SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

ASIAN EDUCATIONAL INSTITUTE

VILLAGE KASIANA, P.O. CHALAILA, OPP. TRICONE CITY, SIRHIND ROAD
147001
asianedu.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

In the new policy regime of globalization, liberalization and privatization, the worst hit, in terms of health and education, are the rural and poor masses. Realizing, its corporate social responsibility, Asian Educational Institute was incepted in the year 2010, with a fundamental approach to provide quality education at affordable charges. Having rendered commendable service for over 11 years in the field of education, the College is bracing up for the first round of quality assessment and accreditation by the NAAC. The Management, Principal and Staff members of Asian Educational Institute take this opportunity to present the Self Study Report (SSR), incorporating achievements, strengths, weaknesses and challenges with an utmost modesty for your kind perusal.

Away from the noise of the city, campus is situated in a lush green eco-friendly environment. The campus, spread over an area of over five acres, is located at about 12 kilometers from Patiala bus stand, on the Patiala-Sirhind road. Guided by an enlightened and supportive Management, the College has been moving diligently in the direction of achieving its goals embedded in its vision and mission. Furthermore, College stands committed to its well-defined motto, "Knowledge is Power".

The institution has several departments covering the disciplines like Humanities, Science, Commerce, Computer Science and Business Management. A wide array of courses is being serviced by the institution that includes diploma, graduation and post-graduation programmes in various disciplines.

Vision

To provide affordable quality education to all, promote morality and sobriety of life, inculcate values in the students, identify their hidden talents and provide them opportunities to realize their full potential and thus shape them into responsible citizens and good human beings.

Mission

"To provide affordable and holistic quality education to all"

In the light of this mission statement, the main objective of the Institution is to provide inclusive and affordable quality education. Accordingly, the detailed set of objectives is:

- to promote academic excellence by providing quality education in an intellectually stimulating environment;
- to sensitize the students towards inclusive social concerns, human rights and environmental issues;
- to inculcate high moral, ethical and professional standards among our students to improve theoverall personality;
- to enhance the professional competencies and soft skills of the students;
- to prepare and train students in a manner which converts them into a work-ready force; and
- to create responsible and respectable citizens.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Philanthropic and dedicated Management committed to the cause of delivering affordable quality education to each section of the society.
- Bilingual method of teaching is used in almost all of the courses, as majority of students are first generation learners from low socio-economic background.
- Well qualified, dedicated and diversified faculty with specialization in different areas.
- Well stocked library with e-resources.
- Adequate Infrastructure for teaching, learning, research and extension activities.
- Student-centric and activity based teaching learning.
- Well-furnished hostel with a capacity of 30 girl students.

Institutional Weakness

- Higher proportion of students with poor economic background.
- Almost forty percent students belonging to SC/ST category do not pay any fees and this fee is supposed to be reimbursed by the Government.This reimbursement is delayed by years together which stresses the financial resources of the Institution.
- Poor communication skills of admitted students.
- Most of the students are first generation learners who have to choose between studies and employment.
- Lack of local industries supporting resource mobilization and employment generation.

Institutional Opportunity

- Wholehearted support from the Management for initiatives to augment big infrastructure to improve classroom delivery and start new courses.
- Since most of the students are from economically and socially backward sections, the College is determined to serve society by giving quality education to all.
- Scope for improvement in sports activities, cultural activities.
- Post graduate courses (MBA (IB), MSc (IT), M.Com offer multifarious job opportunities in mass media, teaching, social work, industry, banking and so on.
- With specialized courses as M.Com, MSc (IT) and introduction of ICT tools in classrooms, the institute intends to strive towards creating stronger industrial linkages.

Institutional Challenge

- Our College is a Self- financed college. There are many Govt. funded Institutions around which are subsidized and charge a very low fees as compared to ours. Huge difference between the fee structure of private and govt. colleges is responsible for the shift of meritorious students from private to government colleges.
- Socially and economically backward students with low aptitude in language and quantitative skills.
- Constantly enhancing student enrollment in Humanities and Commerce streams.

- Boosting the confidence of rural and poor students, especially the girls.
- High cost of maintenance of infrastructure.
- Developing soft skills among students.
- Unbridled growth of colleges around, poses a serious challenge to emerging institutions.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum is the fulcrum on which the holistic growth of the learners depends. The college is permanently affiliated to Punjabi University, Patiala and follows the curricula prescribed by the University. Curricular and co-curricular activities are properly planned. Before commencement of the academic session, the Principal finalizes the institution level, an "Academic Calendar" in consultation with the faculty and it is approved by the Chairman of the Institution.

Two mid-semester tests are conducted, as required by the University. These mid semester tests and some assignments form the basis of Internal Assessment. At the end of the Programme, an interactive informal session is arranged with the students where they are motivated to give their free and frank opinion about the course content and course delivery and its relevance. The College enriches the curriculum by organizing extension lectures by experts and by offering numerous opportunities to the students for multifarious growth of their personality. The college offers various courses that are relevant to sensitize students about contemporary issues relating to gender equity, environment and sustainability.

The college intens to provide appropriate environment for the professional growth of its faculty members by encouraging them to attend faculty development programs, seminars, orientation courses, refreshers courses, workshops etc.

Teaching-learning and Evaluation

The college has a well-defined curriculum transaction system. All the activities for the session are pre-planned in the academic and co-academic calendar which is published on the college website and is displayed on the campus for the information of students. The college library is well stocked with latest books, journals and magazines. Facilities like e-journals and 'Book Bank' are also provided. Group discussions, field and industrial visits, workshops, science fair, exhibition and presentations are done to ensure and enhance students' participation.

The semester system is followed in all programs and two mid-semester tests are conducted. Transparency in the evaluation and improved learning is ensured through discussion on the evaluated answers. The Institution maintains a record of each class with details such as marks obtained in the previous examination and subject opted for the course. The lists of slow learners and advanced learners are prepared on the basis of performance in Mid-Semester Tests (MSTs). Remedial classes, extra classes and re-tests are arranged for the slow learners.

Different departments also organize workshops, seminars, debate competitions, and other activities throughout the course of the study as a part of routine teaching learning program. The college has installed separate Wi-Fi units for the students inside the campus. Further the college has a Computer Lab and Language Lab with internal LAN.

Research, Innovations and Extension

The research dimension of the institution is not that strong. The College seeks to foster a keen sense of research amongst staff and students alike. The College intends to promote the culture of research and hopes faculty members will come up with researches in the coming years. The Management and the Director are taking initiatives to promote this culture. The college has Internet facility and partially Wi-Fi campus that provide a good research environment.

The college students and faculty are actively involved in extension and outreach activities like gender equity, road safety, Swacch Bharat, tree plantation, literacy-drive, etc. As a part of extension activities, every year institution organizes different programs beyond the academic curricula to make the students involved and enthusiastic about the subject and to sensitize them about various social issues. Such activities include field trips, plays, rallies, national seminars on social issues, etc.

Infrastructure and Learning Resources

The College has very rich infrastructural facilities and learning resources. Spread over a an area of about five acres, the College has enough classrooms, well equipped labs, lawns, auditorium and sports ground to cater to the academic, sports and extracurricular needs of our students. The College ensures that the entire infrastructure available in the College is put to maximal use.

The whole campus is divided into three bocks: (a) the ground floor; (b) the first floor; and (c) the second floor. Every block has separate washrooms and RO water coolers. The College has 31 classrooms, two labs (one Language Lab and one Computer Lab with Wi-Fi connectivity), one Seminar Room with audio-visual facilities and a Multipurpose Auditorium with a seating capacity of about 300. Separate parking area for staff members, boys and girls is there. There is a Girls' Hostel with accommodation for 30 girl students at the campus.

The institution library operation and services are computerized using the *Soul (Ver.2) Software*. It is state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre. It supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material. So far, our institution is using its cataloging function only. For e-journals and e-books components, we are using the INFLIBNET N-LIST software.

Student Support and Progression

The College publishes its updated Prospectus annually with all the relevant details such as the courses offered, faculty profile, fee structure, and scholarships available for the students. In order to extend all possible help to the needy and meritorious students, many scholarships have been initiated by the College. In order to facilitate entrepreneurial skill among the students, the College has courses like PGDCA, BCA, BBA, B.Com. Professional, M.Sc.(IT), M.Sc.(Chemistry) and M.Sc.(Physics). The active support to the students goes a long way in their progression. During the period under consideration, various departments of the College organized workshops/seminars/interactive sessions/counseling sessions for the students to develop their skills to prepare them for various competitive examinations that would pave way for their placement.

