
Newspapers	09			-	09	

### 4.3 IT Infrastructure

#### 4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (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
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, sports complex ,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>CRITERIONV-STUDENTSUPPORTANDPROGRESSION</b>			
<b>5.1Student Support</b>			
5.1.1ScholarshipsandFinancialSupport			
	Name/Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	NIL	NIL	NIL
Financial support from other sources			
a)National	NIL	NIL	NIL
b)International	NIL	NIL	NIL
5.1.2NumberofcapabilityenhancementanddevelopmentschemessuchasSoftskill Development, Remedial coaching, Language lab, Bridge courses, Yoga ,Meditation ,Personal Counseling and Mentoringetc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	4 <sup>th</sup> August2017	165	Faculty members
State level workshop On online Teaching&	10 Nov 2017	165	

Learning			Mentor Teachers
Participation in 3 <sup>rd</sup> Punjabi language Development conference	20 Jan 2018	100	Guru Gobind Singh Study Circle
International Seminar On Educational Empowerment in Multidiscipline	28 March 2018	165	Mentor Teachers
Participation in State Level poster making Competition Remedial Teaching	8 June 2018	16	Navchetna

5.1.3 Students benefited by guidance for competitive examinations and career counseling 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 Counseling	Number of students Who have passed in The competitive exam	Number of students
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			activities		ents placed
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	
5.2 Student Progression					
5.2.1 Details of campus placement during the year					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
		02	S B H S Model School, Mahilpur	18	10
5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	11	B.Ed.(SBHSM KHALSA COLLEGE OF EDUCATION, MAHILPUR)	Education	1.SGGS KHALSA COLLEGE, MAHILPUR 2.KHALSA COLLEGE GARHWAL 3.IEC UNIVERSITY, BADDI 4.GOVERNMENT	M.Sc. Chemistry M.A. Economics M.Sc. Mathematics M.A.Punjab M.A. Political Science.

				COLLEGE ,HSP. 5.PUNJABI UNIVERSITY , PATIALA.	M.Sc.Phys ics M.Ed. M.A.Hind i.
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5.2.3 Students qualifying in state/national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	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)	14	

5.2.4 Sports and cultural activities/ competitions organized at the institution level during the year 2016.

Activity	Level	Participants
National Voters' Day	Institute	108
Republic Day Celebration	Institute	110
Basant Panchmi Celebration	Institute	157
State Level Seminar on Women Empowerment	Institute	150
Visit to Special School	Institute	100
Student Reinforcement and Self Analysis Day	Institute	90

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)
<b>5.3 Alumni Engagement</b>
5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
<b>NO</b>
5.3.2 No. of enrolled Alumni:
<b>300</b>
5.3.3 Alumni contribution during the year (in Rupees):
<b>NIL</b>
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 WhatsApp 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 alot in updating their records.

## **CRITERIONVI– GOVERNANCE,LEADERSHIPANDMANAGEMENT**

### **6.1–Institutional Vision and Leadership**

#### **6.1.1 – Mention two practices of decentralization and participative management during the last year(maximum500 words)**

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 isthefunctioningoftheInstitutionmanagementcomprisesofmanagementcommittee, 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 alltheamenitiesfortheteachingandnon-teachingfacultyandstudents.CollegeGoverning 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 andarticulatestheavailableresourcesandprovidesfreehandtotheheadoftheInstitution to carry out the activities in order to reach the expected maximumstandardinturntomotivatetheteachingandnonteachingfacultytoworkaccording 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.

#### **6.1.2–DoestheinstitutionhaveaManagement Information System(MIS)?**

Yes

**6.2–Strategy Development and Deployment**

**6.2.1–**

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

**Strategy Type**

**Details**

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 • Counseling 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 the year.**

Year	Name of Teacher	Name of Conference /Workshop attended for which financial support provided	Name of the professional body for which Membership fee is provided	Amount of support
	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 organized for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
	NIL	NIL	NIL	NIL	NIL	NIL
	NIL	NIL	NIL	NIL	NIL	NIL

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

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

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

Teaching	No.	Non teaching	No.
TEACHING FACULTY (Teaching of S.St.)	01	NIL	NIL
TEACHING FACULTY (Teaching of Mathematics.)	01	NIL	NIL

