SELF STUDY REPORT

FOR

2ⁿᵈ CYCLE OF ACCREDITATION

SH. LAL BAHADUR SHASTRI ARYA MAHILA COLLEGE, BARNALA

RAM BAGH ROAD, BARNALA
148101
www.lbscollegebnl.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala is the premier institute of the Malwa region for girls established in 1968 affiliated to Punjabi University Patiala offers the best education to its students from all the streams. LBS College is situated on Rambagh road, opposite Municipal committee Barnala. LBS College is only on 7 minute walking distance from Bus stand Barnala and at 0.7 km distance from Railway Station Barnala. The campus is spread over 34 kanals of lush green land has more than 260 trees and 1880 green bushes and a lot of climbers around the botanical garden, front stage and lawns.

The college with the enrollment of 790 students has the distinction of not only providing instructions in as many subjects which include job oriented and market friendly vocational subjects like Information Technology, Psychology, Fashion Designing and Principles and Practices of Insurance and professional courses like Computer applications (BCA), Management Studies (BBA & B.Com), B.Voc (Software Development, Beauty And Wellness And Fashion Technology)and also offering post graduate course in Mathematics and some interdisciplinary job-oriented Add-on Courses.

Campus also having Solar Energy Plant, Rain Harvesting System, Water Recycling Plant. Compost Pits which is making it eco-friendly campus. The College inculcates and encourages academic and extra academic excellence in its students. Thousands of students have passed through its portals, equipped to successfully take their place in society.

 It is a matter of great pride that many of them have carved out a niche for themselves in a wide variety of areas. The College has certain traditions and all students are expected to observe them. The College lays equal emphasis on curricular and extra-curricular activities. Several functions are organized by the various clubs under the supervision of a Faculty Advisor during the session and the students are given ample opportunity to display and develop their talents. Learning in this unique environment the students of LBS College become agile resilient, responsible and creative, prepared to lead and serve the society. Education at college prepares students for an unpredictable future not by training them for particular carriers but by teaching them how to strive and confronts with the challenge of 21st century.

Vision

To impart quality education to greater number of girls in order to build their character, strengthen their minds and make them self-reliant.

Woman's Education…Nation's Salvation

Mission

- To enrich and empower girls from all sections of society particularly from the weaker sections and rural areas.
- To impart quality education and to develop healthy positive outlook among girls towards life and

society.

- To widen their mental horizon, to equip them professionally and make them career oriented.
- To chart a helpful career and academic path for the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- College with lush green campus is located in the centre of city. It is at walking distance from railway station, bus stand and civil hospital etc.
- Dedicated, experienced and committed faculty, who adopt creative methods of teaching.
- Active involvement of students in various programs of the college.
- Management is very supportive with good leadership.
- Good sports infrastructure with indoor sports auditorium and achievements.
- Fairly good and well maintained infrastructure.
- "Uggoke" village adopted.
- 9 faculty members are PhD, 3 faculty members are pursuing their PhD and 10 faculty members are UGC-NET qualified.
- Three environmental certificates.
- Eco-Earth-Energy friendly environment.
- 24 hours electricity and water facility.
- Ramp to first floor for easy movement of Divyang.
- Due to only girls college peaceful environment.
- Optimum utilisation of hostel facility by attracting rural students.
- Liberal fee concession and book set facility for whole session.
- No sexual harassment case reported till date.
- Regular industrial visits time to time.
- Holistic development of students through motivational lectures.
- Cordial relation with district administration.
- Solar Plant & Rainwater Harvesting System.
- Promoting e-learning with library and e-governance.

Institutional Weakness

- Dependence on affiliating university for approval of new courses and short term diplomas and lesser autonomy in curricular development.
- Due to PMS non-payment, college is going through financial crisis as there is no refund from government.
- Lack of sanctioned faculty posts to put off the burden of salary expenditure in order to utilize that fund into research, facilities etc.
- Due to Covid-19 no grants received from UGC for seminars.
- We have applied Women Study Centre, but not granted yet.

Institutional Opportunity

- Efforts required to tap funding from various Agencies for research projects and other development activities.
- Starting more vocational and PG courses.
- To start integrated course like teacher training ((BA B.Ed. 4 Years Integrated Course)
- Arrange more Student Development Programs.
- Adopting more villages under "Unnat Bharat Abhiyan".
- Motivating & training students for jobs and self employment.
- Motivating students to opt for competitive exams.

Institutional Challenge

- Opening new colleges in surrounding areas.
- Competing with co-educational institutions
- Grooming students from rural areas
- Gap between the mindset of rural and urban students
- Creating good placements and upgrading their communication skills
- Recent trend of migration to foreign countries especially girls.
- To provide proper education due to rural background most of the students are not technically sound.
- 100% paperless office.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution ensures effective curriculum delivery through a well planned and documented process. Eight faculty members of the college which is affiliated to Punjabi University Patiala have been representing the college in formulating the curriculum prescribed by the university for the last five years as members of Board of Studies and university academic council.

As per the strategy prepared in the meeting of IQAC at the beginning of each academic year to complete the curriculum laid down by the University, the time table committee headed by the principal distributes (Deploys) the time units for all the courses of each department. Under the online and offline monitoring system of the institution the activities of the various departments are brought to IQAC. The college conducts periodic monitoring of the syllabus under the leadership of the principal.

 LMS, MIS, ERP have been ensured under e- governance and e-communication. Majority of faculty members use e-learning resources and software.

Evaluation system of the institution has been framed and implemented as per guidelines of affiliating University. Evaluation has been done on the basis of MSTs, class tests, assignments, class performance, quiz, attendance. Answer sheets are shown to the students to maintain transparency in the evaluation system. Parents are informed about the performance of their wards by sending report cards to them. Students are encouraged to meet faculty beyond class timing hours for doubt clearing.

The institution integrates the students with cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability through academic and extra-curricular activities. The education of these

issues is imparted through lessons from the books prescribed by the university in the syllabus of various subjects as well as co curricular activities and Add on or certificate courses run by the institution.

The college is having feedback system online and offline. Feedback received from the students, parents, employers and alumni is informed to IQAC. Letters are written by the principal to the university to add or amend chapters/ topics in the syllabus which are relevant in the current scenario on the basis of report received after the analysis by the analysis team.

The college has done many works like starting B.Voc. courses, installing solar system, constructing rainwater harvesting plant, building big Ramp, fully computerized college library etc. on the basis of feedback received from various sources.

Teaching-learning and Evaluation

For imparting the value based education, the college gives top most importance to teaching –learning and evaluation schedules. Before the commencement of the academic session, academic calendar is prepared, published and circulated. It helps the faculty to plan its academic exercise accordingly. Teachers are encouraged to indulge ICT enabled teaching aids to evolve teaching - learning process to make it interactive and interesting. Special programmes are adopted for both advanced and slow learners as both type of learners are to be guided accordingly. NSS and NCC cadets, students engaged with sports and cultural activities are compensated from the lectures, class test while participating in the camps/festivals etc. The time table is designed to accommodate and cater the aspects of all stakeholders, especially in order to take consideration of differently abled students. Student centric methods are adopted to enhance learning experiences. The college evaluate the learning outcomes of the students by conducting verbal and written formative tests. Further special attention has been given towards the participation of student in Seminars, Class Presentation, workshops for internal assessment. Teachers always motivate the students to visit the library frequently and attain the e-content. CIE (Continuous Internal Evaluation) derived in terms to harvest the precise internal assessment in addition to evaluation of TLP (Teaching Learning Process). Therefore, the precise and accurate assessment yielded on the conclusion of each semester, the record of class tests, group discussions and other activities are maintained in well- structured form. From this, student's weakness is identified and analyzed in term to take immediate requisite actions. IQAC and academic council consistently keeps hawk eyes on the TLP and CIE to spearhead on the designated pathway and leave no stone unturned to accommodate adequate academic area. The summative examination conducted under the lens of external superintendent and deputy-superintendents designated by the native university. Proper mechanism is followed to deal with any grievance of the students.

Research, Innovations and Extension

The college focuses on creating an ecosystem that encourage innovation thought process. The department of chemistry has started a compost project in which leaves and other waste material is used to make compost. Another innovation which our institution is proud of is our medical garden with talking plants . The institution believes in promoting recycling to reduce waste on our planet and our department of home science has prepared a number of useful things from waste materials. The college has always taken initiatives towards creating a system which enables efficient learning. One efficient initiative taken by college is to use various ICT tools to reinforce the learning process. Our library is the place to explore within you and unknown to you which can be done using different areas of library namely e-resource corner, e-competition corner and e-reading room. The Institute conducts various activities related to social issues in order to make students aware of practical

word problems with the help of NSS unit. Six research Scholars are pursuing PhD under the supervision of Principal, Dr. Neelam Sharma. Few departments of Institution have projects which are funded by government and non-government agencies. Workshops, seminars and conferences are organised by institution time to time. Twenty two faculty members published their papers in various journals and chapters in books. Institution received awards for extension activities from Government and government recognised bodies.

Infrastructure and Learning Resources

Sh. L. B. S. Arya Mahila College has built up excellent infrastructure and learning resource centre during the time span of over 50 years. The campus has three large buildings accommodating various departments, lecture halls, laboratories and administrative office. Lush green gardens add to the beauty of the campus and provide the students with nature friendly atmosphere to study in. It also accommodates a two storey impressive library building that house more than 26000 volumes.

The college has adequate infrastructure which caters to the cultural and sports requirements of its students. It has one big playground of 25000 sq. ft. for playing outdoor games like cricket, netball, hockey, kho-kho, wall badminton and athletics etc.

The indoor sports hall of 9720 sq. ft. provides facilities for playing indoor sports and contains Badminton Courts, Table Tennis tables, Chess etc.

The gymnasium has all the necessary equipment which contains treadmills, platinum cycles, sona belts, weight machine, crazy fit vibrator etc.

The college has well established computer lab that is equipped with two high end servers and 69 desktop computers with latest configuration. One server is available in the college library along with two desktop computers. The library is fully automated with DelPlus Software developed by DELNET. The Administrative office is also fully automated having six computers and three printers for activities relating to Accounts, Students' Admissions and Office Administration. All the computers in the Administrative Office are connected with LAN. In addition, four Laptop Computers are also available in the college for use of the Principal and the staff.

The maintenance of all the electrical installations and all computing facilities have been outsourced to professional agencies. There is full-fledged team of carpenter, electrician, gardener, plumber, technicians, lab attendants and other support staff to maintain and repair the infrastructure facilities and equipments.

Student Support and Progression

Sh. Lal Bahadur Shastri Arya Mahila College, Barnala always take initiative and make every effort for students support and their progression. Every year institution guides and helps students to apply for government scholarship and free ships so that maximum students can take benefit from these schemes. The institution always makes arrangement from non government agencies for the benefit of students to provide scholarship and freeship.

For the overall development of students different capacity building and skill enhancement initiatives are taken by the institution. i.e. counseling session, communication skills session, life skills session like (yoga, mental

health and their physical health) and computer related sessions. College has a counseling and placement cell which organises various career guidance sessions, competitive examination preparation skills, placements of outgoing students, guidance for higher education etc.

The institution has constituted a committee against sexual harassment and ragging. So that students, teachers and non teaching staff can work together without any fear. Time to time meetings of anti ragging committee and grievance redressal cell with principal are conducted.

The institution always motivates students to participate in various sports and cultural activities at different levels for their all round development. For the holistic development of students various committees have been formed so that students participate in various administrative, co curriculum activities and extracurricular activities. The college is having registered Alumni association for the development of institution which contributes financially and non financially time to time.

The college management, principal and staff always support every effort for student progression

Governance, Leadership and Management

The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. Vision of Sh. LBS Arya Mahila College is to impart value based multi disciplinary quality education to the girls which can enable them to contribute their knowledge in industrial development, technology revolution and economic growth of the nation with global perspective. Principal is the administrative and academic Head, followed by vice principal and department heads. The Principal interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. The Principal takes periodically meetings with the college Council, heads of various departments, different committees, and the IQAC to ensure the smooth running of the Institution directed towards desired quality goals. IQAC works in line with the vision, mission and objective of the institution. The suggestions made by IQAC for the quality assurance and sustenance are approved by the management. The many plans are projected after a discussion on the basis of analysis, assessment and estimates. Keeping in mind, the short term, medium term and long term development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management. The college conducts regular internal audit (by CA) and external audit (by DPI) of annual books of accounts. The institution receives 95% funds in form of the salary from the Punjab government for aided posts. Funds are also generated from certain components of students' fees, etc. Self-financed and add-on courses are another source for resource mobilisation. Apart from the above sources, funds are also mobilized from various government and nongovernment sources for the purpose of research and projects.