Grievances of the students are addressed promptly through effective mechanisms. The students are free to

contact the Principal any time of the day. The students can also drop their complaints or suggestions in the Complaint/Suggestion Box placed near the Administrative Block.

The Institution maintains a record of each class with details such as marks obtained in the previous examination and subject opted for the course. The lists of slow learners and advanced learners are prepared on the basis of performance in Mid-Semester Tests (MSTs). Remedial classes, extra classes and re-tests are arranged for the slow learners. Students are motivated, supported, and incentivized for their participation in co-curricular activities. Students who participate at the state, national and international levels in sports or any other competition are helped by the teachers by giving them special time for studies to compensate for their curricular loss.

Governance, Leadership and Management

The college aims to promote academic excellence by maintaining high teaching standards, imparting holistic quality education to students and empowering them with knowledge and skills. The aim is to transform them into self-reliant and socially committed citizens of the country. The Management, Principal and the Faculty collectively strive towards building an academically vibrant atmosphere in the college. The college practices decentralization and a participative management with well-defined responsibilities for all the stakeholders. Affiliation status of our College also enjoins us to follow the rules and regulations laid down for affiliated colleges by the Punjabi University, Patiala. The College Principal, in consultation with the students, HODs and conveners of various committees provides effective leadership in planning and implementing policies for quality enhancement, infrastructure development and introduction of new courses. We encourage community engagement through community outreach programmes organized by NSS and Red Ribbon Society.

For speedy redressal of students 'grievances, there is grievance redressal committee for the students. Apart from this, we have an anti-ragging committee to take care of the menace of ragging.

Institutional Values and Best Practices

Asian College has made consistent efforts towards inculcating the best values and practices. During the last years, the college has taken specific steps to strengthen its institutional values and suitably put them into practice. It has made significant efforts to instill discipline in social, ecological, and economic spheres. The institute is committed to ensuring gender equity in every sphere of its functioning. It has adhered to the principles of environmental consciousness and sustainability by efficiently managing the disposal of bio-degradable and non-degradable waste. Proper measures have been taken for the conservation of water by minimizing its wastage and ensuring adequate purification. The institute has transformed itself into a Green campus by adopting all the possible measures for preserving the environment and curtailing its degradation. The waste dropped in the bin is used to generate vermi-compost for use for the plants and lawns of the institution.

The college plays a significant role in inculcating the spirit of inclusiveness in its students. It imparts the values of tolerance, compassion and harmony to the students who belong to diverse regional, linguistic, communal, and socioeconomic categories. The NSS units regularly organize awareness drives to awaken the masses against social evils like child labor; abuse of tobacco, etc. The College also has a performance appraisal system for both the teaching and non-teaching staff.

Two best practices 'Free Education to the Needy and Deserving Students' and 'Remedial and Personality Development Classes' have been successfully implemented by the Institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ASIAN EDUCATIONAL INSTITUTE
Address	Village Kasiana, P.O. Chalaila, Opp. Tricone City, Sirhind Road
City	Patiala
State	Punjab
Pin	147001
Website	asianedu.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Inderjeet Singh	0175-2690004	8968965963	-	asianinstitution@gmail.com
Associate Professor	Meenu Singh Sachan	-	9417159969	-	sachanmeenu@gmail.com

Status of the Institution	
Institution Status	Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	14-06-2010

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Punjab	Punjabi University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	28-01-2015	View Document
12B of UGC	28-01-2015	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village Kasiana, P.O. Chalaila, Opp. Tricone City, Sirhind Road	Rural	5	4830.96

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BBA,Commerce Management And Computers	36	Sr. Sec.	English + Punjabi	25	0
UG	BCA,Commerce Management And Computers	36	Sr. Sec.	English	60	0
UG	BCom,Commerce Management And Computers	36	Sr. Sec.	English + Punjabi	60	6
UG	BCom,Commerce Management And Computers	36	Sr. Sec.	English + Punjabi	60	12
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	5	0
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	10	6
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	15	7

UG	BA,Arts	36	Sr. Sec.	English + Punjabi	10	3
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	10	3
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	10	0
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	15	0
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	5	2
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	15	4
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	15	3
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	40	0
UG	BA,Arts	36	Sr. Sec.	English + Punjabi	5	0
UG	BSc,Science And Mathematics	36	Sr. Sec. with Math	English + Punjabi	40	0
UG	BSc,Science And Mathematics	36	Sr. Sec. with Non Med or Med	English + Punjabi	40	0
UG	BSc,Science And Mathematics	48	Sr. Sec. with Non Med or Med	English + Punjabi	15	0
UG	BSc,Science And Mathematics	36	Sr. Sec. with Math	English + Punjabi	40	0
UG	BSc,Science And Mathematics	36	Sr. Sec. with Math	English + Punjabi	15	0
PG	MCom,Commerce Management And Computers	24	B.Com. or B.B.A. or B.M.I.T. or B.A.F.	English	45	7

PG	MSc,Commerce Management And Computers	24	Graduation	English	60	2
PG	MSc,Commerce Management And Computers	12	PGDCA	English	30	0
PG	MBA,Commerce Management And Computers	24	Graduation	English	30	4
PG	MA,Arts	24	Graduation	English	15	0
PG	MA,Arts	24	Graduation	Punjabi	15	0
PG	MSc,Science And Mathematics	24	Graduation with Math	English	15	5
PG	MSc,Science And Mathematics	24	B.Sc. with Chemistry	English	15	2
PG	MLibISc,Library And Information Sciences	12	B.Lib.	English	30	0
PG Diploma recognised by statutory authority including university	PG Diploma, Commerce Management And Computers	12	Graduation	English + Punjabi	30	0
PG Diploma recognised by statutory authority including university	PGDCA,Commerce Management And Computers	12	Graduation	English + Punjabi	30	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				21
Recruited	0	0	0	0	0	0	0	0	6	9	0	15
Yet to Recruit				0				0				6

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	4	4	0	8
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	3	0	3
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	2	4	0	6

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	1	1	0	2

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	120	1	0	0	121
	Female	114	2	0	0	116
	Others	0	0	0	0	0
PG	Male	27	0	0	0	27
	Female	38	0	0	0	38
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	1	0	0	0	1
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	164	190	293	284
	Female	108	134	181	189
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	20	27	43	51
	Female	27	41	50	71
	Others	0	0	0	0
General	Male	135	130	186	279
	Female	94	170	227	318
	Others	0	0	0	0
Others	Male	0	0	2	6
	Female	0	0	3	5
	Others	0	0	0	0
Total		548	692	985	1203

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
568	932	902	874	819

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	28	28	26	26

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
548	692	985	1203	1241

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
103	196	396	443	460

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
180	322	342	539	336

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
25	43	66	51	61

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
40	50	70	70	70

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 31

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
102.51	137.34	153.07	172.640	156.60

4.3

Number of Computers

Response: 61

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is consistently working for the overall development of the students. Enough care is taken for systematic implementation of the prescribed syllabus. Our institution is affiliated to Punjabi University, Patiala and follows its prescribed curriculum. Curricular and co-curricular activities are properly planned. It is a budding institution with most of the formal protocols and bodies being formed. Management, endowed with high professional skills, takes an active interest in the operation of Institution.

Planning and Implementation

- Before commencement of the academic session, the Principal finalizes the institution level, "Academic Calendar", in consultation with the faculty and it is approved by the Chairman of the Institution.
- In the beginning of every semester, at departmental level, courses are allocated to the teachers and time table is prepared.
- Every teacher, on the first day of the class, informs the students about the structure, scope, coverage and internal assessment design of the syllabus; teaching is planned by the teacher accordingly.
- Two mid semester tests are conducted, as required by the University. These mid semester tests and some assignments form the basis of Internal Assessment.
- All efforts are made to accomplish the scheduled plans.

