

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. (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: Officiating Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 01884-246572
- Mobile no.: 7018070450
- Registered e-mail: sbhsmkceiqac@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: PanjabUniversity,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.HarvinderKaurDogra
- Phone no. : 01884-246572

Alternate phone no.

- Mobile: 9463674879
- IQAC e-mail address: sbhsmkceIQAC@outlook.com
- Alternate Email address: sbhsmkce@rediffmail.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 st	B	2.42	2012	from: 2012 to: 2017
2 nd				
3 rd				
4 th				
5 th				

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

7. Internal Quality Assurance System

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: 3

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

Yes/No : Ye

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
- * Organizationof Internationalseminar
- * Organize remedialClasses
- * Participation in Youth Festival and Skill in Teaching
- * Orientation sessions highlighting the all major aspects of B.Ed. Curriculum.

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
Mentoring	
Poster Making Competition	Organised on 15 th Sept 2018
Street Play	Organised on 29 th Sept 2018
Participation in Zonal youth & heritage Festival	From 2 nd -5 th Oct 2018
On the Spot preparation of Teaching Aids Competition	Organised from 21 st -22 nd Nov 2018
Inter zonal skill in teaching and on the spot preparation of Teaching aid	Organised on 31 st Jan 2019
Celebration of National Productivity Week	Celebrated from 12 th -18 th Feb 2019

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: 30th September

17. Does the Institution have Management Information System?

Yes No

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

Part-B

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 affiliated to Panjab University, Chandigarh and follows the curriculum prescribed by the university. The college is recognized as a premiere institute of learning as it promotes academic excellence. The college prepares academic calendar for each session in accordance with the schedule provided by the university. An active plan for timely implementation is formulated by the institution to ensure effective delivery. To monitor academic performance an academic committee consisting the heads of various departments and chaired by the Principal prepares policies after strategizing the best methods to successfully implement the curriculum. Class wise Time Table is drafted and finalized well ahead of the commencement of semester. The papers/options are allotted after careful consideration of the qualifications, subjects specializations, experience and performance. Faculty are encouraged to prepare an active plan for their classroom teachings of the each semester even before the academic year commences. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The teaching plans are prepared by the respective teachers who are in charge of the subjects. Continuous evaluation is maintained throughout the year by conducting tests after completion of syllabus. The minimum number of working days as stipulated by the university is adhered to every year. Continuous assessment and academic progress of students through Internal Tests is followed. All the laboratories are replenished every year as per the requirement of the curriculum. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, term-papers, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Along with the traditional chalk and talk method use of ICT based learning has been incorporated in all departments for communication with students to make the teaching learning process more learner-centric. All the academic activities are monitored under the headship of principal and IQAC coordinator. The IQAC conduct time to time meeting regarding the curriculum. Faculty is using various mode of transaction for curriculum implementation. Such as 1. Lecture method, lecture cum demonstration method. 2. PPT-presentation. 3. Technology based teaching learning method. 4. Use of instructional material for content delivery. 5. Discussion method, 6. Model of teaching implementation for conceptual clarification 7 project based learning, 8. Practical discussion, activity orientation 9. assessment and evaluation. Record of the regular attendance, mark lists and progress of the students are maintained and preserved by the respective teachers. The college encourages faculty members to attend Orientation/Refresher courses, workshops and present papers in seminars conducted by the affiliating and other Universities for acquiring necessary skills for effective delivery of the curriculum

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 courses system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programme 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		
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	
SIKHDHARMA ABHIYAN (Correspondence course)		8-10-2018		26	
1.3.2 Field Projects/ Internships undertaken during the year					
Project/ Programme Title			No. of students enrolled for Field Projects/ Internships		
B.Ed. (INTERNSHIP PROGRAM)			85		
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents	
Yes	Yes	Yes	Yes	Yes	
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 proper functioning and is exhaustive as well as inclusive. For quality assurance and enhancement, the College has earnestly sought feedback from various stakeholders- students, teachers, parents, alumni, and employers. For the proper curriculum enrichment and delivery, the feedbacks collected play a significant role. The feedback committee constituted by the IQAC is responsible for the adequate conduction of the feedback process regarding the curriculum. This Committee would be responsible for distributing, collecting, filing, analyzing and directing the actions taken based on the feedback. This 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 also. The grievance redressal box placed near the library also allows the students to raise their concerns regarding curricular aspects. Students are encouraged to give their feedback during classroom discussions also. Apart from that, the College Principal collects feedback through direct meetings from randomly selected students. Houses meetings also give the students a chance for raising their views and worries concerning the syllabus. Teachers have the opportunity to present their feedback regarding curriculum on general staff meetings, council meetings and IQAC meetings. Teachers can raise their feedbacks on the curriculum in the staff meetings. Formal and informal mechanisms are there to obtain feedback from parents. Parents can interact</p>					