Institutional Values and Best Practices

The mission and vision of the institution is to promote women education, Gender equality is always the top priority. To make girls aware of all this, in college campus every year various co-curriculum activities are

organized from time to time. The institution has facilities for alternative sources of energy and energy conservation measures. A varmi compost plant and green manure pit for solid waste management have been set up in the college. Rain water harvesting pits have been provided for recharging the aquifer to compensate withdrawal to some extent. For the electronic waste management an agreement has been made with Ramki Enviro Engineer Ltd. with assignment membership number 155. Water conservation facilities like rain water harvesting, bore well /open well recharge, construction of tanks and bunds and waste water recycling are also available in the institution. The institution initiatives for greening the campus with restricted entry of automobiles and ban on use of plastic. The institution has disabled friendly campus. Since the institute is located in a land of diversity, it become the first duty of it to create an inclusive environment where students may learn tolerance in all circumstances and live in harmony. Institution celebrates various International and National important days. The two best practices, women empowerment and environmental awareness and sanitization have successfully been implemented by the institution. Career counseling program are also organised to provide students a platform where they can discuss freely about their future prospective.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SH. LAL BAHADUR SHASTRI ARYA MAHILA COLLEGE, BARNALA
Address	Ram Bagh Road, Barnala
City	BARNALA
State	Punjab
Pin	148101
Website	www.lbscollegebnl.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Neelam Sharma	01679-230301	9814472782	01679-241815	lbscollege.bnl@gmail.com
IQAC / CIQA coordinator	Archana	01679-231643	9815035711	01679-241815	archu1.2008@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	01-01-1968

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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	26-11-1973	View Document
12B of UGC	04-02-2015	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	Ram Bagh Road, Barnala	Urban	4.25	6000

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	BVoc,Computer Science	36	Senior Secondary	English	150	8
UG	BCA,Computer Science	36	Senior Secondary	English	120	41
UG	BBA,Commerce And Management	36	Senior Secondary	English,Punjabi	150	22
UG	BCom,Commerce And Management	36	Senior Secondary	English,Punjabi	180	67
UG	BVoc,Fashion Designing	36	Senior Secondary	English	150	32
UG	BSc,Science	36	Senior Secondary	English	60	18
UG	BSc,Science	36	Senior Secondary	English	60	21
UG	BVoc,Beauty And Wellness	36	Senior Secondary	English	100	6
UG	BA,Humanities	36	Senior Secondary	English,Hindi,Punjabi	1050	334
PG	MSc,Computer Science	24	Graduation	English	60	21
PG	MA,Punjabi	24	Graduation	Punjabi	120	22
PG	MA,History	24	Graduation	Punjabi	120	42

PG	MSc,Fashion Designing	24	Graduation	English	60	16
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English	60	11
PG Diploma recognised by statutory authority including university	PG Diploma, Fashion Designing	12	Graduation	English	30	0

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				1				2				9
Recruited	0	1	0	1	0	2	0	2	1	4	0	5
Yet to Recruit				0				0				4
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				36
Recruited	0	0	0	0	0	0	0	0	1	35	0	36
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				9
Recruited	6	0	0	6
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				16
Recruited	10	6	0	16
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				3
Recruited	1	2	0	3
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/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	1	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	5	0	5
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	1	26	0	27
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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	0	0	0	0	0
	Female	549	0	0	0	549
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	101	0	0	0	101
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	11	0	0	0	11
	Others	0	0	0	0	0

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

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	380	340	265	276
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	0	1	0	5
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	337	396	482	570
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	41	29	31	41
	Others	0	0	0	0
Total		758	766	778	892

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The vision of the institute is to make the students self dependent who being skilled are able to excel in all fields as per their capability and ability. The institute is equipped with all the facilities to train the students in various courses as BCA, BBA, BCom, BSC, MSC-IT, MSc-FD, B.Voc (SD), B.Voc (FT), B.Voc (BW). In humanities, students are offered PPI, computer applications, FD apart from languages and social sciences. The institute provides vocational courses like B.Voc (SD), B.Voc (FT), B.Voc (BW) which have multiple entry and exit points in the first, second and third year in which students are awarded with certificate, diploma and advanced diploma certificates respectively. To make the students aware

	about the environmental concerns and climate change, environmental studies is taught as a compulsory subject in 3rd sem of each graduation course. As menace of drugs has become the leading cause for destroying the life of an individual, drug abuse is taught as a subject in 2nd sem of their graduation.
2. Academic bank of credits (ABC):	With reference to UGC notification 14-31/2018(CPP-II) dated 12th Jan, 2022, only autonomous colleges should be able to participate and register in the Academic Bank of Credits. So our college being non-autonomous cannot register for the same.
3. Skill development:	The institute has introduced various vocational courses to make the students skilled in different fields so that they can be self employed. B.Voc (SD), B.Voc (FT), B.Voc (BW) are introduced at graduation level. Besides these PPI, computer application, FD are some of the skill based subjects offered to the students of Arts stream. To inculcate positivity, confidence and other human values many seminars, webinars, competitions and lectures by eminent personalities are organised time to time.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	India is known for its unity in diversity, inspite of various languages, religions, cultures, cast and sects, which have been living together for many centuries, our Institute also offers creates a congenial environment for students by introducing all main languages and teaching various cultures. Different functions are arranged where items and performances belonging to different cultures are organised. Important National days are also celebrated in the institute. Subjects such as Punjabi, Hindi, English, Sanskrit are taught to the students. Celebrations related to all religions and cultures such as Gurupurav, Rakhi, Diwali, Havan Teej, Lohri are organised with great fervour.
5. Focus on Outcome based education (OBE):	B.Voc (SD), B.Voc (FT), B.Voc (BW), BCA and MSc-IT are some of the courses which are helpful for students to be self employed in case they do not get jobs.
6. Distance education/online education:	The institute has sufficient infrastructure which is helpful to provide online education to the students for continuation of different academic courses. During covid-19, students were provided all lectures through audios, videos, PDF notes and online tests for

	completion of their studies.

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
424	358	331	331	331

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	14	12	12	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
758	766	778	892	1017

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

2020-21	2019-20	2018-19	2017-18	2016-17
613	571	543	543	543

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File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
245	274	280	319	388

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

2020-21	2019-20	2018-19	2017-18	2016-17
38	43	41	46	47

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
42	45	44	50	58

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 32

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
34.65733	31.34802	45.17532	23.00729	52.70243

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 institution ensures effective curriculum delivery through a well planned and documented process.

1. The college is affiliated to Punjabi University Patiala. Hence all the departments of the college adhere to the syllabus prescribed by the University. During last five years 8 faculty members represent the college in preparing the syllabus as the members of BOS or Academic Council of the University.

2. IQAC conducts a meeting in the beginning of every academic year to prepare the strategy for covering the syllabus for different subjects of the college prescribed by the affiliating university.

3. The time table committee headed by the Principal draws up the time table of every department which deploys the appropriate time units for academics and co-curricular activities like theory, practical, tutorial value-added education etc. for overall development of the students although flexibility in the time table is permissible by the Principal for the convenience of the students, so that they can reach their destination in the time as most of the students belong to rural areas. Time table is put up on the college notice board as well as class WhatsApp groups

4. The college conducts academic reviews, periodic monitoring of the syllabus completion, periodic reports, semester wise or year wise to know about the completion of the syllabus. The review reports are assessed by the Principal during staff meetings.

5. Majority of faculty members use e-learning resources and software to make their teaching interesting and effective. ICT assisted learning is introduced with an intention to enhance learning capability of students. Sufficient IT infrastructure is available in the college.

6. Institution makes teaching plans and conducts academic activities like seminars, group discussions, webinars and adopts learning practices like experimental learning, problem based learning etc.

7. The college promotes peer learning by which many departments of the college conduct webinars regularly by which more information and knowledge about the subject is shared among the students. And slow learners ask the difficulty from advanced learners and the concern teachers and advance learners solve the difficulty of slow learners.

8. The institution adopts MAE (Meet Academic Expert) through seminars and webinars the guiding expert guides the students about academics and share his /her views among the students. After the guidance, interaction session is also arranged and the doubts get cleared.

9. The institution has proper system for the smooth functioning of the college and curriculum as follows:

A notice is issued by the Principal regarding every activity. A review meeting is held after the activity done. Photos of the activities are taken for the record.

10. Enriched with necessary learning resources eg. Books, magazines, e-books, e-journals the college library plays an important role in effective curriculum delivery. Teaching and non teaching faculty members are encouraged to attend and participate in workshops and seminars to enhance knowledge of their field.

11. Apart from the completion of academic curriculum, the institution has taken steps to release mental stress of the students. Essay writing, declamation, poem recitation, yoga, nail art, cooking and rangoli competitions and related programs are organized offline and online for the students' physical and mental health purpose.

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

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

Response:

1. Academic calendar including Evaluation system of the institution has been framed and implemented as per guidelines of Punjabi University Patiala. New session is inaugurated with Hawan. Celebration of National and International days of different occasions, Birthdays and martyrdom days of eminent personalities, athletic meet , Prize distribution, convocation, alumni meet, farewell party are the part and parcel of college academic calendar.
2. Routine class test (viva and written) are given to the students that are conducted by the faculty.
3. Assignments are assigned to the students and class presentations and seminars are organized to measure the performance of the students .
4. Mid semester tests are conducted in the institution in the months of September/October and March respectively. Flexible internal examination schedule is provided to the students who participate in sports and extracurricular activities e.g. NCC, NSS,youth club camps and youth festival etc.
5. Answer sheets are shown to the students after evaluation to maintain transparency in the evaluation system of the institution.
6. Evaluation is been done on the basis of these MST's, class test, attendance, assignments and class performance of the students. Evaluation is also done on the basis of online tests and assignments according to the situation as per the guidelines of the affiliatingUniversity.
7. Quiz , group discussions etc. are organised to access the level of the students.
8. Institution awares the parents about the performance and attendance of their wards in Parents Teacher Meet. Parents can meet the Principal anytime in the college and contact her even after the college time telephonically for the above said purpose.

Students are encouraged to meet faculty beyond class timing hours for doubt clearing and curricular discussions online or offline according to the situation to motivate student's preparedness before

University examination. In this way, teachers provide extra time apart from the regular classes for the students who are unable to cope up with the brilliant students in the class, so that they can perform better in the class as well as examination.

File Description	Document
Upload 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: B. Any 3 of the above

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

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	View Document

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

Response: 59

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	9	9	9	9

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

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: 48.39

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

2020-21	2019-20	2018-19	2017-18	2016-17
751	292	298	304	329

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	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 institution integrates the students with the cross-cutting issues relevant to professional Ethics, Gender, Human Values, Environment and Sustainability through Academic and Extra Curricular activities. The Education about these cross cutting issues to the students is imparted through lessons from the books prescribed by the university in the syllabus of various subjects as well as co-curricular activities. Apart from this, education related to the relevant issues given above is also being imparted through Add on or certificate courses run by the institution.

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At graduate level BBA Students learn about Professional Ethics under concept of Business Ethics. Students get Knowledge of its impact on Business Environment. It also includes corporate code of Ethics and principals of Business Ethics. Students of Public Administration study about professional Ethics. In Public service sector one Month value added course on CSR also deals with professional Ethics.

Students of Hindi, Punjabi and English Literature in BA Classes study the topics related to gender issues like women upliftment, empowerment, Education, self- esteem ,status and Problems of women in Past and Present era. At U.G & P.G level students of history study gender related issues by getting knowledge about the position of women in ancient medieval and modern period.

Students of Hindi, Punjabi, English, Sanskrit Literature and History in BA Classes learn about Human-Ethical Values such as, spiritual Consciousness, service selfless of Humanity Humility, Patriotism, Selflessness, Self Respect, Communal Harmony ,Ideal relationship of teacher-student according to traditional Indian culture, Free education for down trod dens and economically weaker section of society, Human rights awakening about shattering and broken socio- religious political- ethial values and problems arise due to it. Some value added certificate courses are also related to the different aspects of Human values.

'Environmental and road safety awareness' and Durg Abuse : Problem management and prevention are the compulsory qualifying papers for the students of all undergraduate courses. In EVS paper students are taught about concept of Biosphere ,Ecosystem, National Resources : Renewable and NON- Renewable, Pollution and Environment Protection laws. In BA Classes Hindi, Punjabi and Sanskrit Literature also aware the students about the different aspects of Environment, importance of Nature, Seasons. Some value added courses run by the institution are also related to Environmental issues.

College tries to sensitize students about all such issues by organizing workshops, lectures, extra curricular and co curricular activities.

- The Institution celebrates International Women's Day every year, with the collaboration of district administration, societies and committees.
- Birthdays of personalities like socio religious reformers Swami Dayanand, Sri Guru Nanak Dev Ji who promoted women education and upliftment are celebrated.
- Activities like Hawan celebration of Birthdays and Martyrdom Days of Gurus, Saints and eminent personalities are performed with the aim of imparting moral, ethical, human values among the students. For the same purpose competitions such as Quiz, written tests, essay writing, poster making, patriotic and religious songs are also organized by institution.
- The institution has been actively participating in the Swachh Bharat Abhiyan commenced by the GOI.
- Compost pit, Solar Panels and Rain Water Harvesting plant have been installed in the institution.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

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

Response: 0.57

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	2	2

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

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

Response: 19.66

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

Response: 149

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

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: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[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: A. Feedback collected, analysed and action taken and feedback available on website

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

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 39.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
758	766	778	892	1017

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

2020-21	2019-20	2018-19	2017-18	2016-17
2320	2170	2070	2070	2070

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: 54.03

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

2020-21	2019-20	2018-19	2017-18	2016-17
380	341	265	281	260

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

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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:

Students enrolled in various disciplines are identified as slow and advanced learners based on their XII marks observation and iteraction. Below 40% and above 60% are identified as slow learners and advanced learners respectively and guided accordingly. This helps to design special coaching sessions or tutorial sessions to bridge the gap between the slow learners and the advanced learners.

