Annual Quality Assurance Report

2017-18

Submitted to

National Accreditation & Assessment

Council, Bangalore

Submitted by

Kamla Nehru College for Women

Phagwara, Punjab

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited Institutions/Departments will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the Institution/Department al IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

i. Details of the Institution/Department

1.1 Name of the Institution/Department

Kamla Nehru College for Women

1.2 Address Line 1

Plahi Road, Phagwara

Address Line 2

City/Town	Phagwara
State	Punjab
Pin Code	144401
Institution/Department e-mail address	kamla_nehru@yahoo.co.in
Contact Nos.	01824-228137, 228229, 96466-74641
Name of the Head of the Institution/Department :	Dr. Kiran Walia
Tel. No. with STD Code:	01824-228229
Mobile:	96466-74641
Name of the IQAC Co-ordinator (if any at Department Level):	Mr. Naval Kishore Dogra
Mobile:	94175-85758
IQAC e-mail address (if any at Department Level):	kamla_nehru@yahoo.co.in

1.3 NAAC Track ID

PBCOGN12133

1.4 Website address:

www.kncw.org

1.9 Institutional Status

University (State /Central/Deemed/Private)	--
Affiliated College	Yes
Constituent College	No
Autonomous college of UGC	No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)	University
Type of Institution/Department (Co-education/ Men/ Women)	Women
Type of Institution/Department (Urban/Rural/ Tribal)	Urban
Financial Status(Grant-in-aid/ UGC 2(f) / UGC 12B)	Grant-in-aid/UGC 2(f) / UGC 12B
Grant-in-aid(Grant-in-aid + Self Financing/Totally Self-financing)	Grant-in-aid + Self Financing

1.10 Type of Faculty/Programme

Faculty	
Arts	√
Science	√
Commerce	√
Law	
PEI (Phys edu)	
TEI (Edu)	
Engineering	
Health Science	
Management	
Others (Specify)	▪ Computer Science & Applications ▪ Fashion Designing ▪ Journalism ▪ Beauty Wellness

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Special status	Yes
Autonomy by State/Central Govt. / University	--
University with Potential for Excellence	--
UGC-CPE	Yes
DST Star Scheme	--
UGC-CE	--
UGC-Special Assistance Programme	--
DST-FIST	--
UGC-Innovative PG programmes	--
UGC-COP Programmes	Yes
Any other (*Specify*)	Star College status by DBT, New Delhi

2. IQAC Composition and Activities (if any at department level)

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2. 6 No. of any other stakeholder and community representatives

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders:

Meetings	Numbers
Total No.	06
Faculty	02
Non-Teaching Staff	01
Students	01
Alumni	01
Others	01

2.12 Has IQAC received any funding from UGC during the year?

NO

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/Workshops/Symposia organized by the IQAC(IF ANY AT DEPARTMENT LEVEL)

Total Nos.	International	National	State	Institution/ Department Level
05	--	--	--	05

(ii) Themes

- Research Methodology
- Morality & Ethics
- Environment Awareness
- Understanding pupils behaviour

2.14 Significant Activities and contributions made by IQAC(IF ANY AT DEPARTMENT LEVEL)

- Career counseling and orientation programs for admission to new entrants.
- Departmental level talks on research, literature in modern era and ethical values were arranged in the college.
- Students sensitization program by Placement Cell.
- Awareness about Environment and Green Initiatives created among students.
- Motivation for community service projects.
- Introduced B.A. Hons. in Psychology.