Enhancement of Teaching Skills

- The college provides appropriate environment for the professional growth of its faculty members by encouraging them to attend faculty development programs, seminars, orientation courses, refreshers courses, workshops etc.
- The college library is well stocked with latest books, journals and magazines. Facilities like e-journals and Book Bank are also provided.
- Group discussions, field and industrial visits, and presentations are done to ensure and enhance students' participation.
- Subject experts are also invited to deliver lectures on varied topics related to the curriculum.
- Postgraduate students from M.Com. and M.B.A.(IB) are guided for industrial trainings and research projects to build their practical knowledge.
- Students are motivated to participate in Intra-college and Inter-college competitions.
- ICT is actively used to make the lecture delivery more effective.

Curriculum Feedback

- At the end of the Programme, an interactive informal session is arranged with the students where they are motivated to give their free and frank opinion about the course content and course delivery and its relevance.
- The feedback obtained is used for improving the system.

File Description	Document
Upload Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

According to the examination schedule of the affiliating university, the college adjusts its academic calendar for the internal examinations. All the activities for the entire academic session are pre-planned and an academic and the co-academic calendar are prepared. The calendar is prepared well in advance of the next academic session. This calendar is displayed on the notice boards for the reference of the students and faculty. Academic calendar carries schedules regarding admission process, teaching learning schedule, curricular and co-curricular activities, extracurricular activities, departmental activities and dates of holidays.

The college follows its academic calendar for conducting internal examinations. Two mid-semester tests are conducted, as required by the university. At the beginning of the session, the curriculum for the semester is divided into units keeping two factors in mind: (a) Mid-Semester Tests; and (b) Vacations declared by the University. The important aspects of the academic calendar are: (a) Academic calendar for departmental and institutional activities; (b) Planning extra-curricular activities of N.S.S, and others cultural events; (c) Activities related to sports; and (d) Other Activities (Welcome Party, Farewell Party, Social/Religious Functions). The college co-academic calendar also plans the activities for the National and International day celebrations.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: D. Any 1 of the above

File Description	Document
Institutional data in prescribed format	
Details of participation of teachers in various bodies/activities provided as a response to the metric	

1.2 Academic Flexibility

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

Response: 0

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

File Description	Document
Institutional data in prescribed format	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

The college offers various courses that appropriately include subjects and papers relevant to sensitive and crucial issues of contemporary times such as gender, environment and sustainability. The institution tries to integrate such issues by periodically organizing workshops, seminars, talks, debates, declamations and other such activities which lead to the holistic development of the students.

Environmental issues

- The Punjabi University syllabus has compulsory papers on, "Drug Abuse", "Environment and Road Safety Awareness", in all streams of undergraduate programmes.
- The college makes serious effort towards sensitizing students regarding issues relating to bio-diversity and climate change and also organizes lectures on environmental issues.
- The NSS unit of the college organizes tree plantation and cleanliness drives every year.

Gender issues

- The college celebrates International Women's Day every year by organizing seminars/debates/ group discussions on gender issues and women empowerment.
- Issues such as Eve- teasing/ sexual harassment are also discussed in tutorial group meetings.

Professional Ethics

Students are made aware of the concept of professional ethics in the subjects of B.Com, B.Com (H) and MBA, as the basic values and principles are essential for their career development. Following is the required detail:

- B.Com- 6 Semester- Entrepreneurship and Governance
- B.Com (H) -6 Semester- Corporate Governance and Social Responsibility of Business
- MBA – 2 Semester- Business Ethics and Corporate Governance

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View Document</u>

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.77

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
3	6	7	8	8

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<u>View Document</u>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<u>View Document</u>

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 4.01

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 22

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<u>View Document</u>
Any additional information	<u>View Document</u>

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

> 1. **Feedback collected, analysed and action taken and feedback available on website**
> 2. **Feedback collected, analysed and action has been taken**
> 3. **Feedback collected and analysed**
> 4. **Feedback collected**
> 5. **Feedback not collected**

Response: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 45.97

2.1.1.1 **Number of students admitted year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
186	219	447	503	636

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
295	560	1130	1265	1315

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 68.74

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
86	124	273	282	296

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

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

Response:

The college continuously strives towards understanding the needs and requirements of the students before commencement of the selected courses. Keeping in view their performance in the last examination, Admission Committee counsels them about the subjects that they should opt for. Students are given stipulated time to change the subject to any other of their choice. The college organizes an induction programme for the newcomers to aware them about the rules, regulations and code of conduct of the college. This exercise is done to acclimatize the them to the new environment.

The academic performance in the previous examination is a good indicator to identify the slow and advanced learners. The Institution maintains a record of each class with details such as marks obtained in the previous examination and subject opted for the course. The lists of slow learners and advanced learners are prepared on the basis of performance in Mid-Semester Tests (MSTs). Remedial classes, extra classes and re-tests are arranged for the slow learners. The detail of activities undertaken for both the group of learners is as follows:

Activities Undertaken for Slow Learners

- Extra coaching, remedial classes and individual guidance by the subject teacher.
- The performance of the students is communicated to their parents.
- Re-tests are conducted weekly to check their performance.
- Students are motivated to promote self confidence in them.
- Additional study material and books are provided to them.

Activities Undertaken for Advanced Learners

- Giving them quiz competitions and group discussions
- Motivating them to participate in workshops, seminars and competition
- Inspiring them to consult advanced international text and referenc books.
- Open access facility in library for advanced learners

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 22:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

College is continuously developing and upgrading the learning process. The teachers act as facilitators and students plays a catalytic role in the process. Apart from traditional 'chalk and talk' or one way 'lecture delivery' system, teachers are more focused on inviting the student participation in learning process. Every two or three lectures are followed by a tutorial or application assignment solving. Teachers elaborate the difficult concepts in their local context by using various techniques. Teachers focus on developing problem solving, communication, writing, and computer skills in the students.

For some years, the institution organized the five days INSPIRE science camp sponsored by DST, Delhi which encouraged the students to learn recent advances in the field of science. Furthermore, science exhibitions have also been arranged from time to time which is also a sort of experiential learning.

Institution arranged workshops on techniques, communications, information technology, personality development and career counseling which were interactive and participative in nature. Department of Commerce and Management arranged the internship programmes, field projects and industrial visits. Different departments also organized workshops, seminars, debate competitions, and other activities throughout the course of the study as a part of routine teaching learning program. Further, the students are motivated and given incentives for their participation in sports and co-curricular activities.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and communication technology (ICT) is the basic tool to carry on an effective teaching-learning system. The college faculty is fully aware of this fact and thus uses ICT effectively. We have a Wifi campus. The college has installed separate Wi-Fi units for the students inside the campus. Further the college has computer lab and language lab with internal LAN. The faculty has developed a repository of e-resources in the form e-books, e-data, e- notes (PDF and PPT files), and motivational videos to provide extensional learning material to the students. There is an LCD projector in seminar room and the college auditorium.

The college has issued a separate PC to each department with the printer. All departments use PPT and multimedia to simplify the syllabus in a more meaningful way. Language lab is very useful and supportive to our students for enhancing their communication skills and soft skills. Different departments effectively blend the theoretical classroom teaching with practical exposure using the YouTube videos. Social media is skillfully used by the college to disseminate notice-board information giving routine instructions to the students. Since April 2020, the social media and some electronic/virtual meeting softwares are being used for holding online classes. Even MSTs and final examinations have been done through the online media. To keep the pace of our student and teachers with the changing scenario, library is regularly updated with online resources like N-list and membership of Digital Library.

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

Response: 23:1

2.3.3.1 Number of mentors

Response: 24

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 80.56

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 20.86

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /***

D.Litt. year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	10	12	11	13

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

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

Response: 4.76

2.4.3.1 **Total experience of full-time teachers**

Response: 119

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The evaluation system is well designed, transparent and the process of awarding internal assessment is the objective one. As per the affiliating University norms, it is based on the performance of the students in the house examinations, attendance in the class, participation in the class discussions, assignments, projects and overall behavior of the students and participation in co-curricular activities. Faculty members also consider project work, practical work and contribution of students to various activities of the department and college in marking internal assessment of the students.