Steps taken for advanced learners:

·   Teachers of every department conduct class tests after teaching a topic in the beginning of every academic year.

·   Advanced learners are turned to TPS (Thinking-Pairing-Sharing) which boosts their confidence and initiate them for team-work.

·   ICT based training is given to edify their skills.

·   Brain storming sessions are arranged to kick out the ideas from the minds. Case studies,event analysis,situation analysis are the activities done under this.

·   Coaching is also given in skill Development programme like communicative English, Aptitude and placement.

·   Given leadership roles in departmental and society activities to develop organizational skills and teach the value of team- works.

·   Motivated to set high goals for themselves and counselled to prepare for entrance and competitive examinations.

·   The academic achievements of the students are extremely motivated and highly praised.

Steps taken for slow learners

·   More books and study material is provided to have more resources so that they can also progress.

·   Students are also provided with the assignments to amplify their confidence level.

·   Efforts are made to identify the cause of their problems and appropriate solutions are worked out.

·   Remedial classes are conducted with an aim to improve the academic performance of the slow learners.

· Group study system is also encouraged with the help of advanced learners .

· Academic and personal counselling are given to slow learners by the tutor , mentor and the counselling cell.

· Bilingual explanation and discussions are imparted to the slow learners after the class hours for better understanding .

· Provision of simple and standard lecture notes / course material.

· Teachers coordinate with parents of slow learners so that their needs can be catered to.

· Mentors – mentee interaction keeps faculty in constant touch with students , irons out academic and personal issues , stimulates overall personality development .

· Encourage to take part in department activities. Those with potential eventually graduate to leadership roles .

· Efforts are made to identify and nurture their skills and talents in orders to booster their confidence.

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: 19.95

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:

The institution practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipient to active and involved stake holders, apart from boosting their confidence and encouraging independence. Teachers make classes as interactive as possible and encourage innovative thought and novel interpretation. Audio – visual methodology, Language Lab, Edupuzzle, YouTube Lectures, Industrial visits and Projects are some of the means used by departments to boost student participation .

· **Experiential learning** – Each department conducts add- on programs to enhance creativity and cognitive levels of the students.

· **Participatory Learning** – Students participate in various activities such as seminars, group

discussions, projects and the skill based add on course for specialized technical or management skills.

· **Problems Solving Methods –** The college organizes expert lectures on various topics, motivates students to participate in various inter-college and intra-college, technical fests and   other competitions.

Specifically the students centric methodology include:

1. Experiential Learning

i. Project work

ii. Participation in competition at various levels

iii. Industrial Visits

iv. Virtual Learning

v. Charts and Models

These methods are applied by various departments of the institution e.g Students of science Department of the institution are actively engaged in experiential learning with various experiments like making compost pit and other experiments.

2. Participated Learning

i.   Expert Guidance

ii.   Group Discussion

iii.   Seminars & Webinars

iv.   Thinking-Pairing-Sharing (TPS)

v.   Exhibition

vi.   Motivational Videos

vii.   Debates.

viii.   Group – Work

3. Problems solving methodology

i. Class Tests

ii. Online Tests

iii. Quizzes

File Description	Document
Upload any additional information	View Document

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

Response:

The institution follows ICT enabled teaching in addition to the traditional classroom education to engage students in long-term learning.

Subsequent efforts are taken by the institution to provide e- learning atmosphere in the classroom. College uses ICT in education to support, enhance and optimize the delivery of education, and to make it more interesting and student friendly.

College Software

·   Office Administration:- Fee Management System(FMS)

·   Joomla

·   Asp.net

·   Turbo C

·   Java

·   Linux

·   Web Desg

·   Web Technology

·   Ms Office

·   WAMP

·   Ms Visual studio 2008

·   MS. Visual studio 6.0

·   Flash

·   XAMP

·   Team Viewer

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·   Dream Viewer

·   Mobile Learning

·   NetBeans

·   VLE(Virtual Learning Environment)

·   WiFi-LAN

·   JDK1.3

·   Oracle 8i

·   SQL Server

·   Fashion Desiginning:- Coral Draw   Magazine Designing, News Paper Designing, Books Designing, Illustration Making, Logo Making

·   Science:-Digifrog

·   Commerce:-Tally

·   Library:-DelPlus

·   Audio-Visual aids are used to encourage teaching learning process and makes it easier and interesting. It is the best tool for the best dissemination of knowledge.

·   Teachers regularly consult and share material from e- books, web pages, You tube videos and other relevant resources.

·   70% teachers have created online digital repositories for lectures on platforms like You Tube & edpuzzle.

·   Teachers made a swift transition from classroom to online teaching during the lockdown. Platforms such as Zoom, Google Meet,G-suite, Google Duo , youcut, Microsoft teams, Cisco Webex , V- Recorder, Camsccaner to create virtual classroom.

·   Students are encouraged to prepare presentations, assignments, project and fill reports using MS Office and other ICT tools. Online modes like Email, whatsapp etc are used to collect assignments, conduct tests, practicals and other e-resources.

·   Teacher use social media Platforms like whats app and Telegram to connect with the student individually and collectively beyond the class room for giving extra information and support to students.

·   Power-point presentations- faculty members are encouraged to use power- point presentations in

their teaching by using LCD's and projector. They are also equipped with digital library, online search engines and websites.

·   Online Quiz – Faculties pre-pose online quiz for students after the completion of each unit with the help of Google Form.

·   Video conferencing – students are counselled with the help of zoom / Google Meet applications.

·   Video lecture – Recording of video lectures is made available to students for long term learning and future referencing.

·   Online competition – Various competitive events such as poster making, project presentation,, paper presentation, etc. are being organised with the help of various Information & Communication Tools.

·   Workshop – Teachers use various ICT tools for conducting workshops on latest methods such as programming languages.

Institution premises Wi-Fi enabled:

·   Specialised computer laboratory with an internet connection has been provided to promote independent learning.

·   Access to college WiFi is Password Protected. Its access is controlled by the Computer department.

File Description	Document
Upload any additional information	View Document

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

Response: 20:1

2.3.3.1 Number of mentors

Response: 38

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: 90.45

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<u>View Document</u>
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>
Any additional information	<u>View Document</u>

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: 13.87

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**

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	6	4	3

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)	<u>View Document</u>
Any additional information	<u>View Document</u>

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: 3.16

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

Response: 120

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<u>View Document</u>

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 continous Internal evaluation and division of marks is done as per Punjabi University Patiala norms. The principal holds meetings of the faculties & directs them to ensure effective implementation of the evaluation process. This helps in upgrading the graph of students academic success. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission and Seminars Presentation. Unit tests are conducted regularly as per the schedule given in the academic calendar.

 The following mechanism is followed.

·   Internal Examination committee

·   Question Paper Setting

·   Conduct of Examination

·   Result display

·   PTM

·   Interaction with students regarding their internal assessment

·   Unit tests are conducted by all teachers at the end of each unit of syllabus. The internal examinations are also conducted for practical courses.

·   The university norms related to course-wise examination pattern are communicated to the students through the prospectus copy. The university circulars in this regard are circulated to the faculty members and administrative staff and are also displayed on the notice boards for students.

·   Examination schedules are made available on the link.

·   Prospectus committee is constituted every year to co-ordinate the internal and external examination.

·   The internal evaluation criterion is explained to students well in advance so that they can perform well .

· 	Changes in schedules, patterns, methods, if any, are immediately notified to the students through notice boards.

· 	Internal examination schedule is displayed on notice board in advance.

· 	The subject teacher briefs the students in the classrooms about their attendance and performance in the internal examinations.

· 	It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self- evaluation.

Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

Seminar presentation of the subjects is taken at B.A. III, B.com III and BCA III level. The signatures of the students are taken at the time of seminar presentation by the teachers. The seminar presentation is evaluated on the basis of the selection of the topic, way of presentation, and language competence.

Students are given different projects. Projects are assessed on the basis of its scope, content, social approach, student's attitude, conclusion, etc. Subject teachers prepare academic plan which includes internal evaluation schedule.

The internal assessment system of the college is robust. In accordance with it correct internal marks are sent to the University after strictly assessing test papers, MSTs. Co-ordinator is appointed to conduct the internal Examination at the college level. The confidentiality is maintained as the Question Papers are sealed and kept under custody of the college superintendent and Co- ordinator. The strict rules are followed in terms of maintaining the decorum of Examination.

File Description	Document
Any additional information	[View Document](#)

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

Response:

The college has a well-organized mechanism for redressal of examination related grievances. The students can approach the Teachers, College Examination Officer and Principal to redress the examination related grievances as per the requirement and jurisdiction of the grievance. Grievance regarding internal examination:

· 	The assessed internal test papers are shown to the students for self- assessment.

· 	In case of any grievance regarding internal assessment, the student is free to interact with the teacher

and get it resolved. The unresolved grievance, if any, is referred to the Head of the Department.

·   The college appoints subject expert other than the previous assessor. If there is change in marks, it is corrected by internal examination committee of the college. College has to declare final result within fifteen days.

·   Internal examination committee itself loops after the complaints or grievances related to formative tests and summative examination. The principal and in charge of faculty keeps an eye on the overall procedure by conducting periodical meeting with the internal examination committee.

Grievances regarding External/University Examination:

·   Right to apply for verification of answer books.

·   Right to challenge the evaluation of answer books.

·   The candidate who appeared in university examination can apply to the university within a period of 21 days from the date of declaration of the concerned examination result in the prescribed form for verification of marks/answer- books. The result of the verification of marks is communicated to the candidate concerned, within a period of 30 days from the last date of receipt of application by the university.

·   The student has the option to apply for the photocopy and verification of marks of the proceeding examinations for a maximum of two answer books. The photocopy is supplied on the payment of non-refundable fees as prescribed by the university from time to time. However, the photocopies of answer books of practical examinations marks, viva-voce, are not supplied to the examinees.

·   The prescribed application form for photocopy of answer books and verification of marks is made available to students. The duty filled and signed form of the applicant is to be submitted to the Principal of the college within 12 days (both days inclusive) from the date of declaration of general results of the relevant examination.

·   If any student is not satisfied with the marks awarded to her, she may challenge the same by applying to the university through the Principal of the college in the prescribed form within 8 days, from the date of insurance of photocopy of answer book by the university.

·   The college takes special initiative for resolving group grievance, if any, regarding university assessments.

·   To ensure the transparency and curb the mall practices. The university has introduced jumbling system and theory and examinations are conducted at a centre other than the college.

File Description	Document
Any additional information	[View Document](#)

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:

The college offers various programmes in Arts, Science, Commerce, Business Management, Computer Applications, B.voc Courses, MSc.Fashion Technology MSc Information Technology,MA History and Punjabi.

The syllabus depicting the learning objectives is readily available for the students and teachers in their respective departments, college library and on the website of Panjabi University, Patiala.

At the beginning of the session as well as during each unit of the syllabus, the faculty articulates the learning objectives and programme specific outcomes to the students.

Program specific outcomes of all the departments are highlighted through counseling sessions which provide information on career options open to students after the completion of the program.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[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:

Program outcomes(PO) contain creating and developing among students attitude /skill/ ability /capacity for

·   Employment

·   Research

·   Critical thinking

·   Social awareness and interaction

·   Political Consciousness

·	Ethics and responsible citizenship

·	Awareness of and sensitivity to environment and sustainability

·	Women empowerment and inclusive education

Course outcomes (CO) include producing among students:

·	Knowledge and skill of the subject

·	Awareness of sensitivity to local, National and global problems related to deprivation, socio political issues, gender, environment and discriminating and exclusionary practices

·	interest and capacity for research

·	employment capacity

The college takes care of the attainment to measure the PO and CO and implement the mechanism as follows:

·	The institution follows the academic calendar of the affiliated university.

·	All teachers prepare semester wise evaluation report.

·	Institution considers feedback from the stakeholder for the attainment of PO and CO

·	Placement committee takes the review of student's progression to higher studies and their placements

Evaluation and the level of attainment:

·	The program outcome and course outcome are assessed with the help of relevant courses through direct and indirect method.

·	Direct methods are provided through direct examinations or observation of student knowledge or skill against measurable course outcomes.

The knowledge and skills described by the course outcomes and mapped to specific problems on University examination, internal exam and home assignment.

·	Assignments are given at the end of the each molecule and they refer to textbooks and good reference books to find out the answers and understand the expected outcome of the given problem.

 Alumni survey is an important assessment tool to find out following important factors:

·	Indirect once in a year level of relevance of the curriculum with the expected skills of the industries. The level of attainment of goal for the specified program.