with the Principal and express their views regarding the curriculum. They can also give their input during departmental level PTA meetings by directly interacting with the teachers and filling the feedback forms prepared by the feedback committee. The alumni feedbacks are mainly obtained through those platforms. Alumni are encouraged to fill the feedback forms also. Employer feedbacks are collected through informal talks as well as by circulating the feedback forms. The feedbacks collected from various stakeholders are then put for proper monitoring and analysis before implementing the required actions. The conclusions 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 the issues raised by the various stakeholders regarding curriculum.

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	100+100	75	75

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of 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
2018	155	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, SmartBoard, Overhead Projector, Portable Projectors	06	01	Youtube Lessons, Etext, 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 full time teachers	Mentor: Mentee Ratio
155	16	1:10

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 <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	

2018	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	_____	4 th (2016-18)	20/06/2018	07 September,2018
		1 st (2017-19)	Datesheet Issue	21 September,2018
		2 nd (2017-19)	23/06/2018	04 April,2019
		3 rd (2017-19)	28/12/2018	20 June,2019

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

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

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 (<i>other than compulsory by the College</i>)	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)

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

3.3 Research Publications and Awards

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 co-ordinated such activities	Number of students participated in such activities

Refer to word doc. named 3.4.1 (3.4. Extension Activities)

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 coordinated such activities	Number of students participated in such activities
Seminar on 'Protection of Women against Domestic Violence'	Institute	Seminar	8	96
National Voter's Day	Institute	Oath Taking	6	95

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
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	GSSS(Girls), Mahilpur GSSS(Boys) Mahilpur GHS, KotFatuhi GHS NangalShahidan GSSS BaghpurSataur GHS Kamalpur GSSS PaddiSura Singh GSSS Garhshankar GSSS Railway Mandi	01/08/2018 to 10/11/2018	All Students

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

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			
			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		-----		
4.2.1 Library Services:						
		Existing		Newly added		Total
		No.	Value	No.	Value	No.
		Value	No.	Value	No.	Value
Text Books						----
Reference Books		8721		179	33088	9060
e-Books		-		-	-	-
Journals				5	-	-
e-Journals		-		-	-	-
Digital Database		-		-	-	-
CD & Video		-		-	-	-

Library automation	-		-	-		-
Weeding (Hard & Soft)	-		-	-		-
Others(specify)magazines			12	18703		-
Newspapers			12	12425		

4.3 IT Infrastructure

4.3.1 Technology Upgradation (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
--	2618971.62	---	---

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.

CRITERION V- STUDENT SUPPORT AND PROGRESSION			
5.1 Student Support			
5.1.1 Scholarships and Financial Support			
	Name/Title of the scheme	Number of students	Amount in Rupees
Financial support from institution			
Financial support from other sources			
a) National	PMS	28	Nil
b) International	Nil	-----	Nil
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 Mentor in etc.,			
Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

PROFESSIONAL DEVELOPMENT PROGRAMME FOR ELEMENTARY TEACHERS. (BRIDGE COURSE)	02-12-2018	100	NIOS
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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
2016-18	PSTET, CTET	150	150	7	3 STUDENTS PLACED IN GOVERNMENT JOBS.

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
SBHSM SCHOOL MAHILPUR	02	02	KING EDWARD, GURU NANAK PUBLIC SCHOOL, RAYAT AND BAHARA SCHOOL, KD INTERNATIONAL, SAS PUBLIC SCHOOL, LOTOUS PUBLIC SCHOOL,	25	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	PU Chd	SGGS Khalsa College Mahilpur/BAM Khalsa college Gsr./ RAYAT COLLEGE of EDU ,RAILMAJRA/ BABA BALRAJ COLLEGE, BALACHOUR	M.A./M.Sc/ M.Ed/PGDCA

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	Nil	
SET	Nil	
SLET	Nil	
GATE	Nil	
GMAT	Nil	
CAT	Nil	
GRE	Nil	
TOFEL	Nil	
Civil Services	Nil	
State Government Services	Nil	
Any Other	06	