The College abides by the Panjabi University guidelines with respect to evaluation. The undergraduate as well as post-graduate classes are examined twice every year under the semester system. Re-tests are also organized for those students who are unable to fulfill the conditions of minimum marks in the house examination laid down by the University. The students who miss their chance to appear in MSTs due to

their participation in sports, cultural, NSS activities are allowed to appear in special house exams. The College students must fulfill criteria of 75 percent attendance in each of their elective as well as compulsory subjects. There are frequent staff meetings to strengthen the academic standard of the College.

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

Response:

As per the standard operating protocol, prescribed by the affiliating University, continuous internal assessment is carried out in the College. There is a semester system; the College organizes mid-semester examinations for all classes. The question papers for the MSTs are prepared on the pattern of end semester examination to be conducted by the University. End-semester theory and practical examinations are conducted as per guidelines prescribed by the University. The end semester examination is conducted by the College as per the operating protocols prescribed by the University.

After the successful conduct of the mid-semester examinations, student scripts are evaluated by faculty members. These evaluated answers sheets are then distributed to the students and their mistakes are not only pointed out but also discussed. Any complaint by the students about internal assessment is attended and if the need be required rectification is done. Parents of students are intimated about the performance in the examinations and the involvement of students in the various activities of the College alongwith attendance.

2.6 Student Performance and Learning Outcomes

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

Response:

Ideally, the course outcomes should be defined in the beginning of the syllabus design of a paper. Though the affiliating university has not stated the course outcomes and program outcomes in the syllabus deign, but the college has described the course and program outcomes at its own level. In the beginning of a semester, every teacher elaborates the course outcomes and program outcomes while introducing the syllabus design to the students. The faculty is well aware of these outcomes as it is fully involved in the process of stating the outcomes. This year onwards, we have a proposal to upload this programme and course outcome detail on the college website.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

The attainment of programme and course outcomes are evaluated by Head of the Departments (HoDs) with active involvement of Administrative Office using a number of parameters. HoDs hold examinations on a regular basis as required by the affiliating university and keep a record of the marks of each student. Record of the University examinations is also kept in the office. This data is analyzed to find out the pass percentage of the students and also to compare the results with the university pass percentage. These outcomes are discussed in the Management meetings. The meetings also discuss the degree to which learning outcomes have been achieved in the college. The policies and strategies are framed in these meetings to encourage better performance in the future. The learning outcome of the students is verified from the number of students in the University merits list.

2.6.3 Average pass percentage of Students during last five years

Response: 78.38

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
175	238	225	374	267

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
178	316	332	532	333

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.76

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 30.84

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.00	0.00	0.00	0.00	30.84

File Description	Document
List of endowments / projects with details of grants	[View Document]
e-copies of the grant award letters for sponsored research projects / endowments	[View Document]

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

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

File Description	Document
Institutional data in prescribed format	[View Document]

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.38

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	1

3.1.3.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
3	10	11	9	9

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

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

Response:

Being a growing institution, it is in the process of promoting the culture of research and hopes that in the near future, faculty members will come up with research outcome which is missing right now. The faculty members are encouraged to publish research papers. The College has Internet facility and a Wi-Fi campus that provides the research environment. The students of undergraduate programs are involved in various awareness campaigns on social issues like: save water, health issues, save electricity, save energy, vermin-composting, environmental issues, etc. It is an eco-friendly campus and the management encourages staff and students to carry out research projects that give practical solutions for social welfare and environmental issues.

Young teachers are not guiding Ph.D. students at the moment, as they are more focused on their own research. The college has a fully automated library. It has large number of books and reference books and CDs on various subjects. Additionally, more magazines and journals are also being subscribed by the library.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of workshops/seminars during last 5 years	

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.18

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	2	6

File Description	Document
List of research papers by title, author, department, name and year of publication	
Any additional information	
Any additional information	

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)

3.4 Extension Activities

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

Response:

The detail of extension activities done in the neighborhood community with a view to sensitize the students about social issues, are as follows:

Village Adoption: The College has adopted two villages; Lang and Kasyana. The student volunteers with the help of the staff visit these villages and make the neighborhood community aware of drugs, its preventions and cures. Clothes are collected and distributed to the needy. The college management has also constructed a 'Request Bus-Stop' for Kasyana Village.

Awareness Programmes: The institute organizes various awareness programmes like Blood Donation, Tree Plantation, Women Safety, Clean Surroundings, AIDS, Dengue, Road Safety, Drug abuse, Garbage Disposal, Beti Bachao Beti Padhao' etc.

National Service Scheme (NSS): Every year many extension activities are conducted for the students of the NSS unit with an aim of developing their social sensitivity and their responsibilities towards the community. The students participated in the numerous activities like 'Green and Clean Society', 'Swachhta Abhiyan', 'Blood Donation' and 'Yoga Workshops' ..

Departmental Activities: Every year all departments organize different programs beyond the academic curricula to make the students involved and enthusiastic about the subject and to sensitize them about various social issues. Such activities include field trips, national seminars on social issues, etc.

Days of National and International Importance: The college celebrates different days of national and international importance such as International Women's Day, World Forest Day, World AIDS Day, International Youth Day, National Science Day, National Literacy Day, Hindi Divas etc. to spread the awareness and importance of those days amongst college community.

File Description	Document
Upload any additional information	[View Document](#)

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 24

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	5	7	0

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 12.79

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

2019-20	2018-19	2017-18	2016-17	2015-16
50	100	247	184	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

06-11-2021 10:05:41

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

College situated on Sirhind Road, Patiala, is a co-educational institution established in 2010 and has a campus covering an area of 4830.96 sq. mtrs. The College has an eco-friendly infrastructure and has a present strength of 303 students. The whole campus is divided into three floors: (a) the ground floor; (b) the first floor; and (c) the second floor. There is also an administrative block in the campus to run the administration of the college. The institution has 31 Classrooms which are fully ventilated and spacious enough to accommodate our present strength. All the rooms are provided with internet and wi-fi connectivity. To meet the curricular and co-curricular needs, we have a Seminar room, an Auditorium and an Open Air Stage. College also has lush green gardens. The college has a central computerized library with sufficient number of books. College has a spacious Computer Lab with adequate number of computers and there is an English Communication Lab to enhance the vocabulary, speaking and pronunciation of the students. Our college has a Common Room for girls. Every block has separate washrooms and RO water coolers. Canteen facility is also available in the campus. Separate parking area for staff members, boys and girls are available.

File Description	Document
Upload any additional information	[View Document](#)

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

Response:

The college has enough infrastructure facilities for sports and cultural activities which it keeps on updating constantly. To continue its notable performance in sports, the college provides best infrastructure facilities to its players. It has well maintained playgrounds for football, cricket, javelin throw, discus throw, volleyball etc. Our college encourages students to actively participate in sports and provides all facilities including fee concession, scholarship etc. College also provides indoor games such as Chess, Table tennis, Carom- board etc.

The college also has the required infrastructure for conducting cultural activities. There is an auditorium with a sitting capacity of 300. There is an Open Air Theater facing the playground. Lush green gardens and lawns act as a venue for various occasions like *Teej, Basant, Lohri,* Independence Day, Republic day etc. For conducting fresher and farewell or many other celebrations college auditorium is used as a venue. There is a good facility for track and field events.

File Description	Document
Upload any additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 6.45

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 3.29

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.49547	3.60805	6.90233	5.79	8.57940

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Integrated Library Management Systems (ILMS) is to cope with one or more discrete functions within a library. These functions include cataloging, issue /receipt of books, self service, automated reminders and so on. The institution library operation and services are computerized using the *Soul (Ver.2) Software*. It is

state-of-the-art integrated library management software designed and developed by the INFLIBNET Centre. It is a UNICODE based multilingual support for Indian and foreign languages; compliant to international standards such as MARC21, AACR-2, MARCXML. It supports cataloging of electronic resources such as e-journals, e-books, virtually any type of material. So far, our institution is using its cataloging function only. For e-journals and e-books components, we are using the INFLIBNET N-LIST software.