·   Employer survey conducted to find out whether the knowledge, skill and attitude learnt from this institution is adequately satisfying their expectations or not.

·   The objective in conducting the student exit survey is to identify several factors for future strategy framing once in the year.

·   To understand the impact of training, they need to understand the strength and weaknesses of various value added courses.

·   Active participation of students in NSS and activities of departments attest to their sense of ethical and responsible citizenship. The attainment is satisfactory evidenced through their responsible contribution to department activities.

·   Upon completion of their courses, majority of the students opt for higher studies and some pursue their professional goals.

·   As an institute of higher education, we measure the success of Pos/COs not only on the basis of marks obtained and job secured by the students but also in term of the confidence and discipline that the institute instills in them.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 99.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
245	271	280	319	380

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

2020-21	2019-20	2018-19	2017-18	2016-17
245	274	280	319	380

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View Document</u>

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.5

File Description	Document
Upload database of all currently enrolled students (Data Template)	<u>View Document</u>

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: 1.01

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
.05000	.50000	.46400	0	0

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: 2.63

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

Response: 1

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

Response: 8.33

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	1	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
8	7	7	7	7

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:

Our College provides enriching ecosystem inculcating research and innovative approach amongst the students and staff by taking several initiatives at management and college level through financial, technical and infrastructural support and at faculty level by providing platforms through events, programs, seminars, workshops, skill based courses and research publication, for creation and tranfer of knowledge. The department of chemistry has started a compost project in which leaves, and other waste material is used to make compost. All trees and plants in the college are categorized and numbered by the Botany department which is very helpful in imparting knowledge about biodiversity. Another innovation which our institute is proud of is our medicinal garden with talking plants.

Our institute believes in promoting recycling to reduce waste on our planet and our department of home science has prepared a number of useful things from waste materials e.g. pots have been made using paint buckets and plastic bottles. Students of fashion desiginning department are running their own business of desiginning and stiching.We are encourage the students to write articals for college magazine "MANOGYA".This is one of the institution initiative to develop creativity and transfer for knowledge..

The college has always taken initiative towards creating a system which enables efficient learning. One efficient initiative take by college was to use various ICT tools to reinforce the learning process. The staff from all departments uses software like zoom classes, google meet, OBS software, Power point presentations, One-to-one class through video or audio call in case a student has queries, QR code and Microsoft office to ensure that students are being provided the best possible education. Apart from this, there are few departments specific software, mentioned below, used to enhance the quality of learning process.

Department of Computer Science: Turbo C, Microsoft Visual enterprise, Microsoft visual studio 2008, Wamp server, Java Runtime Environment, Oracle and SQL server, Asp.net, Linux, web designing, web Technology, MS office, Edpuzzle, Flash, XAMP, Team viewer, dream Viewer, Flipped Classroom, Filezilla, Mobile learning, NetBeans, VLF (Virtual learning Environment), WiFi-LAN, JDK 1.3

Department of Fashion Designing:*Coral draw*

Department of Commerce and management; *Tally software*

*Departemnt of*Science:-*Digifro**g*

Departemnt of Library:-*DELPLUS Software*

Office Administration:- *Fee Management System(FMS)*

Innovation in college is evident from many aspects such as installing solar chargers, a plant nursery and fun games designed by students of Science department, digital platforms displaying weather forecast and current news, wall magazines in each department and diet chart and weight machine in Home Science department. The library is the place to explore within you and unknown to you which can be done using different areas of library namely e-resource corner. One example of this is a list of historic places in Barnala with their significance which is prepared by the department of History.

A separate spiritual space named Dayanand Kaksh is also built in the campus.

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

Response: 4

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**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	0	0	0

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

3.3 Research Publications and Awards

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

Response: 5

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

Response: 5

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

Response: 1

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

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

Response: 0.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	4	1	3

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

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: 1.07

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**

2020-21	2019-20	2018-19	2017-18	2016-17
12	18	7	6	3

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File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	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 Institute conducts various activities related to social issues in order to make students aware of practical world problems. It certainly plays a significant role in holistic development of students. Thrie are 400 students in NSS Unit of college at present. The NSS unit of college arranged a tree plantation activity during lockdown in which students were encouraged to plant trees in their respective neighbourhood. The students were provided with the information regarding benefits of various plants. The students actively participated in the activity, leading to plantation of more than 100 trees. Hence, The college was able to contribute constructively towards environment despite being in a lockdown. Another effective activity for neighbourhood community was to encourage farmers to stop burning paddy stubble. The college staff and students visited various villages to deliver the message. Another noteworthy activity conducted by the institute was presenting a street play in five villages in the district of Barnala. The street play was aimed at enlightening the people of rural areas about the importance of getting vaccinated against Covid-19. Uggoke is our adopted village. It is certain that the activity was able to impart important information through students' valuable contribution towards society. Awareness program about Voter's day is being organised every year to enlighten people about the importance of casting their vote. Similarly, activities related to traffic rules awareness are being arranged by college regularly. Rallies related to traffic rules and road safety were taken out in the city. Cleaning camps in the neighbourhood community were organized by our campus every year under the Swachh Bharat Scheme. Yoga day has been celebrated every year in the campus where people from the community are invited and encouraged to participate in the activity. The institute organized a model polling station in 2017 to make common people aware of the voting process. Being dedicated to women education, the college pays special attention to organize activities which are women oriented. One such activity is Beti Bachao, Beti Padao which has been organized every year and people from neighbourhood community are invited at the event. Baby kits are distributed to new born babies with the collaboration of Distric Administration. Rally was organised by college students and faculty members against Gang Rape case of Kthua. The department of Fashion Designing of our institute prepared masks and distributed them in the urban and rural areas of the neighbourhood during the Covid-19 times. Moreover, anti-corruption day was celebrated in the college where the staff visited the nearby basti and enlightened them about corruption in administrative work. The department of Commerce and Management organized an effective activity in which an informative booklet was distributed in nearby community regarding RTI act and GST. The department also organized a public lecture every year about yearly budgets presented in the state and national parliament. An initiative to make people aware of new scientific inventions was taken by The department of Science was delivered a public lecture about Mangal Yaan mission by inviting students of nearby schools. The college always puts an effort in spreading awareness about the current events e.g. the department of political science organized a public lecture which aimed at imparting knowledge about article 370.

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

Response: 3

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.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 14

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**

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	2	3	1

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: 72.77

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

2020-21	2019-20	2018-19	2017-18	2016-17
402	1332	262	535	440

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: 15

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	3	3

File Description	Document
e-copies of related Document	[View 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: 18

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

2020-21	2019-20	2018-19	2017-18	2016-17
10	5	2	0	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document]
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[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:

The campus of Sh. Lal Bahadur Shastri Arya Mahila College, Barnala is spread over 34 kanals of lush green land and provides eco-friendly environment to its students. The College has built up excellent infrastructure and learning resources over the years of its existence that contribute to the academic growth of students and faculty.

- The college campus has three large main buildings viz. Arts Block, Science Block and Commerce Block that accommodate the administrative office and the academic departments, lecture halls and laboratories.
- There are 29 classrooms with good ventilation and lightening facilities. Out of these, 10 classrooms are locatd in the Arts Block, 12 classrooms in Commerce/Management Block and 07 classrooms in the Science Block.
- There are 14 well equipped Laboratories one each in Physics Lab (with a dark room), Chemistry Lab and Botany & Zoology Lab; Fine Arts Lab with latest practical material, Home Science Lab, Language Lab, Beauty and wellness Lab, Psychology Lab equipped with Intelligence/Memory/Anxiety Tests etc., Music Room with adequate number of Musical instruments, Two (02) Fashion Designing Labs and Four (04) Hi-Tech Computer Labs.
- There are three seminar halls one each in Arts Block, Science block and Commerce Block with a seating capacity of approximately 300, 100 and 60 persons respectively.
- The College Campus is Wi-Fi enabled with 2 Broadband Connections. One (01) classroom is equipped with Projector. In addition, we have one (01) Portable projector, 72 Desktop computers out of which 61 are meant for students and rest 11 for official use and three (03) laptops available for the faculty and students.
- The college has a total of four Staffrooms which includes 02 staffrooms in Science Block and one (01) each in Arts Block and Commerce Block.
- The College has two storey impressive Library building containing two Reading halls; one of them is Fully Air Conditioned Reading hall (seating Capacity of 125 persons), and another one has stack area along with seating capacity of 30 persons. The library has also one Reference section which contains three (03) Newspapers stands and Magazines Reading area with a capacity of 20 persons. It has a special area marked as "e-Resource corner" where users can browse the Library OPAC and search various databases and e-resources online and search for documents/material for preparing for various competitions.
- The college provides free Photocopy facilities to the faculty members in the Administrative Block.
- General items along with Stationery and paid Photocopy facilities are provided to the students at the entry gate of college by private contractors.

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 adequate infrastructure which caters to the cultural and sports requirements of its students. Students participate in various sports competitions organized in the campus as well as off campus. Every year sports meet is organized in the college for students of all the streams. College students have achieved many meritorious positions in various sports competitions at college, university and national level.

Facilities for Sports Activities

The College has 1 big playground of 25000 sq ft. where the students can spend quality time playing outdoor games like cricket, netball, hockey, kho-kho, ball badminton and athletics. For this, we have all the necessary sporting goods like volley ball, hand ball, basket ball, net ball, base ball, base ball bat, gloves, balls, javelin, discus, High jump stand, Height measuring stand, High jump mattress and landing system, hockey sticks, hockey balls and goal-keeper kit, shot-put, medicine ball put, Hurdles for conduction of races, gymnastic beam, cricket bats, balls and leg pads, measuring tapes, batons, starter, stop watch, victory stand etc. All the necessary protective gear like knee caps, first-aid box etc is also available to prevent injuries.

In addition to this, we have indoor sports hall of 9720 sq. ft. and a gymnasium of size 930 sq. ft.

The indoor sports hall provides facilities for playing indoor sports. There are three (03) Badminton courts, six (06) table tennis tables, two (02) Carom Boards, chess, chess clock, badminton rackets and shuttles, table tennis rackets and balls, skipping ropes, yoga mattresses etc.

The gymnasium has all the modern and necessary equipment which includes three (03) treadmills, three (03) platinum cycles, three (03) sona belts, one (01) Crazy fit Vibrator, Weight machine, one (01) pair dumbbell set, one (01) air pump, arms-legs relaxing machine etc.

Facilities for Co-Curricular Activities

Special attention is paid to co-curricular activities in order to develop the talent of students and to inculcate in them a sense of responsibility, discipline and capacity for initiative, organization and leadership. For this purpose, the music rooms, home science labs, fine arts lab, fashion designing lab, computer labs are extensively used. To enable development of the capability of self- expression, there are two Open Stages in the Grounds of the college where all the functions are held. Although the new Auditorium is under construction, for the time being, the Sports Hall is used as Auditorium to organize various functions or events. It has a seating capacity of 1000 people.

The College consistently organizes "Talent Hunt" every year where students participate in various extra-curricular activities like Dance, Drama, Debate, Declamation, Music, Fashion Show etc. The winners of these competitions get the chance to participate in youth festivals.

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: 28.13

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 9

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: 25.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
35.40341	0.6289	1.15335	3.8918	2.0905

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:

The college library was established in a small room in Arts Block in 1968 with a humble collection of books. In 1995, a separate modular double-storey library building with a Reading Hall in the basement area and Stacking Area on the first floor was built in the Arts Block just opposite to the Administrative Block.

The Library houses vast collection of Reading materials which includes General Books, Text Books, Reference Books, Journals/Magazines, e-Resources etc. (approximately 27,600) in a variety of disciplines which caters to the needs of the faculty and students.

The functioning of the library has also undergone a great change over the years. From just a quiet sanctuary for book-lovers, it has grown into a place which engages the interest of students and invites them to throng it. In 2007-08, air conditioners were installed in the Reading section in the basement. The Library is well equipped with 03 (Three) computer systems, one printer for providing efficient library services to its readers. Fire Equipments and CCTV Cameras for Surveillance are installed in the library premises to ensure proper safety and security of the users.

The Library was fully automated using **Bharty Solutions Version 1.0** in **2013.** But in **2019**, it was felt that the software was not able to generate various reports and perform vast library operations effectively. Thus a decision was made to shift from the current software to some other leading software. In **2021**, the library was updated and fully automated with **DelPlus Software** version 2.0 developed by **Delnet** (Developing Libraries Network).

The library subscribes to various digital resources for its users in addition to providing access to enormous collection of printed resources of information like The New Webster's International Encyclopedia, Britannica Ready Reference Encyclopedia, and Encyclopedia Americana: International Edition, International Encyclopedia of the Social Sciences, The New Encyclopaedia Britannica etc.

The Library has **E-Competition Corner** where a separate computer system with access to **Library OPAC** (Online Public Access Catalogue) and Internet facility is available for the students and faculty where they can search for Library Resources and browse the internet for finding documents/information online. Several CDs are also available for the users.