5.2.4 Sports and cultural activities/ competitions organised at the institution level during the year

Activity	Level	Participants
Activities(2018)	Level	NumberofParticipants
Participation in state level postermakingcompetitionon 'socialevil'atLudhiana 8 th june 2018	Institute	4
Orientation programme 16 th aug 2018	Institute	89
Rakhi making competition25th aug 2018	Institute	68
Competitionof fine arts and Heritageitems1st sep 2018	Institute	55
Teachers day celebration 5 th sep	Institute	80
Talent hunt 5 th sep	Institute	90
Debate and elocution Competition 8th sep	Institute	18
Hindi diwas celebration 14 th sep	Institute	95
Poster making competition 15 th sep	Institute	83
Street play 29 th sep	Institute	77
Participation in zonal youth and Heritage festival 2 nd to 5 th oct	Institute	40
Extension lecture12th oct	Institute	86
Visit to'Kaharpur' 22 nd oct	Institute	105
Competition of Folk Songs 27 th oct	Institute	78
Extensionlectureon'burningof paddystubbleorstrawpollution'29 ^t _h oct	Institute	75
Inter-housecompetitionon 'Diwalicelebrationandcampusbeautification' 5 th ,6 th nov 2018	Institute	70
Exhibitionby students of JSS ASHAKIRAN,HSP. 3 rd nov	Institute	119
Visit to'Mega Job Fair' 15 th nov	Institute	50
On the spot preparation of 21 st and 22 nd nov 2018	Institute	108

teaching aids competition		
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5.3 Student Participation and Activities

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

Year	Name of the award/medal	National/International	Sports	Cultural	Student ID number	Name of the student
2018	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 student 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 maintains 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 registered/enrolled Alumni: NIL
5.3.3 Alumni contribution during the year (in Rupees): NIL
5.3.4 Meetings/activities organized by Alumni Association: NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 – Institutional Vision and Leadership	
6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)	
<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 in 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 view to upgrade the standard of amenities which supports effectively the teaching learning and research aspects. It guides and articulates the available resources and provides free hand 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 in growth of institution and to act according to the aims and objectives of the Institution.</p>	
6.1.2 – Does the institution have a Management 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 • 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 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

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 or non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

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

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

Teaching	No.	Non teaching	No.

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CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT	
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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

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

Teaching	No.	Non teaching	No.

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CRITERIONVII –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
Extension lecture on health awareness	12-10-2018	

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
2018			29-10-2018	Extension lecture on 'Burning of peddy Stubble or straw pollution'		
2018			03-11-2018	Exhibition related to Diwali by special childrensof		

				Ashakiran special school ,Hoshiarpur		
2019			02-02-2019	One day National Seminar on Educational Empowerment and teacher Sustainability		

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
Teachers day celebration	05-09-2018	
Celebrated National Voter's day	25-01-2019	
Celebrated Republic Day	25-01-2019	
Poster making competition and special talk on Economy for productivity and sustainability Celebrating National ProductivityWeek	15-02-2019	
Celebrated National Science Day	28-02-2019	
Educational trip to Shri Amritsar sahib	16-03-2019	

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. Organising Model Making Competition on 21-22 Nov, 2018

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

With an objective towards developing sensitive, responsible and progressive citizens, the institution contributes meaningfully towards nation building as follows:

- i) A vast majority of the College students belong to nearby rural areas. The basic need of the students from these areas is higher education at affordable cost. The College fee structure, in comparison to other private institutions of higher learning in and around is very low.
- ii) We ensure equity in higher education by providing adequate opportunities to the underprivileged sections of society by strict adherence to the reservation policies of the State Government.
- iii) Nurture a feeling of social responsibility through various awareness programmes organized by different clubs set up by the institution.
- iv) Effort is made to preserve the cultural heritage and tradition through various cultural/co curricular activities.
- v). We go allout to create a conducive learning environment where teachers are facilitators and students the prime beneficiaries.
- Vi) We help to infuse critical acumen among our students through guest lectures, seminars and field visits.

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



Social Outreach Activities for awakening community. Value Based Programmes for students. Welfare More Placements of students in different schools. Prizes in different competitions. Increased participation in Skill-in-Teaching and Youth Festival. Addition of new courses. Purchasing more equipment related to teaching learning process. Updating library.