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: D. Any 1 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.53

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0.2	0.01	1.45	0.59	0.40

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.22

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

Response: 7

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has a rich IT infrastructure. The campus is wifi enabled and has many rooms/ labs with LAN facility. The college has a dedicated 50 Mbps lease line that connects all the classrooms and laboratories. Different offices in the college, i.e., Principal's office with General office, Steno office, Admin Office, and Accounts office are also interconnected by LAN. Wi-Fi facility is available in almost all the area of the campus. The plans and strategies have been adopted to extend the IT infrastructure. We have a clearly defined policy of replacing outdated equipment and with new equipment of the latest configurations. IT infrastructure which is regularly upgraded is aimed at enhancing the quality and efficiency of delivery in the classroom as well as outside the classroom.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 8.98

File Description	Document
Upload any additional information	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 5.51

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.78	4.46	11.4	18.36	7.01

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

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

Response:

For campus beautification and maintenance of the college, an Assets Supervisor, four sweepers, two gardeners are appointed. The college has appointed Security guards to keep a constant vigil and ensure perfect discipline in the campus. A part-time electrician, on visit basis, has been appointed for the maintenance and upkeep of electric fitting and appliances. The decision relating to maintenance and upkeep of college infrastructure is taken by the management, in consultation with the staff. Two generator sets are installed in the campus to provide an uninterrupted power supply to the entire college. We have one-online UPS installed for uninterrupted electricity supply to the internet system server computers.

Effective utilization and proper maintenance of computer labs is taken care by a teacher-in-charge

supported with a lab attendent. Fire extinguishers, water coolers, computers, cash counting machine, photocopiers, generator sets, air conditioners, etc. are also available and well maintained by regular routine servicing.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 40.22

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
222	322	418	461	413

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 4.1

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
38	66	26	0	17

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1. Soft skills
    2. Language and communication skills
    3. Life skills (Yoga, physical fitness, health and hygiene)
    4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.93

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
25	40	60	60	40

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

    1. Implementation of guidelines of statutory/regulatory bodies
    2. Organisation wide awareness and undertakings on policies with zero tolerance
    3. Mechanisms for submission of online/offline students' grievances
    4. Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 8.11

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
6	27	39	57	23

File Description	Document
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 133.89

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 241

File Description	Document
Details of student progression to higher education (Data Template)	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/

Civil Services/State government examinations, etc.)

Response: 14.82

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.*)**) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1	18	1

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	5	40	11

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 16

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	3	2	10	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

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

Response:

As per Punjab State Government policy, the election of student's council, or similar such body is banned by the State Government; however, there is a Class Representatives' Committee to perform the same function. In addition, there are various departmental Societies to ensure student representation in the functioning of the college. Their concerns are communicated to the college authorities through these societies and clubs. The students of respective departments participate in various activities. These activities are organized by the staff and students of these departments. Many activities also required the allocation of students into the smaller functional group, where teamwork and leadership opportunities galore.

Undeniably, co-curricular activities play a very significant role in developing the personality of the students. We provide ample opportunities to the students to participate in activities; be it literary, cultural, theatre, and fine arts, to name a few. By participating in the Youth Festivals at the University level and other inter-collegiate competitions, the students add a new and meaningful dimension to their personality, thus fulfilling the desired purpose of education and learning.

Blood Donation Camps are organized by students regularly as well as on-demand in emergencies. These camps create a sense of planning and subsequent execution in the young organizers, and at the same time give a sense of accountability towards a social cause.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 4

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	2	1	5	5

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<u>View Document</u>

5.4 Alumni Engagement

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

Response:

The college has completed 11 years of its establishment and during this year it has churned our students of caliber and character. This is clear from the achievements of Alumni. The alumni of this college are placed in industries, education, business, Professional fields, academics and social work. Our college arranged the First Alumni Meet on 24th April 2019 in which 250 students participated but the Alumni Association registration process is in progress. Alumni of this college contributed a lot, towards the academic growth and development of the college. They also guided and presented the students in various cultural events for youth festival and in organization of special camps. The college website and other social media are the best means to have a fruitful communication with the alumni and former faculties scattered at various places around the world.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Vision

To provide affordable quality education to all, promote morality and sobriety of life, inculcate values in the students, identify their hidden talents and provide them opportunities to realize their full potential and thus shape them into responsible citizens and good human beings.

Mission

The mission of the institution is to provide affordable and holistic quality education to all.

Objectives

Main objective of the institution is to provide inclusive and affordable quality education. In the light of this, the detailed set of objectives is:

- to promote academic excellence by providing quality education in an intellectually stimulating environment;
- to sensitize the students towards inclusive social concerns, human rights and environmental issues;
- to inculcate high moral, ethical and professional standards among our students to improve the overall personality;
- to enhance the professional competencies and soft skills of the students; and
- to prepare and train students in a manner which converts them into a work-ready force; and
- to create responsible and respectable citizens.

Nature of Governance and Plans

The strategic decisions are taken by the top management. For middle and operative level, there is a participative management. The teachers and students are informally consulted by the management for operative level decision making. To translate the above vision and mission in to a reality, free or subsidized education is provided to needy and deserving students. To bridge up the classroom and field gap, a large number of beyond the curriculum activities are planned that include industrial visits, invited lectures, on job training and hands on projects. To develop a holistic personality of the students, sports, cultural events, social service ventures and spiritual activities are also a part of the operative planning. To achieve its mission, institution is quite active in performing its social responsibility. All these activities and events are perceived by the teachers and students and a final nod is given by the management. Teachers do participate actively in the financial management also; the managerial authority is partially decentralized.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and

participative management

Response:

The college practices decentralization and participative management with well defined responsibilities for all the stakeholders. The Management, Principal, staff and students are all part of the decision making process, at multiple platforms concerning the diverse issues in the college.

The Management of the college plays a vital role in our organizational structure while framing policies, strategies and plans. When it comes to the design of the policies, the Principal and Head of various Departments provide the required inputs. Administrative Officer assists the Principal continuously throughout the session. A well-established system is in place for recording every receipt and payment as per the rules and regulations framed by the Punjabi University and Punjab Government. Every receipt is authorized by the Principal and checked by the Administrative Officer. All types of payments are first of all sanctioned by the Administrative Officer/ Principal and then finally approved by the Management. Principal, in consultation with the Faculty, prepares the Academic Calendar which is finally approved by the Management. The planning of all curriuclar and co-curricular activities is done by Principal and the Faculty, which is finally approved by the Management. At the end of the session, the Management holds a meeting with the teachers to evaluate the performance and find out the deficiencies and suggests the corrective measures to be duly taken care of while planning for the next session.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

As already said, the main objective of the Institution is to provide affordable and inclusive quality education for all. In the light of this, in the past, all the strategic and operational plans have been prepared and executed. At operative level, several steps have been taken to improve the college intake and help out the needy and deserving students with appropriate schemes. At strategic level, targets have been fixed regarding improvement in teacher quality, education delivery and extension of financial support to needy and deserving students. Being far away from the main city, students' hostel was another urgent requirement; it was completed in 2017. Several initiatives have been taken up to improve the pass percentage of the students. Further, the teachers have been motivated to explore for avenues for funded research.

File Description	Document
strategic Plan and deployment documents on the website	[View Document](#)

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Response:

The functioning of the bodies is effective and efficient. The Management, with its expertise in industry and business, takes an active interest in all the operative level details. In the hierarchy, the Chairman is at the top followed by Director and Principal in order. Principal has a team of specialists that include Vice-Principal, Administrative Officer, Placement Officer and Departmental Heads. Administrative Officer has a team that constitutes Clerks, an Accounts Clerk, a Security Officer, a Transport Manager and a Purchase/Stores In-charge.

Human Resource Management is a function, till the tenure of current SSR, was done centrally by the Management but from the session 2021-22, a decentralized procedure has been designed by the newly constituted "Academic Committee" and approved by the Management. For planning, recruitment, training and orientation of the staff, a set procedures has been designed. Elaborate rules relating to all this have also been framed. To arrive at a best set of HRM Rules an elaborate exercise has been done which kept in view the Punjabi University Calendar and the Punjab Civil Service Rules.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

    1. Administration
    2. Finance and Accounts
    3. Student Admission and Support
    4. Examination

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Several welfare measures have been envisaged in the past for the teaching, non-teaching and technical staff. Being a developing self financed institution, these measures are being implemented in a phasing manner subject to the availability of funds.