The library staff is student and teacher friendly and helps them to make the best use of the resources. Internal Assessment Methods and Reforms in Continuous Internal Evaluation are taken from time to time to improve the functioning of library operations and motivate users to use the library facilities to the fullest:

- Library Orientation Activities are conducted at the beginning of the new session to make new entrants aware about the Library collection and library rules.
- Motivating students to use library and inculcate reading habits.
- The Library organizes Book Exhibitions on special days by displaying books on that subject.
- Books Recommendations are received from both faculty and students and orders are placed thereto

1. **Name of ILMS Software: Delplus Software**
2. **Nature of Automation: Fully Automated**
3. **Version: 2.0**
4. **Year of Automation: 2021**

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: A. Any 4 or more 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: 0.17

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.33965	0.0469	0.23701	0.1179	0.09609

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 latest completed academic year

Response: 2.01

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

Response: 16

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:

Sh.LBS Arya Mahila College has always placed IT infrastructure development and its comprehensive maintenance as a top priority. The Institution invests a fair budget in updating its IT facilities on a continuous basis and makes it available to all the staff and students seamlessly. Periodically cross checking all the IT equipments (especially Computer labs, Classrooms & Library) are done and upgrade the same as.

The computer department monitors and updates the college website on a regular basis.

Assessment of the IT Infrastructure is done in the beginning of every academic year and budget is prepared for augmentation, replacement and up gradation of the existing infrastructure. We consider computer - student ratio, working condition of present equipment and availability of better IT solutions while deciding on the updation and enhancement of IT infrastructure.

Regular assessment (for Generators, Software Applications, Computer Hardware equipment, CCTV, Switches, LCD Projectors, Internet facility etc,) is done , to ensure better IT Infrastructure utilization and experience to all the users.

During the pandemic COVID-19 for the smooth conduct of all academic activities i.e. online classes, 10 Mobile stands and 1 Tripod were purchased and provided to the faculty members for teaching purpose. Assessment and evaluation of internal examinations have been done online efficiently due to proper maintance of IT infrastructure

File Description	Document
Upload any additional information	View Document

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

Response: 12:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 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: 54.4

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)**

2020-21	2019-20	2018-19	2017-18	2016-17
20.04012	18.15264	24.84019	19.16567	9.48153

File Description	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:

Proper care is given to the maintenance of equipment and infrastructure, so that optimal utility can be obtained.

Measures taken at Departmental Level:

Library: All new books and journals are entered into library Accession Registers. Damaged /lost books are removed as per rules and procedures are followed thereon. Annual stock taking of the library resources is duly carried out and the reports are submitted to the Principal. The Librarian is ably assisted by her support staff viz. Library Restorer and Library Attendant.

Science Laboratories: The maintenance of these laboratories falls under the supervision of Lab attendants for routine management. The outdated equipment and chemicals are disposed off. Stock registers are

methodically maintained and checked by the teacher-in charges and are verified by the Principal.

Sports: Efficient ground staff is attached with the Department of Physical Education for the proper maintenance and marking of tracks and grounds. Proper stock registers are maintained of sports equipment procured and in use. Every year the facilities are upgraded and new equipment is added.

Computer Laboratories: The College has four computer labs out of which, three are fully air-conditioned with WI-FI facilities. Antivirus software has been installed in the computer systems. All the labs are regularly maintained.

Home Science Laboratories: The necessary equipment is procured and updated from time to time. Proper stock registers are maintained. The equipment and other materials used for the conduct of practicals are properly cleaned and dried and then placed at proper places to avoid attacks by fungus etc.

Beauty and Wellness Laboratory: Proper stock registers are maintained for entering new equipment/accessories. The products are well covered and kept at hygienic places as dust particles can cause skin allergies etc.

Measures taken at Institutional Level:

Several committees & clubs have been constituted for the proper upkeep and maintenance of various physical and academic facilities.

College Cleanliness & Sanitation Committee: Regular cleaning schedule in college is a must ensuring that college is well maintained and is conducive to productivity. So a cleanliness committee has been formed to inspect various parts of the college campus from time to time and to take necessary measures for ensuring hygiene and cleanliness.

Gardening Club: Gardening Club of the college ensures the maintenance & proliferation of green cover in the college. Regular plantation is conducted and gardeners are instructed regarding proper upkeep of lawns

Measures taken at Administrative Level:

Fire Extinguishers: Fire Extinguishers are placed at all prominent places of the college are are inspected regularly to ensure the intectness of the system.

CCTV Surveillance: Safety and Security of students is the primary concern of our institution. The College Campus is under CCTV Surveillance and a routine checking is excercised for proper functioning of cameras.

The maintenance of all electrical installations and all computing facilities have been outsourced to professional agencies. The college has full-fledged team to maintain and repair the infrastructure facilities and equipment. There is a full time campus care-taker team of carpenter, electrician, gardeners, plumber, technicians, lab attendants and other support staff. This team is ever ready to attend to the minor faults, repairs, upkeep, landscaping, cleanliness and sanitation of the college campus. Other maintenance work such as repair of furniture and fixtures is done on a regular basis.

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: 36.84

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
380	341	265	267	260

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: 7.47

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
53	41	124	53	32

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](#)
Any additional information	[View Document](#)
Link to Institutional website	[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: 46.99

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**

2020-21	2019-20	2018-19	2017-18	2016-17
946	351	117	350	102

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](#)

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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: A. All of the above

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

5.2 Student Progression

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

Response: 4.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
12	14	14	11	8

File Description	Document
Details of student placement during the last five years (Data Template)	[View Document](#)

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

Response: 103.27

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

Response: 253

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

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: 24.76

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**

2020-21	2019-20	2018-19	2017-18	2016-17
10	2	1	1	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**

2020-21	2019-20	2018-19	2017-18	2016-17
22	8	6	6	5

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: 6

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.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	1	1	2

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:

Our students are Representatives of various committees in the college.

1. **Students Central Association**
2. **IQAC**
3. **Scholars club**
4. **Discipline Committee**
5. **Youth Club**
6. **Red Ribbon Club**
7. **NSS**
8. **NCC**
9. **Hindi Sahitya Parishad**

Along with academic studies, students are required to involve in various administrative, co curricular and extracurricular activities which play a vital role in the all round development of their personalities and help them to develop problem solving, reasoning, decision making, creative thinking, communication and collaborative skills. A Central Association team of 20 students has been formed . They performed different duties very sincerely. In the college Youth Day of district level was organized, in which large number of students participated in a number of activities as choreography, singing , dancing, painting , photography, pakhi making, fine arts, clay modeling, short film making etc. Winner students were given prizes. It was a mega event having a long lasting effect on students of the institute and of nearby institutes in the area. The whole staff also participated and guided the students for the smooth conduct of all the activities. The life events of Swami Vivekananda were highlighted to motivate the students. Many students delivered lectures on Vivekananda's life. Central Association assists in organisation of all the functions in college.

NCC cadets and central association students performed duties to maintain discipline at the time of activities for which they were awarded. They also assisted the local and district administration to bring the handicapped people to cast their votes . NSS volunteers also performed all the duties assigned by local and district administration like carrying out rallies, participation in Beti Bachao beti padhao movement and swachh Bharat Abhiyan. They guided other students to Suvidha centre and also helped the admission committee by bringing new admissions. Throughout the session 2018-19, nominated members of CA performed their duties in the programs or movement which are helpful to the society. NSS volunteers organized a blood donation camp in the college and NCC cadets maintained the discipline. All these students were honored by the Principal. In 2019-20, the CA members supported the staff in the organization of annual day. They all helped in distributing awards to students and alumini. These CA members also helped in the organisation of athletic meet, various cultural activities as Rangoli, Mehandi, teej, important national or international days as Teachers day, Earth Day, World Water Day, Anti Drug day, Guru Purabs. All these occasions give platform to the NCC, NSS and CA to come forward and learn various skills and contribute to the society in return. They very enthusiastically took the responsibility on farewell functions and maintained the discipline. By their active involvement in the administrative duties and organisation of co curricular activities, they automatically acquire leadership and management skills. The session 2020-21 however remained passive due to the covid-19 pandemic but through Zoom app some webinars were organized. In 2021 students took part in the various activities and events in the college. Hindi Sahitya Parishad organised Hindi Diwas every year and play important role in magazine editing.

File Description	Document
Paste link for additional information	[View Document](#)

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: 10.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
15	13	7	9	9

File Description	Document
Upload any additional information	[View Document](#)
Report of the event	[View 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)	[View Document](#)

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 is having registered Alumni Association. It provide support in financial and non financial manner for the development of Institution. Alumni Association contributes to the present students in the following manner:

These passed out students are an asset for the institute as they become torch bearers for students at graduation level. During their get together in college, they share their experiences, especially the hardships they have faced while struggling to settle in their lives, or for getting jobs. Undergraduate students get a platform to connect with the outer world and it is an opportunity of career guidance. The passed out students help the college financially, it increases the infrastructure of the college or other facilities for the students, in research labs or library. In session 2016-17, the institute had enrolled 26 Alumni and an alumni donated Rs. 11000 to the institute for students' welfare. Meeting of the association was held twice in the session and discussions were held on various concerns. Almost all the Alumni have been working as per their sources for the betterment of the institute. As they are settled at good post, they motivate the students to work hard to achieve better in their life. Milan Vela and Alumni meet functions are organised for the passed out students. Some alumni are employed as faculty members in the college who play an important role for the upliftment of the college in academic as well as co curricular activities. In the session 2017-18 Rs. 7800 were donated by the alumni. During the session two meetings were organised in which the alumni took part with great enthusiasm and they shared many new professions with the undergraduate students and encouraged them to develop their skills. They also brought to their notice many job oriented courses at the graduation level. During the session 2018-19 Rs 5100 were donated. A meeting of the association was organised. Alumni are brand ambassador for an institution who help in various activities in a better way. During the session 2019-20 the alumni contributed Rs. 33100 to the institute. The meeting of the institute was very purposeful as a large number of alumni became a source of inspiration for the college students. The meeting of Alumni in 2020-2021 was organised on 16 January 2021 at 11 a.m. A whatsapp group has been made through which all alumni get information. About 10 alumni attended it and again on 14th July a meeting through zoom was organized in which 21 alumni participated. On 29th July, Teej celebration especially for alumni was organised where they enjoyed a lot and various cultural activities were organized. Students got a lot of encouragement and motivation from the alumni who being posted at prestigious administration posts shared their experiences with students with a purpose to teach them. During this session a sum of Rs. 84,650 has been contributed by them.

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

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

Response: D. 1 Lakhs - 3 Lakhs

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

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 of the institute**

To impart value based multi disciplinary quality education to the girls which can enable them to contribute their knowledge in industrial development, technology revolution and economic growth of the nation with global perspective and to provide quality education to greater number of girls in order to build their character, strengthen their minds and make them self-reliant.

Woman's Education…Nation's Salvation

- **Mission of the institute**

To give quality education with values for all round development of all the students and for the upliftment of the society. This is the guiding light of the institute which strives to follow the philosophy of nuturing healthy human resources encoded materially, intellectually, morally and spiritually. Institute tries to promote the cause of girl students emerging from socially and economically backward strata of the society and assist them in establishing their individual entity.

All the policies made and implemented in the college for faculty and students are reflection of vision and mission of the college.the institute always supports financially and pshcologically needy students to accomplish their studies and provides them confidence in all walks of life.The institute establishes links social workers, trusts,and influential people of society to provide financial help to poor and needy students so that they can accomplish their studies.

Many social development programmes are also organised for upliftment of society i.e. distribution of plants, cleaning drives, anti-pollution programmes etc. Being the only girls college in the area, the priorities of the college are to make the girls self-reliant and self-employed,and for this purpose the institute has started many short term job oriented-courses and self-employment courses such as cookery, bakery, interior designing, career guidance etc.

The institute also organizes various activities to promote girl child education and to develop confidence in the students. For that Womens day and girl child day are celeberated especially by organising lectures and cultural activities.Students are also given Judo Crate training.

Role of staff members in working mechanism of institute

Principal is the administrative and Academic head, followed by vice principal and heads of all departments. The Principal interacts with government and external agencies. Faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related and

extracurricular activities. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the Institution. The entire teaching faculty and members of the non-teaching faculty together work for the progress of the institution by sharing the responsibility and participating in the growth of the institution and acting according to the aims and objectives of the institution. Students are also involved as volunteers in all the functions of the college.

The Principal hold periodical meetings with the college council, heads of various departments, different committees, and the IQAC to ensure the smooth running of the Institution directed towards desired quality goals. Recently a committee has been formed which includes teaching staff, non-teaching staff, and peons to verify the physical stock of the college and interdepartmental stock verification.Two faculty members are part of management committiee as teacher representation & participate in the process of decision making.

File Description	Document
Paste link for additional information	[View Document](#)

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

Response:

Sh. LBS Arya Mahila College promotes and practises decentralization in all academic and administrative activities.It has various academic and administrative committees to monitor, plan and execute smooth functioning of the institute. An example of decentralization and participative management of Sh.LBS Arya Mahila College is teachers' representation in staff council committees and other forums.