<b>6.3.5 – Welfare schemes for</b>				
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
<b>6.3.5 – Welfare schemes for</b>				
<b>Teaching</b>	<b>Nonteaching</b>	<b>Students</b>		
EPF	• EPF	<ul style="list-style-type: none"> <li>• Fee Concessions for economically weaker</li> <li>• Fee concessions for parentless students</li> <li>• Fee Concessions for Fatherless students</li> </ul>		
<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 year have been completed and replies have been submitted to their satisfaction. It is pointed out that no serious objection/irregularity is outstanding. No Draft Parahasever 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

**6.4.3– Total corpus fund generated**

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<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	Yes				
Administrative	yes				
<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 a real ways extent 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 engage themselves in various research oriented activities.</p> <p>2. Students are engaged in more Artistic and creative activities.</p> <p>3. Who 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		30/09/2017			
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	From		Participants
	Teachers' Day Celebration		05/09/2017	05/09/2017	150
	Chart making competition		29/09/2017	29/09/2017	165
	Inter house competition		18/10/2017	18/10/2017	165
	Poster making competition on 'World Aids Day'		01/12/2017	01/12/2017	159
	National Youth Day Celebrated		12/01/2017	12/01/2017	155
	National Voters' Day		25/01/2017	25/01/2017	161
	Seminar on 'Gurmat Sangeet and Moral Values'		07/03/2018	07/03/2018	160
	Trip to Anandpur Sahib		09/03/2018	09/03/2018	158
	One day International Seminar on Educational Empowerment in Multidiscipline		28/03/2018	28/03/2018	165
	Student Reinforcement and Self Analysis Day		31/05/2018	31/05/2018	160

## **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		
NIL		NIL				
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						
<ol style="list-style-type: none"> <li>1. Use of CFL bulbs.</li> <li>2. Rooms are airy and well ventilated, spacious and well furnished with sufficient provision of air and tube lights</li> <li>3. Special programs organised for tree plantation every year where 20-30 trees are planted in the campus, teaching practice schools and surrounding areas.</li> <li>4. Minimum use of papers.</li> </ol>						
7.1.3 Differently abled (Divyangjan) friendliness						
Items Facilities		Yes/No		No. of Beneficiaries		
Rest Rooms		Yes		nil		
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
2017	1	1	10-09-2017	State level workshop on online Teaching and learning	Online teaching and learning	165
2018	1	1	28-03-2018	One day International Seminar on Educational Empowerment in multi disciplines	-----	165
2018	1	1	07-04-2018	Visit to JSS Ashakiran Special School, Hoshiarpur.		80

<b>7.1.5 Human Values and Professional Ethics</b>		
Code of conduct (handbooks) for various stakeholders		
<b>Title</b>	<b>Date of Publication</b>	<b>Follow up (maximum 100 words each)</b>
Code of Conduct in Prospectus	Session 17-18	Code of conduct, rules and regulations, rules for admission, procedure for applying leave, library rules, general discipline, rules and regulation for prevention and prohibition of Ragging and attendance dress code, academic calendar, dos and don'ts are published in the prospectus booklet and also put on website
<b>7.1.6 Activities conducted for promotion of universal Values and Ethics</b>		
<b>Activity</b>	<b>Duration (from-----to-----)</b>	<b>Number of participants</b>
Poster making Competition on World Aid's Day	01-12-2017	160
Celebrated National Youth Day	12-01-2018	142
Celebrated National Voter's day	25-01-2018	156
Celebrated Republic Day	25-01-2018	123
Poster Making Competition On National Science Day	12-02-2018	158
Seminar on Gurmat Sangeet and Moral Values	07-03-2018	80
<b>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</b>		
<ol style="list-style-type: none"> <li>1. Plant more and more trees in college garden.</li> <li>2. Use energy efficient lights, bulbs (CFL).</li> <li>3. Reduce paper consumption.</li> <li>4. Celebrated Environment Day every year at college campus.</li> <li>5. Started Science and Environment Clubs.</li> </ol>		
<b>7.2 Best Practices</b>		
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		
<ol style="list-style-type: none"> <li>1. Enhancement in Academic Quality through Seminar and Extension Lectures.</li> <li>2. Organising Model Making Competition on 21-22 Nov, 2018</li> </ol>		
<b>7.3 Institutional Distinctiveness</b>		

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the web link 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 utilization 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 (500words)

- Social Outreach Activities for awakening community.
- Value Based Programmes for students.
- Maximum Placements of students in different schools.
- To bag university merits positions.
- To increase participation in Skill-in-Teaching and Youth Festival.
- Purchasing more equipment related to teaching learning process.
- Fully automation of library.
- Well structured remedial classes for weak students.