Welfare Measures for Teaching Staff

1. Free/subsidized transport facilities.
2. Waiver of fees for teachers' children in the Institution.
3. Medical leave and Maternity leave.
4. Marriage gifts with the sanction of one week leave.
5. Gifts and mementoes on Teachers' Day celebrations.
6. Sponsorship for attending conference, workshops and FDPs.
7. Incentive for publication of papers / research articles.
8. Reward for producing University Ranks.
9. Cash awards for academic excellence / cent percent pass percentage.
10. Special Study Leave (SSL) to pursue higher education.
11. Stress free work environment where in they are given a free hand in subject selection.

Welfare Schemes for Non-Teaching Staff

1. Educational support to the children of the staff.
2. Marriage gifts with the sanction of one week leave.
3. Granting medical leave/ maternity leave.
4. Free/Subsidized transport facilities.
5. Special Study Leave (SSL) for higher studies.
6. Incentive for dress materials for non-teaching staff.
7. ESI/Group Insurance/ Provident Fund Schemes.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<u>View Document</u>

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	1

File Description	Document
Upload any additional information	<u>View Document</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<u>View Document</u>

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 0.78

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	2	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

Promotion and annual increment of both teaching and non-teaching employees is decided on the basis of a performance appraisal. Performance appraisal system for the teachers is on the basis of a well structured Performa which takes in to account various factors like academic performance, results of students, remedial teaching for poor learners, research work, punctuality and regularity, attendance of students in class and extra responsibilities shared by the teacher. Teacher fills the self appraisal form and submits to the respective head of the department. This form is recommended by the Head of the Department and final approval is given by the Management. The increment, if any, is implemented from first of July of an academic session. Non-teaching Staff is also given an increment in salary on the basis of their overall performance as per the evaluation by the Management.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Auditing is a process of examining an organization's financial records to ensure that all departments are following documented system of recording transactions in an organization. Auditing done by qualified independent persons ensures unbiased check on the accounts and their authenticity. Auditing being mandatory ensures proper usage of funds and acts as a moral check.

During the course of Internal Audit, all required steps are taken to regularize the accounts and to obtain confirmations for the credit balances, to collect documentary evidences wherever necessary in respect of payments, compliances of T.D.S. and statutory formalities and reconciliation of unit-wise balances with the control accounts and bank reconciliations. The Cash Book is well maintained with all the payments being done through cheque or cash by the Accountant and signed by the Management of the college. The Internal Audit covering all matters related to maintenance of accounts is done by an internal committee comprising the Members from Management, Staff and Accounts . The final audit is done by an independent Chartered Accountant appointed by the management. The final audit report with audit findings is submitted to the Management. The consolidation of the findings of the Institutions with the annual returns is submitted to Income tax Authorities and to other relevant authorities concerned.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college has institutional strategies for mobilization of funds and optimal utilization of resources. Funds are mobilized from various sources and utilized for the core activities of the college largely for the benefit of the students, both in terms of academics and extra-curricular activities. The following are the major sources: (a) Mobilization of funds through self-financed type of courses for the purpose of providing salary to staff members; (b) The NSS grants are received from Government for organizing training camps for the students which cover a range of different activities and programmes for their holistic development; (c) Stalls and exhibitions are organized by the college during fests and by the NSS wing of the college; and (d) Miscellaneous funds mobilized through canteen rent, sale of trash or donations by Society members. Austerity is thumb rule which followed everywhere to optimize the resources without sacrificing the quality.

6.5 Internal Quality Assurance System

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

Response:

College constituted an Internal Quality Assurance Cell in the year, 2020 . This cell is an important organ in the college and plays a significant role in the improvement of academic and administrative qualities of the institution. It has ten members comprising one representative each from College Management and industry, one external expert, five from the teaching faculty, one from the Non-Teaching Staff, and two student

members, who contribute to the Planning, Execution, and Evaluation of policies and programs for quality enhancement. The external expert member, Dr. G.S.Batra, from Punjabi University, Patiala, played an important role in the process of making plans for the introduction of new courses and chalking out various programs for the development of the faculty.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

Owing to the initiation of IQAC, the Institution plans to encourage the students as well as the faculty members to take MOOCs to utilize the remarkable effort of MHRD through SWAYAM. There will be a continuous effort to encourage the faculty and students for active participation in SWAYAM, MOOCs courses. In addition, due to the sudden outbreak of COVID crisis, the institution switched over to online education system which involved a big effort in setting up the online classroom studios, training of teachers and students. State of the art information technology hardware and software was acquired and high bandwidth Internet system helped to overcome the COVID generated limitations.

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: E. None of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<u>View Document</u>

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Safety and Security

Regarding *safety and security*, no incident of ragging has ever been reported in the Institution and faculty members work in this regard to make sure that there is no inappropriate conduct. The students are required to fill a mandatory anti-ragging form at the time of admission. Strict disciplinary action is taken against those found violating the code of conduct to ensure that it is not repeated. Complaint boxes have been put up at strategic places in the campus. There are various committees for this purpose. The students can also report their grievances personally to the committee members. Further the institution also follows the guidelines and policies as framed by the MHRD, UGC and Punjabi University, Patiala in this regard.

The institute also has well-connected CCTVs installed in offices, libraries, and at strategic locations on different floors of the buildings. E-surveillance with high resolution cameras ensures that students can freely move around the campus. There is adequate trained security staff in the institute. Students are allowed to leave the campus before time, only with the written permission of their mentors who enquire about the same from their parents.

Counseling

In the context of *gender sensitization*, every year in the beginning of the session, the students are addressed by the Principal, Vice Principal and the faculty regarding do's and do not's, short hints for self culture and qualities of a good citizen. It includes sensitizing the students on respecting the others. The College has initiated various measures for the promotion of gender equity. Different types of gender equity promotion programs like *"Beti Bachao, Beti Padhao"*, *"Save the Girl Child"*, *"Dhiaan di Lohri"*, etc. have been regularly organized in the past. The college observes, "International Women's Day", every year by organizing seminars, debates, or group discussions on gender issues. Renowned scholars are invited to deliver lectures and interact with the staff and students on issues concerning female foeticide, gender bias, domestic violence, etc.

Common Room

Keeping in mind the recreational activities of the students, the Institution has a Girls' Common Room. A television is installed in the common room for their entertainment, the viewing of which is permitted only during fixed timings. The common room is equipped with chairs, tables, and reading material to suit various needs. Indoor games such as Carom Board, Ludo, and Chess have been provided for the recreation of students.

Day Care Center for Young Children

Since most of the teachers and employees have school going children, so this facility is not required by

anyone. In future, if the need be, there is an ample space for this purpose.

Any other Relevant Information

For the holistic development of the students, the Institution ensures the participation of students in umpteen activities, events, camps, trips and tours throughout the session. The students enthusiastically take part in Punjabi University Youth Festivals, Inter-College Festivals and NSS camps, educational and recreational trips, etc.

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

Solid Waste Management

The college has taken a number of initiatives under Solid Waste Management and Water Conservation. A separate area has been set up in the campus for the segregation of solid waste like plastic bottles, wrappers, cardboard, broken glasses, e-waste, etc. These wastes are kept in colored bins as per standard guidelines. A paid Rag Picker usually collects this waste once a week.

Liquid Waste Management

For liquid waste management, being far away from city and villages, there is no treatment facility available from local bodies. Hence the college is following the *traditional deep trench waste management system*. However, the institution has an elaborate plan to install its own waste (solid and liquid both) treatment plant in the immediate future.

Biomedical Waste

Biomedical waste is not generated at all, hence it is not a problem for our institution.

E-Waste Management

To reduce e-waste, old computers, uninterrupted power supply (UPS) systems and other old electronic systems are sold to those dealers who upgrade them and sell them again in the refurbished market. So this reconditioning hardly produces any element for environmental degradation.

Waste Recycling System

College has constructed compost pits for making compost from the garden waste such as leaves and grass clippings. In the context of solid waste management and recycling, at extreme end of the campus, College has designed a waste dumping bin. The waste dropped in the bin is used to generate vermi-compost for use for the plants and lawns of the institution.

Hazardous Chemicals and Radioactive Waste Management

As such there is no dealing of institution in hazardous chemicals and radioactive waste material, so this issue is not related at all to our institution.