The Staff Council has been selected by the Principal. All teachers are part of two or more committees in the college. Teachers convene meetings of committees to fulfill admissions and discuss academic/workload requirements of the college. Anti-Ragging Cell, the Discipline Committee and the Student Advisory Committee have been formed for effective functioning of college. Teachers are also members of the Internal Complaints Committee against Sexual Harassment.

Moreover the institute focuses on committees that nurture discipline and patriotism, equality and community spirit, such as the NCC,and NSS. Other student- centred committees like the Cultural Committee,and the Placement Committee which promote creative development, cultural enrichment, placement and entrepreneurial skills, also work under the supervision of teachers.

Teachers are appointed as representatives in the governing body, as the bursar to fulfill administrative, financial and executive responsibilities. Teachers-in-charge execute each program after consultation and discussion with the Principal, the IQAC, the Vice Principal, and with related staff council committees. At the same time, teachers-in- charge also work in consultation with the rest of the departments over matters such as discipline, schedule of the internal assessment, department events, assessment of students' performance, and so on.

There are many practices in the college with decentralization and participative management. One practice

is fee concession to poor and needy students. In that process at first level student gives application to class incharge. After checking income certificate, an interview of the student is conducted. In second phase application is forwarded to college superintendent. Superintendent discusses with Principal all cases of fee concession. Non Teaching-staff also checks the results of the students to ensure their performance in previous exam. Finally the Principal discusses with management of college and grants fee concession to needy students.

Organize annual zoanl youth festival(oct-nov 2021)of Punjabi university Patiala,organised by the college under the able guidance of honorable principal with the teamwork of whole staff and management,is considered the best ever function of the institute. The co-ordinator of the youth festival assigned duties to all staff members in awell planned manner. Teachers were assigned duties to maintain discipline, conduct various items on stages, planning of schedule etc. Students also performed duties during youth festival events. Peons handled outside arrangements perfectly which resulted in excellent performance.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Session	Sr.No.	Perspective Strategic Plan	Implementation of plans
2016-17	1	To arrange Training classes for IT and FD Students	1. Classes of I 1/10/2018
	2	Remedial classes for weak students in English	2. Remedial cl
	3	To organize convocation ceremony	3. The convoca
2017-18	1	To start the process of filling up the Grant-in-aid vacant posts	1. The proc 2. 2 CCTV
	2	To extend CCTV cameras for security purpose	3. Moral a Samelan
	3	To organise a moral and ethical conference	4. Hobby c
	4	To install solar panels to save electricity expenses of the college	
	5	To dig a vermi- compost pit in college to produce fertilizer for college campus plants.	
	6	To arrange hobby classes for students	
2018-19	1.	To frame policies to reduce the use of plastic, save electricity, save water and to recycle of plastic wastage	1. Plastic b 2. Solar sy
	2.		3. Institute

	3.	Addition of fire extinguishing equipments	and start
			4. Fire Ext
	4.	To repair science labs	
		To introduce job oriented courses B.Voc in Fashion Technology and SoftwareDevelopment.	
2019-20	1	To apply for permission of new vocational courses from university that are useful for employment opportunities for students i.e. B.Voc (Beauty And Wellness)	1. Applied session 2. Rain Ha institute
	2	To construct Rain Harvesting System in institute	
2020-21	1	To construct new seminar hall	1. New ser
	2	Construction of ramp for main bulding	2. Ramp w
			3. New bor
	3	To dig new borewell	
	4	Dismantling old quarters	

File Description	Document
Upload any additional information	[View 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, service rules and procedures, etc.

Response:

The organogram of Sh. LBS Arya Mahila College reflects the democratic character and shared responsibilities with which governance takes place. While the overall supervision of administration and the regulation of finances of the college rest with the Governing Body, whose authority is vested in it by the statutes and ordinances of the Punjabi University Patiala, the administration and execution of everyday functions lies in the charge of the Principal. The Internal Quality Assurance Cell also collaborates with the Principal in ensuring a quality teaching and learning environment in the college.

Board of Management: The Board of Management is the principal executive body of the Institution and, as such, has all powers necessary to administer the institution. The Board of Management is the apex body which is involved in framing the strategic plans and, policies and is the decision making body in consultation with the Governing Body of the institution.

Administrative Set-up:

For the regular functioning of the college, the managing committee looks into the routine college works with Principal, who being the nucleus of the administration has the authority in all day to day financial and

academic matters. The Principal of the college discusses the important matters with the secretary to take the final decision.She has his team of Departmental Heads, the IQAC Coordinator, the different committees and the Superintendent to assist her in the discharge of this work.

The Functions of Various Bodies:

The Principal decentralizes her powers to the different committees for the routine functioning of the college. The Purchase Committee, Academic Committee, the Advisory Committee, Library Committee and Maintenance Committee etc. (List of the committees attached in the additional information) take important decisions regarding finance, renovation and maintenance and issues related to the college. The different committee members are fully authorized to take decision according to the situation which helps to develop in them a leadership and decision making quality.

Service Rules, Procedures, Recruitment and Promotion Policies:

For the smooth functioning of the college, it always follows the civil service rules of the Punjab government and procedures adopted by the Punjabi University Patiala. The college authority follows the rules and regulations as set by the state government and Panjabi University, Patiala for all the appointments,promotions and administration.

The recruitment rules for the teaching and non-teaching staff are as per the Punjabi University Patiala and DPI Colleges Punjab. The promotional policies for teachers are followed as given by UGC/Pbi.University Patiala/Punjab government norms.

Students Grievance and Redressal Cell: The Grievance and Redressal Cell desires to promote and maintain a conducive and unprejudiced environment for its stakeholders. It attends to the grievances and complaints registered by anyone with regard to the activities of the institution and in particular, those made by students. The cell ensures effective solution to the grievances using a fair approach. The Grievance and Redressal Cell enables the students to express their grievances by initiating and following the grievance procedure in accordance with the rules and regulations of the college.

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: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

In the institution staff welfare is given foremost importance. In connection with this, existing welfare measures for teaching and non-teaching staff are listed below:

1. Medical Allowance

2. Maternity benefits as per norms

3. Creche Facility in college

4. All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.

5. Staff Financial assistance to attend Conference, Seminars, FDP's,

6. Hostel accommodation,

7. Gratuity & E-Leave encashment

8. Concession for faculty pursuing Ph.D. part time,

9. Study leave, E-Leave, Duty Leave and Maternity Leave as per UGC and Government norms

10. Library Facility

11. Internet Facility

12. Employee Provident Fund Facility (EPF)

13. Employee State Insurance (ESI)

14. Provision of advanced salary .

15. TA/DA given to staff for works related to institute.

16. Promotion and CAS benefits as per UGC guidelines.

17. Loan facility against salary and EPF.

18. Fee concession to the wards of employee.

The following facilities are also provided to employees for efficient functioning :

 1. Medical leave

 2. Yoga classes

3. 24 hour power back-up (100%) through solar power plants

4. Wi-Fi facility.

5. Convenient workspace

6. Computer facility

7. Cafeterias

8. Gym facility

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

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: 7.15

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**

2020-21	2019-20	2018-19	2017-18	2016-17
10	3	1	0	0

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

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: 2.8

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**

2020-21	2019-20	2018-19	2017-18	2016-17
6	3	1	1	3

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

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: 24.57

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**

2020-21	2019-20	2018-19	2017-18	2016-17
45	1	0	0	1

File Description	Document
Upload any additional information	[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:

The performance of each employee is assessed annually after completion of one year of service. The objective is not only to evaluate the performance as per established norms, but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The faculty appraisal is undertaken with following objectives:

• To assist teachers in their professional development and career planning.

• To assist teachers to reflect about their potential and to carry out their duties more effectively

• To provide judgment to support promotions, demotions, transfers, confirmation or termination.

• To provide feedback to staff about their behaviour, attitudes, skills or subject expertise

• To recognize the achievements of teachers and help them to identify ways of improving their knowledge, skills, attitudes and ultimate performance.

• To improve the quality of education

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the teaching-learning process.

Following factors are considered for Performance appraisal for teaching staff

1. Teaching method applied

2. Contribution to COSIP and COHSSIP Schemes.

3. Contribution in teaching, evaluation and course developmemt.

4. Academics and professional growth.

5. Participation in Extra-mural activity.

6. Support in college Administration.

Various parameters for staff members are assessed under different categories i.e. Character and Habits,

Departmental Abilities, Discipline, Reliability, Relations/Co-operation with superiors, subordinates, colleagues, students and public, Power of Drafting (where applicable), Efficient organization of documents.

The parameters for non-teaching staff members are assessed under different categories i.e. intelligence, honesty , morality, punctuality, discipline, responsibility etc.

Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average and Poor. The overall assessment is based on the cumulative grade by the Reporting HoD/Principal. The various parameters for staff members are assessed under different categories i.e. discipilne, honesty, wisdom, punctuality etc.

The Annual Confidential Report and the Performance Appraisal System have significantly helped in the evaluation of performance of employees, in motivating them, analyzing their strengths and   weaknesses and ensuring better performance.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. The college conducts regular internal audit (by CA) and external audit (by DPI) of annual books of accounts.

Sh. LBS Arya Mahila College conducts internal and external audit of the college books of accounts for the respective financial year. An external audit is conducted once in every year by the external agency. For this purpose, the college appoints a qualified bursar with approval of the governing body. The bursar meticulously audits the finance- related documents for all transactions. It is an audit of balance sheet, general fund, income and expenditure, and receipt and payment account. The audit report along with the response of the Audit Committee is reviewed by the Managing Committee of the institute.

File Description	Document
Upload any additional information	View Document

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)

2020-21	2019-20	2018-19	2017-18	2016-17
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:

Sh. LBS Arya Mahila College receives 95% funds in form of salary from the Punjab government for aided posts. Funds are also generated from certain components of students' fees, etc. Self-financed and add-on courses are another source for resource mobilisation.

Apart from the above sources, funds are also mobilized from various government and non-government sources for the purpose of research and projects. Funds are received from government agencies, private donors, and members of teaching/non teaching staff for fee-concession and scholarships for students. Institute is also earning income from its own sources.

1. After taking approval from the Board of Management, a space marked for college cafeteria is leased to an eligible caterer.
2. Sh. LBS Arya Mahila College sports ground and indoor stadium is outsourced under public-property partnership mode. The fund thus raised is earmarked for maintenance of sports grounds and sports activities.
3. The college rents out space for photocopy shop near the main gate. College has an indoor auditorium that is rented for various indoor sports and other activities i.e. table tennis, badminton etc.
4. The institute also provideits venue for goverment and private exams on rent and earn money through this.
5. The institute also provide rental hostel facility to student.
6. Institute also welcomes and accepts donations from various individuals, social organisations, NGO's etc.
7. The institute has published its 'Souviner Magazine', in which various industrialist, business persons, institutes etc have given their promotional advertisement and contributed for the same.

For efficient and optimum utilisation of resources available, conveners of various staff council committees and teachers-in-charge are asked to provide their requirements at the beginning of the session. This is to ensure timely and routine maintenance and upgradation of laboratories, library, computer facilities, classrooms,equipment and other facilities. According to the requirements submitted by conveners of committees and teachers-in-charge, a budget is prepared and submitted to the competent authority for approval.

The college committees follow the procedure of procurement of funds as per the general financial rules. All financial documents and bills are processed by the accounts section, the bursar and the Principal. Transparency is maintained throughout the entire process and allocated funds are optimally utilized. Some funds are allocated for social service activities as part of social responsibilities through NSS and NCC. Main motto of resource mobilisation and optimal utilisation of resources is to put LBS college on bench mark in tune with quality teaching and proper growth of students.

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

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:

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. IQAC is an effective and efficient internal coordinating and monitoring mechanism. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures to be adopted. The IQAC meets every quarterly to plan, direct, implement and evaluate the teaching, research, and publication activities in the College. The sub-committees dealing with various activities and departments implement the IQAC guidelines and report the feedback. The IQAC strives to spread quality culture through quality enhancement initiatives and best practices. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives.

Practice 1: The IQAC led efforts to the successful implementation of modern technology in the Institute's administrative functioning through ICT and alternative sources of energy, especially enhancement of solar power in the last five years. Automation of admission, financial and examination processes, upgradation of Wifi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience. The College Campus is Wi-Fi enabled with 2 Broadband Connections. One (01) classroom is equipped with Projector. In addition, we have one (01) Portable projector, 72 Desktop computers and three (03) laptops available for the faculty and students.

Practice 2: Environment degradation is harmful for health and society of each and every living being.For reducing this effect we also need to take steps to protect the living beings. Being a active part of society

IQAC of our institute has taken various steps to maintain a eco-friendly campus.

- Solar energy
- Rain water harvesting
- Greenery
- Waste management
- Swachhta action plan

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

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:

The college follows a comprehensive mechanism of reviewing the teaching-learning processes and learning outcomes. After establishing the IQAC in the college, started working towards quality education and inculcating quality culture among the students and staff. The IQAC has also contributed towards institutionalizing the quality assurance strategies and developed various processes as follows:

1. To provide E- Library facility to teachers and students for this purpose subscription of DELNET was taken.
2. Implementation of Outcome-based learning education in each program.
3. Introduces the Personality development classes and soft skill like tie-die, Cooking classes and fashion designing classes for students to enhance personality and employability.
4. To institutionalize the best efforts to make the campus ragging-free and develop the discipline in the students along with the establishment of grievance redressal cell.
5. Participation of college in NIRF, AISHE, and various other quality audits recognized by the state, national agencies.
6. Promote industrial involvement in academic practices by organizing industrial training, industrial visits, workshops, and guest lecturers from industry experts, MOUs, etc.
7. Conducting quality programs i.e., seminars, webinars, guest lectures, conferences, etc.
8. Establishment of various processes to take feedback/surveys from various stakeholders.
9. To implement and enhance the use of ICT tools to strengthen the teaching-learning process.
10. Establishment of the Mentor-mentee process and its effective implementation.
11. To submit the Annual Quality Assurance Report (AQAR) annually to the NAAC.

The IQAC improve the teaching-learning process through standard academic practices, these academic practices include:

1. Preparation and adherence of Academic Calendar
2. Industrial Visits & Guest Lectures.
3. Course allocation Load chart and Timetable preparation
4. Setting up the question paper.
5. Mentor-Mentee distribution
6. Course Delivery (Online / Offline class)
7. Conduction of Seminar, Projects, Industrial Training
8. Attendance Monitoring of students
9. 100 % Syllabus coverage
10. Monitoring of delivery of class lectures by faculty
11. Conduction of internal examinations
12. Evaluation of answer scripts
13. Preparation of Nominal roll, Attendance Sheets, and formation of sections/groups

File Description	Document
Upload any additional information	View Document

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: A. All of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

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:

Given below are some programs which are held on the important days dedicated to women .

Dhiyan di Lohri: The institute organized dhiyan di Lohri with a great enthusiasm to set a new trend of celebrating girls lohri against the prevalent tradition of celebrating boys' lohri.

Teej festival: During desi month of Sawan, this festival has a prominent space in the college calendar for providing sense of liberty to girls to express their feelings freely and enjoy the most in a safe and secure environment.

Aggarwal Sabha also celebrated Teej festival in the college on 20/08/2021

Beti Bachao and Beti Padhao: It is a campaign of Government of India which aims to create awareness and improve the efficiency of welfare services intended for girls. The college organized this with collaboration of local administration.

On this occasion, socialists are invited to make students aware of gender equality. New born baby girls are gifted with baby kits.

International Women Day: Since the inception of this institute, every year 8th march is dedicated to the rights of women. The students are enlightened of the rights of the women and law. Other than these activities, so many campaigns are organized to protest the crime against women as Kathua gang rape incident. Judo Karate training was given to the girls (in 2015,16,17,18). Besides that, a webinar was held on the common gynecological problems on 27th April 2020 to help the girls take care of their health.

Safety & Security: For the safety and security of girls we provide facilities of private bus service. Whole campus is under CCTV surveillance. Fire Extinguishers are also installed here along with wheel chair facility, RO system ,a sanitary Napkin vending machine. Id-Cards are compulsory for teaching and non-teaching staff and students as well. Gate pass is must for early dispersal.Discipline committiee is formed to maintain proper discipline. Our honourable Principal is also a part of sexual harrasment committiee.

Couselling: Complain / suggestion box are also installed in front of adm block .In utmost emergency the grievance cell is vigilant during college hours.

Common Room : Common room is also located for students to maintain adhere their privacy.Institution is provide First Aid facility to the students.

Day Care Centre: A creche is also established in the institute for the toddlers of faculty and female

students so that they can comfortably concentrate on their job and study.

File Description	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: A. 4 or All of the above

File Description	Document
Any other relevant information	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 functional vermicomposting unit for organic manure production. Two vermi beds were prepared for the introduction of green waste mixed with cow dung. *Eisenia foetida*, commonly known as red worm was used for vermicomposting. Seven kilograms of earthworms were inoculated in each bed after 10 days of pre-decomposition. All the beds were covered on the top by a paddy straw to protect the earthworms from the predators and to prevent moisture loss. The process of vermicomposting was carried out for a period of 30-44 days. The temperature and moisture content were maintained by sprinkling

adequate quantity of water every day and upside down mixing of waste was done once daily. After the feed material got converted into loose, granular mounds, the entire material was collected from each bed. The cast was passed through the sieve and the earthworms were removed manually. Apart from this, the College introduced the Bottle garden by use of discarded plastic bottles, old tyres, oil cans, paint boxes and other waste to grow plants. The College is full of plants, so leaves from these trees are dry up and fall down. These dry leaves and twigs are collected and put in two different pits and sprinkled with water and different kind of eco friendly nitrogen fixing bacteria. After a certain period of time it becomes green manure which can be use for college plants.

Liquid waste management:

Waste water from all the areas like RO' system is collected from the campus and effectively utilized for gardening and washing purposes. Also liquid manure is made in the college campus by putting waste water (from RO' system) with molasses and different type of eco friendly nitrogen fixing bacteria in a tank. This liquid is sprayed in the roots of plants. This mixture produces a variety of nutrients in plants which increases their growth.

Biomedical waste management:

There is no requirement for disposal of biomedical waste in the college, as it is not used in the campus.

E-waste management:

For the electronic waste management that includes electrical items, *i.e.* computers with its different components, laptops, servers, mobile providers and related communication devices, security devices, telecom equipments, printers, scanners, data cables, wires, UPS batteries, CD's, DVD's and fluorescent containing lamp (tube lamp, CFL, other lights), an agreement has been signed with the Ramky Enviro Engineers Limited with assignment membership number 155.

Water recycling system:

Water is an essential asset for the nourishment of all life and is the fundamental demand for all activities appropriate from domestic use to agricultural and industry. A recharge pit allows the rainwater to replenish groundwater by recharging the underground aquifers. College has installed 2 rain harvesting pits in the college campus. Rainwater is collected and transported to the earth through a pipe system. This process raises the level of groundwater that went down.

Hazardous chemicals and radioactive waste management:

There is no requirement for disposal of hazardous chemicals and radioactive waste as these are not used in different science (Chemistry and Physics) practical. Campus is totally free from radioactive pollution.

File Description	Document
Any other relevant information	[View Document](#)
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	[View 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: A. Any 4 or all of the above

File Description	Document
Any other relevant information	[View Document](#)
Link for 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: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy are 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: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Any other relevant information	View Document
Link for 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:

Since the institute is located in a land of diversities, having so many languages, religions, cultures, it becomes the first duty to create an inclusive environment where students may learn tolerance in all circumstances and living in harmony with their juniors and seniors, to become responsible citizens. For that all important days of all religions are celebrated in the college so that students may be well acquainted with teachings of all Gurus. 400th Prakash Utsav of Shri Guru Teg Bahadur ji was celebrated on 12th November 2016 by holding a competition on his life and teachings in which around 600 students participated. Traffic awareness programme was organized twice in 2017 on 28th April and 29th July to

make students aware of traffic rules in order to check the increasing road accidents. The number of participants crossed 700 each time. Deaf and dumb association organized a state level chess competition on 18th February 2018 to make handicapped students feel confident. About 50 students took part in it. To sensitize the parents about saving girl child, a programme "Beti Bachao Beti Padhao" was organized on 18th April 2019 with collaboration of district administration. More than 800 students along with their parents joined this. The same program was organized on 21st January 2020 and on 14th February 2021 continuously. Anganwadi workers were also addressed in these programs. Almost 40 students along with teachers planted trees at Uggoke village (Adopted village) on 8th August 2019 as a part of tree plantation week. Spreading the message of 'Saving Nature' by Shri Guru Nanak Dev Ji, 50 students celebrated environmental awareness week w.e.f. 28th January 2020. On 3rd March 2021, World Wildlife day was celebrated to create awareness and emphasis by prominent speakers was laid on the protection of plant and animal life to maintain the ecological balance. A mind sharpen training was held on 25th February to keep students alert. A webinar to help people manage their money was organized on 8th September 2020. Further to create investment awareness among young generation, a webinar was organized on 26th November 2020. These programs make students proactive to plan their future according to their sources. Showing sisterly concern, the college donated books to Karam Singh Bhandari's college. A religious competition on Bhagat Namdev Prakash Utsav was held on 26th September 2020.Various Vedic and science Quiz compitition were held for better knowledge of students. On martyrdom day of four sahibzaade, an essay writing contest was organized on 22nd December 2020. Suryavanshi Khatri Sabha held a competition on the life and sacrifice of 4 sahibzaadas. On 17th February 2021, an essay writing competition on martyrdom day of Dharam Veer Hakikat Rai Ji and birthday of Satguru Namdhari was organized. For their spritual growth (Hawan, shivratri,Hindi divas, Diwali, Teej ,Maat Bhasha Divas, Janam Asthmi,Swami Dayanand Nirvan Diwas,Shravani Utsav) were also celebrated. College also organized a competition on Prakash Utsav of Shri Guru Teg Bahadur ji on 23rd April 2021. A value added course by commerce and management department was planned on 13th March 2021.

Tree plantation drive in college was held on 06/06/2021

College organized Zonal Youth Festival of Punjabi University Patiala in the campus from 29/10/2021 to 01/11/2021

Book on "Sri Guru Teg Bahadur Ji" release function was organised on 25/09/2021

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View 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:

A stable and healthy society is possible with responsible, alert and conscious members. Moral values provide a sound base to the students which they follow throughout their life. If a person is not aware, he can't justify his/her role. Our Institute tries its best to inculcate the required best awareness by organizing seminars, webinars or competitions. A person cannot fight against the injustice meted out to him without awareness. The institute celebrates Human Rights Day ,Legal awareness about rights,Lecture about human rights and domestic violence every year.

Every year on voters' day a rally is organized and a model polling booth is set up to teach them about casting a vote, Rally on Voters day, Voters' awareness rally

At the beginning of new session an inaugural Havan, Hvan on Bodh Diwas, Havan on Protection from Covid-19 is performed for purification and to drive away negative energies every year.

Bodh Diwas was celebrated on 23rd February 2017 and 13 February 2018. Vigilance awareness week was observed from 9th November 2019. A really by 225 students was organized on 9th November 2019. Integrated day was celebrated, 245 students attended it. A seminar was held about teachings of Shri Guru Nanak Dev Ji on 5th November 2019 in which 535 students participated and a competition was organized related to Guru Purab of Shri Guru Nanak Dev Ji on 9th November 2019 in which 739 students took part. On 24th and 25th November 2019, a religious trip to Sultanpur Lodhi and Golden Temple, Amritsar was organized at 550th birthday anniversary of first Guru. About 200 students along with staff members visited these sacred cities.

Vedarpan Function was organised in which Justice Attri (High Court Judge) was honoured with Vedas,Vedic Gyan Compitition and science fair was organised by Hindi and Science department.

A webinar on the life of Shri Guru Teg Bahadur ji was held by history and IQAC department on 20th November 2020. Delhi Arya Pratinidhi Sabha organized a webinar on 8th July 2020 about the glorious history of Arya Samaj. Lieutenant Veerpal Kaur set an example for students by winning a leadership trophy at NCC training held in Gwalior on 3rd January 2021. History and NSS department organized Azadi ka Amrit Mahotsav on 13th March 2021. NCC cadets participated in Republic Day on 26 January 2021. A webinar on the role of Punjab in freedom movement was organized by history and IQAC department on 17th October 2020

College also organized Covid Vaccination camps on 09/07/2021 and 30/07/2021

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

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: A. All 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:

To make students aware of important aspects of human life and history, important days and events are celebrated in the college every year. Religious and cultural festivals have a lot to teach the young generation, Prabhat Feri in the streets of Barnala is organized every year.

International yoga day is organised every year with an aim to keep students physically and mentally fit. Shivratri is a great Hindu festival that marks a remembrance of overcoming darkness and ignorance in life.it is celebrated every year.

Similarly Shravni Utsav(sakhi Rakhi) is celebrated with a great fervor every year to commemorate sister's love for brother and brother's promise of protection.

Janmashtami is celebrated with great pomp and show by college every year to mark the birth of Shri Krishna

Havan is performed in the college every year. World Water Day is celebrated in college to sensitize the students about the importance of water and make judicious use of it. Various methods were discussed to protect this vital resource.

Earth Week was organized from 26th April 2021 with an effort to aware students about emerging green technologies and innovative thinking. Online Inter College NSS camp was organized on 15 June 2020, 120 students took part in it. Drug Abuse Day was observed on 23rd march 2018 to caution the students about the deadly affects of drugs on health, 200 students participated in it. Arya Mahasammelan was held on 3rd Feb 2019 in college in which 2000 students, teachers and other distinguished personalities marked their presence. Maharishi Dayanand Nirvan Utsav and Diwali celebrations were organized on 29th October 2019 with great pomp and show. Around 1000 people attended. A seminar on 9th August 2020 was organized to develop healthy habits among youth. To save the regional languages, the institute celebrated

National Hindi Diwas on 16th September 2020 and Maat Bhasha Punjabi Diwas on 24th February 2020. Poster making competitions were held on these days. A book on life and teachings of Shri Guru Nanak Dev ji was released on 5th February 2020 in the presence of 625 students.