File Description	Document
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling

5.Maintenance of water bodies and distribution system in the campus

Response: E. None of the above

File Description	Document
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: B. 3 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The college plays a significant role in inculcating the spirit of inclusiveness in its students. It imparts the values of tolerance, compassion and harmony to the students who belong to diverse regional, linguistic, communal and socio-economic categories. It celebrates commemorative days like *Basant Panchmi, Teej, Diwali, Lohri*, Teachers' Day, Gandhi Jayanti, Yoga day, etc to lay down the ideals and principles that the students must imbibe. Expert Lectures, Poster-Making, Quiz Competitions, Declamation Contests and Exhibitions are organized on these days. The students of varied backgrounds are encouraged to participate in the activities that benefit the society by being a step towards the common good. Celebration of the *Hindi Diwas* and Punjabi Mat-Bhasha Diwas highlight the respect accorded to all regions and languages and aim to promote linguistic harmony in the institute.

The NSS units regularly organize awareness drives to awaken the masses against social evils like child labour, abuse of tobacco, etc. NSS volunteers are instrumental in sensitizing community services. The distribution of masks is a recent example of the same. Activities like blood donation camp, plantation drives, rallies against stubble-burning teach students to put service before self, and the importance of the environment. The observance of International day against Drug Abuse and Illicit Trafficking, World Environment day makes students understand their social and ecological responsibilities. The institute celebrates festivals related to different religions and faiths. On the occasion of *Lohri* and *Diwali*, the college presents gifts to its employees. The college commemorated the 400th birth anniversary of Guru Teg Bahadur.

The institute has a code of ethics for students and another code of ethics for staff which is to be strictly followed by each one of them. The Grievance Redressal Committee deals with the grievances of all without considering their racial or cultural background. The institute offers as well as facilitates scholarships to the meritorious students or weak financial backgrounds. The admission procedure of the college is strictly transparent and merit-based. It provides reservation to diverse categories as per the Punjab Govt./University norms and provides equal opportunities to the students irrespective of their caste, religion and region.

File Description	Document
Link for any other relevant information	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college is committed to provide quality education and make the students humane as well as conscious of contemporary societal concerns. It organizes various activities to nurture responsible citizens who are aware of their rights and duties. The Republic day and Independence Day are celebrated at the district level. A contigent of our students and teachers participates in it which is aimed at arousing a patriotic fervor and national oneness in them. These celebrations help in instilling patriotism in students and make them aware of their country's history and constitution. The institute upholds the principles of service and social responsibility by organizing events like Blood donation camp, plantation drive, Traffic Awareness Campaign, Awareness drive against Drug Abuse, etc. Lectures and healthy discussions are also done in these areas.

The extension activities organized by NSS students also sensitize the students on many issues such as brotherhood, composite culture, environment, and scientific temper. Campus, as well as classroom cleanliness drive is conducted during NSS camps which inculcates the sense of keeping their surroundings clean. Celebration of International Yoga day, etc inspires students to refrain from physical and social evils, thus, paving the way for a healthy lifestyle.

Preamble of the constitution is displayed at the entrance of the college and it is clearly visible to all the entrants. The fundamental duties and rights, National Anthem, and Pledge etc. are clearly displayed in the campus.

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	[View Document](#)
Code of ethics policy document	[View Document](#)
Any other relevant information	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

The college helps students to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. International Days are also celebrated with great enthusiasm. Institute pays tribute to all the national heroes on their birth and death anniversaries. The event is followed either by lecture, rally or the competitions like elocution, singing, wallpaper, and Rangoli etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives. Following National/International are Commemorated every year:

- International Women's Day
- World Water Day 22 March
- International Mother Earth Day - 22 April
- English Language Day – 23 April
- International Labour Day – 1 May
- World Environment Day - June
- International Literacy Day - 8 September
- International Day of Non-Violence – 2 October
- World AIDS Day – 1 December
- Human Rights Day - 10 December
- National Yoga Day – 21 June

Dhian di Lohri (Lohri for the girl child), a vibrant festival of Punjab is filled with cultural activities, energetic and traditional performances and is dedicated to the girl child in contrast to the popular belief of the festival celebrated for the boys of the household. This practice is widely appreciated and is a way to bring honour and respect to the girls. National Science Day is celebrated by organizing a poster making competition, quiz, caption contest, and scientific paper reading competition. World Environment Day is observed with the main objective to create awareness among the students about the environment. International Day of Yoga is observed every year with an assembly of yoga enthusiasts in the college. *Teej, Diwali and Basant Panchami* festivals are also celebrated in the college with great enthusiasm.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

BEST PRACTICE-I

Title of the Practice: Free Education to the Needy and Deserving Students

Objectives of the practice: This programme is designed to achieve the following objectives: (a) to help the meritorious and needy students; and (b) to provide free education to SC/ST students as per government scheme

The context: Our College is located on the outskirts of Patiala city and is an educational hub for various villages. For the uplift of the standard of education in villages, various surveys have been conducted by the college faculty to know the reason; why there is lack of education in rural areas. The main reason was poor economic condition and lack of awareness about Government schemes. So the management took an initiative to provide free education to needy and meritorious students.

In practice we have taken the following initiatives:

- Free education for students scoring marks 85 percent or above.
- Free transport facility for students scoring marks 80 percent or above
- Scholarship for SC/ST students as per Government Schemes
- Scholarship Scheme for OBC students

Obstacles faced if any and strategies to overcome them: Nil

Evidence of Success: In the last five years, the number of such beneficiaries has been more than the 40 percent of total student strength. We have case studies where the poorest of the poor student completed the graduation or post-graduation studies and became employable.

Resources Required: During the slot of years 2015-16 to 2019-20, more than 40 percent of the students availed this facility and the institution did not charge even a single paisa. Whole of the cost was born by the Institution was supposed to be reimbursed by the Govt. Still the reimbursement for two years is pending.

BEST PRACTICE-II

Title of the Practice: Remedial and Personality Development classes

Objectives of the practice: This practice is followed to achieve the following objectives: (a) to improve the academic achievement of the student; (b) to motivate students for excellence in their academic and co-academics; (c) to promote self-learning among students; and (d) to make them confident.

The Context: The institution has designed a mechanism to identify the underachievers and potential achievers. The identified underachievers and the students who missed their regular classes due to some compulsive reasons, like participation in games, activities, and adverse health conditions, are subjected to remedial classes. They are given a special chance to improve their performance in the mid-semester tests. Similarly the identified potential achievers are supported by providing additional study material and know how to make them competitive to their peers in the other affiliated colleges.

Remedial classes are organized every semester to compensate for the study loss of all such students. During these classes, the subject teachers organize special sessions in the form of providing study material, supervised study, and assignments.

Evidence of Success: The pass percentage of all the programmes is quite higher. A number of students have gained University merit positions which stand as a testimony to the success of this practice.

Obstacles Faced if any and Strategies to Overcome Them: As such, no major obstacle was faced. .

Resources required:

- Database of the students
- Motivation and competition spirit among the student
- As such teachers do not charge any extra remuneration for the same.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

The working of the institution is guided by and oriented by its vision and mission statements. The institution believes that its first and foremost duty is to ensure the inclusive and affordable quality education. In terms of quality, education must ensure multiple skill development of its students, inculcate life-long learning in them in order to make then globally competent, ethically strong beings, forming potent human resource for the country. To cater to this objective, different mechanisms are adopted which are given below:

Inclusive and Affordable Education

Inclusive and affordable education is a difficult venture in the phase of privatization when profit is the only buzzword. Since this institution was envisaged by its founders to take education to the doorsteps of needy and deserving masses, so resources have never been a problem.

To help the needy and deserving students, Government schemes relating to Scheduled Caste, Other Backward Classes and Minorities are fully utilized. Students are made aware about the schemes, they are helped by the staff to apply and their cases are actively pursued with the concerned departments for clearance. To create awareness among the target groups, our teams visit the villages, schools and social places to propagate the scholarship schemes. The data of such students is collected from house to house visits or some other database agencies. Time and again they are followed through phone, email, WhatsApp

or other social media; they are motivated and brought to the admission desk. Institution invests in advance a huge amount of student cost which is reimbursed partially by the Govt. and that also after a couple of years. For meritorious students, institution has also designed its own schemes. For economically poor students, fees are charged at a discounted rate and easy installments are made. As per University norms, fee is to be charged in two installments but the institution extends it to large number of installments. To the needy, sometimes help is extended for books, clothes and other maintenance charges.

Academic Activities

The institution offers a blend of traditional and modern education through its academic programs. These programs are at degree, diploma and postgraduate diploma levels and add to specific and general skill development in students. A good number of these programs have a vocational content which prepares the students for particular vocations. Classroom teaching is supplemented with use of ICT techniques like Power Point presentations and audio visual aids.

For professional courses, the institution also organizes seminars and workshops for and with the participation of students. The students get exposure to research when they are involved in research activities under the supervision of teachers.

Skill Development through Co-curricular Activities

Efforts are made to identify and bring out the hidden talent and latent potential of the students so as to promote their all round growth. This is done in two main areas: Sports and other co-curricular activities.

Sports: The institution offers a variety of games to its students. To promote, sports a number of facilities are offered to the player students which include fee concessions and full freeships. The institution has the required infrastructure for most of the games that it offers to its students. Some of our students have achieved positions in Boxing, taekwondo.

Other Co-curricular Activities: Opportunities for participation in other co-curricular activities are also ensured for students. The institution offers a wide variety of cultural events and activities to its students. These students are given opportunities to express their talent through participation in youth festivals and other literary, artistic and cultural competitions. Students excelling in these activities are encouraged and promoted by offering them liberal concessions. Besides, a number of poster making, slogan writing debate and declamation contests are organized which contribute to skill development of students side by side sensitize them to different social problems.

Skill Development through Participation in Activities

The institution lays emphasis on developing lifelong skills in its students. Skills such as critical thinking, problem solving, creativity, leadership, communication, collaboration, adaptability etc are developed in students through various activities and processes. To promote a sense of responsibility among students and to increase their active participation in activities aiming at development of these skills, a Student council, of class representatives, has been formed which helps in guiding the organization about various academic and co-curricular activities. Students also learn event management while organizing activities. Similarly various social sensitization activities such as marches and rallies on AIDS Awareness, cleanliness mission and drug abuse develop critical thinking of the students and inculcate in them problem solving abilities.

Corporate Social Responsibility (CSR)

A social initiative of our college has been to help school students and school teachers by conducting health awareness based motivational and educative activities. Our College is located in the outskirts of Patiala city and is connected with various villages. The College adopted two nearby villages in which the awareness programs such as Drug Abuse, Stubble Burning, and Blood Donation Camp. The main reason of adopting these villages was the poor economic condition and lack of awareness of Government Schemes. Management took an initiative to provide free education to needy and meritorious students. The college also organized the group marriages of 21 girls from poor families. In the same function hearing-aids and tricycles were distributed to the disabled persons. Also, sewing machines were given to the poor women.

Motivational Camps

From time to time, camps are arranged to motivate the students about career options, team work and social service. To motivate the students to go in for higher studies in science related disciplines, Department of Science and Technology (DST), Govt. of India, sponsored programme INSPIRE has been conducted for several years in the past. National Social Service (NSS) scheme also arranges camps to create a team spirit and inculcate a sense of social service in them. Red Ribbon movement inspires the students for blood donation.

To sum up, institution is in the process of creating a holistic education system which creates a full educated person.

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The college feels great pride for its alumni who are working in different departments and are making significant contributions to society. Amongst our illustrious alumni are: Mr. Amritpal Singh, Punjab Police; Mr. Amritpal Singh, Infosys; Ms Neetu Rani, Civil Hospital Samana; Ms Manpreet Kaur, Mini Secretariat, Patiala; Mr. Sahil Gupta, Class B Officer; Mr. Yash Kohili, PSPCL; Mr. Harmanpreet Singh, Punjab Police; and Ms Prabhleen Kaur, Infosys. We are proud of our outstanding players: Ravinder Singh Kahlon, International Championship Taekwondo, Bangkok; and Mr. Kawalpreet Singh, International Hockey Player.

Concluding Remarks :

Asian Educational Institute was incepted in the year 2010, with the basic approach to provide quality education to all. Having rendered commendable service for over 11 years in the field of education, the college intends to provide the students, an academically rich learning environment with diversified courses combining virtual teaching and real learning. The spirit of the College is embedded in its motto," Knowledge is Power". The staff and students community will continue to work consistently towards realizing its mission. The college is striving hard to achieve excellence, inspite of all the weaknesses and challenges it is facing at the moment.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 32 Answer after DVV Verification: 22 Remark : Input edited as Internship completion certificate / project work completion certificate from the organization where internship / project was completed of 22 students have been uploaded by HEI.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Input edited as sample filled forms from only 2 stake holders have been uploaded by HEI.
2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: {table1} Answer After DVV Verification : {table2}

Table for 2.1.2 (Before DVV Verification):

2019-20	2018-19	2017-18	2016-17	2015-16
103	124	273	288	296

Table for 2.1.2 (After DVV Verification):

2019-20	2018-19	2017-18	2016-17	2015-16
86	124	273	282	296

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	Remark : Input edited referring supporting documents uploaded by HEI.

2.3.3	**Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**
	
	2.3.3.1. Number of mentors
	    Answer before DVV Verification : 24
	    Answer after DVV Verification: 24
	
	Remark : Input edited referring data uploaded by HEI.

2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	10	12	11	13

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	10	12	11	13

Remark : input edited as doctorate certificates of 1)Dr. SC Mathur,2)Dr. Rajinder Kaur have not been uploaded by HEI. |
| 2.6.3 | **Average pass percentage of Students during last five years**

2.6.3.1. **Number of final year students who passed the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
175	238	229	377	279

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
175	238	225	374	267

2.6.3.2. **Number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

178	316	336	538	347

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
178	316	332	532	333

Remark : Input edited excluding Diploma pass percentage(DCHN)

3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)** 3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years** Answer before DVV Verification: Answer After DVV Verification :

3.4.3.1 Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	5	8	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	7	5	7	0

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. Number of classrooms and seminar halls with ICT facilities Answer before DVV Verification : 31 Answer after DVV Verification: 2 Remark : Input edited as per the supporting documents HEI having 2 LCD facilities and rest of them are as Wi-Fi facilities

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1.35	5.01	13.62	13.52	13.03

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.49547	3.60805	6.90233	5.79	8.57940

Remark : Input edited by excluding Library books from infrastructure augmentation from Audited income and expenditure statement of HEI.

4.2.3	**Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.32	0.18	1.45	0.59	0.40

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.2	0.01	1.45	0.59	0.40

Remark : Input edited referring Consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Head of the Institution and CA

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year**

4.2.4.1. Number of teachers and students using library per day over last one year
Answer before DVV Verification : 8
Answer after DVV Verification: 7

Remark : Input edited referring data uploaded by HEI.

4.4.1	**Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0.24	0.60	1.55	8.39	2.72

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1.78	4.46	11.4	18.36	7.01

5.1.3

Capacity building and skills enhancement initiatives taken by the institution include the following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above
Remark : Input edited referring data uploaded by HEI.

5.1.4

Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
105	165	185	245	181

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
25	40	60	60	40

5.3.1

Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	6	3	11	7

Answer After DVV Verification :

	2019-20	2018-19	2017-18	2016-17	2015-16
	0	3	2	10	1

Remark : Input edited referring certificates of award uploaded by HEI. Participation/appreciation certificates and awards can not be considered .

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years** Answer before DVV Verification: <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>8</td><td>2</td><td>2</td><td>4</td><td>4</td></tr></table> Answer After DVV Verification : <table><tr><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td><td>2015-16</td></tr><tr><td>7</td><td>2</td><td>1</td><td>5</td><td>5</td></tr></table>
6.2.3	**Implementation of e-governance in areas of operation** 1. **Administration** 2. **Finance and Accounts** 3. **Student Admission and Support** 4. **Examination** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : Input edited referring supporting documents uploaded by HEI.
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : Any 4 or All of the above Answer After DVV Verification: B. 3 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
568	941	911	883	828

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
568	932	902	874	819

1.2	**Number of programs offered year-wise for last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	29	29	27	27

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
15	28	28	26	26

2.2	**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
142	269	542	607	631

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
103	196	396	443	460

2.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
180	322	350	545	351

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
180	322	342	539	336

3.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
102.51	137.34	153.07	172.64	156.60

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
102.51	137.34	153.07	172.640	156.60

3.3	**Number of Computers** Answer before DVV Verification : 62 Answer after DVV Verification : 61