Voters Day was celebrated.students were motivated to caste vote on priority basis students were also awarded with certificates.

In every monday morning assembly our honourable head Dr. Neelam Sharma motivate students for being a better social being.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)
Link for Annual report of the celebrations and commemorative events for the last five years	[View Document](#)
Link for any other relevant information	[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:

1. Title of the Practice:

Women Empowerment

1.1 Objectives of the Practice:

The focus on women empowerment in college campus throughout the year makes the students face challenges in their life boldly and confidently and attain healthy and fulfilling lives that operate at many levels of society, from the most personal to the highly public.

1.2 The Context

In spite of steps taken for upliftment of women, they face so many problems and threats to their life at all stages. It is easier to see how detrimental to progress it is to restrict women to Sparsh to specified roles and subordinate them to men. Even to raise children in today's environment, to make them fit to face the challenges of a competitive future, a women needs to be fully aware of her choices and decision making

1.3 The Practice

The institute organizes various activities on different festivals which promote women's role in the political, social, economic and religious spheres. Every year Teej is celebrated in the college where girls get a chance to express themselves and enjoy freely with their friends. On 30th January 2017, Vedic Bhajan Sandhya was held where S.K. Agarwal delivered a speech on the role of women in the society. International Women's Day is celebrated every year in the campus to make students aware of their rights and eminent personalities are called to guide the students about selecting their careers according to their interest and talent. Career counseling programs are also organized to provide them a platform where they can discuss freely about their future prospective. Beti Bachao beti padhao is a campaign of Government of India which is held to improve the status of women and to check female feticides. Industrial training programs are organized every year to provide practical knowledge about industry. To promote gender equality Lohri Dhiyan di was celebrated. Baby kits and other gifts are distributed to newborn baby girls on this occasion. Various webinars and seminars are organized to make the girls aware of the latest trends or changes at various levels of education and employment.

1.4 Evidence of Success

As a result of the above efforts girls perform confidently and achieve distinguished position. Due to encouragement Sonia Got third position in academic in Punjabi University Patiala. Many girls came forward and performed their capability in Talent Hunt competition. Another girl Rajveer Kaur got first position in 400 metre race. A book was released titled "Aurat da Koi Desh Nahi". Many girls participated and got positions in the cooking competition held in the college. A book written by Ravneet Kaur, alumni was released on 20th November 2020. Another poetry collection "Diva jagda Reha"by Sukhcharanjit Kaur Gill was released on 19th January 2021 . Due to the campaign "Beti Bachao beti padhao", the sex ratio of Barnala district has improved.

1.5 Problems Encountered and Resources Required

No doubt, the college Principal, staff, management and students try their best to make the institute number one in the above practices but still some obstacles are there to get the maximum. As some parents living in rural areas are orthodox and they don't want their daughters to go out of station to participate in some cultural and sports activities. Some girls are not allowed to choose the career of their own choice.

2. Title of the Practice:

Environmental Awareness and Sensitization

2.1 Objectives of the Practice:

As climate change has become a matter of grave concern today so need of the hour is to create environment awakening among students by letting them know the various practices which can be helpful to protect it. It becomes the moral duty of every responsible citizen to understand the fragility of our environment and the importance of its protection.

2.2 The Context

Environment degradation is injurious and is jeopardizing the long-term health and security of animals, plants and humans. Now more than ever, it is important that we understand the impact our actions have on the environment. In order to become more environmentally aware, we also need to take measure to protect

the planet and hopefully undo some of the damage already caused by human activity.

2.3 The Practice

A part of environmental awakening, every year Safai Abhiyan is organized for protecting environment. A seminar was organized to save environment and check air, water and noise pollution. Mr vijayabaskar told the students various methods to save water and protect environment. No Tobacco day was organized discussing the harmful effects of smoking on our health as well as environment. Earth week is celebrated every year to protect the planet from various kinds of pollution and students are advised to plant trees to keep it safe and healthy. Entry of vehicles has been banned in the campus to keep the campus pollution free, Solar electric panel has been installed in the institution to generate clean and green energy. For solid waste management, a vermicompost plant and green manure pit have been set up in the college. Dark organic fertile soil is prepared from kitchen waste and other organic materials by composting it in a controlled process of decomposition. Rainwater is harvested by storing the water that goes waste during rainy season. For electronic waste management, agreement has been done with the Ramky enviro engineers Limited. Every year trees are planted in the college and on all functions prominent guests are given plants as gifts. World Water Day is celebrated where the importance of water is emphasized and students are guided for judicious use of water. As many as 4352 plants of different types are there in the institute with their biodiversity profile maintained by the Biology Department. Solar panels have also been installed in the institute for saving the heavy cost of electricity bills.

2.4 Evidence of Success

Electric solar panel are helpful in a reducing the electricity cost. The campus has become lush green with plenty of colorful plants, shrubs, climbers etc. Green manure achieved from waste cuts the cost of fertilizers. Clean and green pollution free environment is the result of efforts put in by the staff under the dynamic guidance of the worthy principle of the college, Students have shown a great concern and interest in the innovative methods to save environment that will be sufficient for the future generations.

2.5 Problems Encountered and Resources Required

We face environmental problems created by outside sources as the road in front of the institute has a traffic that creates air and noise pollution and some factories in the out skirts of the city also emit poisonous gases which pollute the environment of the city, including our Institute.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)
Link for any other relevant information	[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:

As our college is centrally located in the city on the main road. It situated near a bus stand, grain market, local market, city hospital, fire station, petrol pump and railway station. It is a reputed college with a 95 grant in aid scheme in Barnala. The institute emphasis on women empowerment by giving preference to female faculty. Girls are being always encouraged to join various programs and activities planned for their betterment. As games play a wide role in the moral and physical development of everyone. So, here we have an indoor stadium for students and common people too at very minimal charges. Our college emphasis on skill development and vocational stability of students for the future. To fulfill these aims college provide various career-oriented courses as Fashion designing, home science, vocational and professional courses. We promote work culture and always emphasize improving the habits of students. As we know the library is the heart of every institution. So, it encourages students to read books in the leisure time and acquire more and more knowledge. Various exhibitions are being arranged by fashion designing and home science departments to appreciate students work. Though numerous extracurricular activities exist, we always encourage students to take part according to their interest because along with showcasing your ability to commit to a hobby, extracurricular activities help convey who you are as an individual, in a way that grades cant. Here we always try to turn every table for the betterment of girls.

Women Empowerment and Gender Equality are the topmost requirements for the upliftment and progress of our society and nation. Basically it means to remove all barriers on the path of success and allow the women to work, expand, and recreate into an environment that was not previously provided. For this purpose, a variety of technical, academic, ethical, cultural, medical and social events are organized. Various women who are well qualified and work diligently in different professions be it legal, politics, academics, social are honored by the Institute. Different social causes are encouraged so that others can follow their path. Students in the schools are also motivated by the teaching faculty to take higher education, discussing about its positive aspects. Seminars are also conducted by the institute to make women aware about common gynecological problems. To make students self-independent they are taught about baking, cooking, cutting, and stitching. Awareness is spread among students about their social, legal, and constitutional rights in order to prevent the exploitation based on gender. Various Self-defense training programs are being organized by the institute so that they can fight for themselves. Baby kits and food packages are also distributed to new mothers during covid-19 pandemic. Time to time Havan and religious programs are conducted in the college to inculcate moral and spiritual values among the students.

Along with academic studies, students are required to involve in various administrative, co curricular and extracurricular activities which play a vital role in the all around development of their personalities and help them to develop problem solving, reasoning, decision making, creative thinking, communication and collaborative skills. Dr Sushil Bala formed a central Association team of 20 students. They performed different duties very sincerely. In the college Youth Day of district level was organized, in which approximately 1,000 students participated in a large number of activities as choreography, singing , dancing, painting , photography, pakhi making, Fine Arts, clay modeling, short film making etc. Winner students were given prizes. It was a mega event having a long lasting effect on students of the institute and of nearby institutes in the area. The whole staff also participated and guided the students for the smooth conduct of all the activities. The life events of Swami Vivekananda were highlighted to motivate the students. Many students delivered lectures on Vivekananda's life. Central Association assists in organization of all the functions in college. NCC cadets performed duties to maintain discipline at the time of activities for which they were awarded. They also assisted the local and district administration to bring the handicapped people to cast their votes. NSS volunteers also performed all the duties assigned by local

and district administration like carrying out rallies, participation in Beti Bachao beti padhao movement and swachh Bharat Abhiyan. They guided other students to Suvidha centre and also helped the admission committee by bringing new admissions. Throughout the session 2018-19 nominated members of CA performed their duties in the programs or movement which are helpful to the society. NSS volunteers organized a blood donation camp in the college and NCC cadets maintained the discipline. All these students were honored by the Principal. For 2019-20, the CA members supported the staff in the organization of annual day. They all helped in distributing awards to students and alumni. These CA members also helped in the organization of athletic meet, various cultural activities as Rangoli, Mehandi, teej, important national or International days as Teachers day, Earth Day, World Water Day, Anti Drug day, Guru Purabs . All these occasions give platform to the NCC, NSS and CA to come forward and learn various skills and contribute to the society in return. They very enthusiastically took the responsibility on farewell functions and maintained the discipline. By their active involvement in the administrative duties and organization of co curricular activities, they automatically acquire leadership and management skills. The session 2020-21 however remained passive due to the covid-19 pandemic but through Zoom app some webinars were organized. In 2021 students took part in the teej festival and various activities and events in the college.

File Description	Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

1. The institute has made qualitative and quantitative improvementsduring the last five years:

- Infrastructure :-Ramp facility , Seminar halls, ICT facility etc
- Eco-friendly campus:- Solar power energy, Rain water harvesting, Vermin-compost, Waste water management etc.

2. Inculcating Social, moral and human values in students for upliftment of society through extension lectures, community engagement programmes and activities of NSS, NCC, Red Ribbon club, Youth Club and different College committee.

3. Quality education is provided to students for developing rational thinking, scientific approach and confidence for their holistic development in every walk of life.

Concluding Remarks :

Institutions providing higher education are an important component in nurturing and furthering social and economic progress as well as inculcating human values for the overall objective of nation-building. Shri Lal Bahadur Shastri Arya Mahila College adheres to the core values of contributing to national development, fostering global competencies among students, inculcating a value system among students, promoting the use of technology and at the same time providing eco-friendly environment in our quest for excellence.

All the same the institute does, it attempts for excellence, innovation, engagement, integrity, and inclusiveness. The institute thus relentlessly strives to boost excellent education for a vibrant society, through creation and application of knowledge. Towards this goal, the college is making sincere efforts to produce competent and skilled manpower to meet national and international challenges. The institute features state-of-the-art teaching and learning facilities, with highly experienced and dedicated faculty and staff to enable students to learn and expand their intellectual horizons.

First cycle of NAAC has shown the path of improvement as a guiding light house and IQAC made every effort for the same.The present self-study report has attempted to provide as extensive and objective picture of the institute as possible. The SSR reflects the evolution of the institute since the last cycle of accreditation, its current thinking and practices, as well as its plans and aspirations for the future. It is hoped that the SSR will serve well the purpose of providing a comprehensive overview of the college for the assessment and accreditation period (2016-2017 to 2020-2021)

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
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 : 28 Answer after DVV Verification: 38 Remark : DVV has made the changes as per EP- 3.1
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)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 89 Answer after DVV Verification: 120 Remark : DVV has made the changes as per 2.3.3
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: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>245</td><td>274</td><td>280</td><td>319</td><td>380</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>245</td><td>271</td><td>280</td><td>319</td><td>380</td></tr></table> 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: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>245</td><td>274</td><td>280</td><td>319</td><td>380</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>245</td><td>274</td><td>280</td><td>319</td><td>380</td></tr></table>

	Remark : DVV has made the changes as per shared report of final year passed students.
3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** 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.** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
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7	0	0	0	0 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
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3	0	0	0	0	 Remark : DVV has excluded shared certificate of appreciation.
3.4.3	**Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years** 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: 	2020-21	2019-20	2018-19	2017-18	2016-17
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5	5	4	6	3 | Answer After DVV Verification : | 2020-21	2019-20	2018-19	2017-18	2016-17
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3	5	2	3	1	
3.4.4	**Average percentage of students participating in extension activities at 3.4.3. above during last five years** 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** Answer before DVV Verification: 	2020-21	2019-20	2018-19	2017-18	2016-17
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502	1332	2160	842	575

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
402	1332	262	535	440

4.2.4	**Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**
	4.2.4.1. Number of teachers and students using library per day over last one year
	Answer before DVV Verification : 81
	Answer after DVV Verification: 16
	Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

2.Extended Profile Deviations

ID	Extended Questions
1.3	**Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
245	271	284	328	388

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
245	274	280	319	388

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
37	41	41	44	43

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
38	43	41	46	47