2.15 Plan of Action by IQAC (IF ANY AT DEPARTMENT LEVEL)/Outcome

The plan of action chalked out by the IQAC (IF ANY AT DEPARTMENT LEVEL) in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
▪ Utilisation of solar energy recommended	Started the use of solar geyser, solar cooker in the College Hostel.
▪ Introduction of new courses / streams	Introduced B.A. Hons. In Psychology
▪ To encourage students to join spoken English courses	Arranged short term spoken English courses (Basic) in the software based Language Lab.
▪ Various departments motivated to release campus news	Campus News and Science Spin made a regular feature by Journalism & Mass Communication Department and Science Department
▪ Planned to take more initiatives about Multifarious development of students	PPTs on Diet & Nutrition, Women Empowerment & Environmental Consciousness & Personality Development delivered to students
▪ Planned to widen the intellectual horizons of faculty	Faculty Development programs organized
▪ Faculty motivated for Research work	Research publications in Journals of National & International Repute
▪ Extension & out reach activities should be organized	Faculty members and students visited Apahaj Ghar, Orphanage House to help them in cash and kind

Attach the Academic Calendar of the year as Annexure.

Provide the details of the action taken.

▪ The valuable suggestions of the Management were considered very seriously and given a practical shape

Enclosed Annexure – A1

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	07	-	01	-
UG	15	01	03	-
PG Diploma	03	-	-	-
Advanced Diploma	01	-	-	01
Diploma	01	-	-	01
Certificate	Nil	-	-	Nil
Others	18	-	-	18
Total :	45	01	04	20

Interdisciplinary				
Innovative	05	00	00	05

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Flexibility of the Curriculum	No
Choice Based Credit System	No
Core	No
Elective Option	Yes
Open Options	No

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	27
Trimester	--
Annual	18

1.3 Feedback from stakeholders*   *(On all aspects in numbers)*

Alumni	Parents	Employers	Students
30	30	05	100

Mode of feedback   :

Online	Manual	Co-operating schools (for PEI)
	√	

*Please provide an analysis of the feedback in the Annexure
- **Enclosed Annexure A2**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi of most of the courses are designed by the university by taking input from the faculty members of the college who are the members of various academic committees of the university.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professor	Associate Professors	Professors	Others
47	40	06	01	--

2.2 No. of permanent faculty with Ph.D.

17

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
07	02	-	-	-	-	-	-	07	02

2.4 No. of :

Guest faculty	--
Visiting faculty	--
Temporary faculty	35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	04	16	--
Presented papers	09	13	04
Resource Persons	01		05

2.6 Innovative processes adopted by the Institution/Department in Teaching and Learning:

- Software based teaching learning in Language Lab
- Group Discussions
- Audio Visual Teaching Learning
- Power Point Presentation by students

- Seminars by students
- Enactment of short stories & plays
- Creative Writing
- News reading by students
- Teaching learning via group leaders
- Students acting as event managers hence gaining teaching learning skills

2.7 Total No. of actual teaching days during this academic year

182

2.8 Examination/ Evaluation Reforms initiated by the Institution/Department (for example: Open Book examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Being an affiliated college, we are governed by University rules

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study	As Faculty	As Curriculum Development workshop
03	07	01

2.10 Average percentage of attendance of students

79.5%

2.11 Course/Programme wise distribution of pass percentage:

Final Result Nov./Dec. 2017

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I%	II%	III%	Pass%
B.Com (R) Sem1	88		19	23	14	63.64
B.Com (R) Sem 3	86		36	35	2	84.88
B.Com (R) Sem 5	85		36	32	5	85.88
B.Com (Hons.) Sem 3	20		14	4		90.00
B.Com (Hons.) Sem 5	20		17	1		90.00
BBA Sem 1	24		3	6	1	41.67
BBA Sem 3	14		7	4	3	100.00
BBA Sem 5	22		1	14	6	95.45
B.A Sem 1	78					55.13
B.A Sem 3	49		25	10	2	75.51
B.A Sem 5	68		20	8	5	48.53
B.A Hons. Sem 3	5					80.00
B.A Hons. Sem 5	3		2	1		100.00
B.A in Jounnalism & Mass Comm. Sem 1	16		5	5		62.50
B.A in Jounnalism & Mass Comm. Sem 3	6		5			83.33

B.Sc(C.Sc.) Sem 1	9		6			66.67
B.Sc(C.Sc.) Sem 3	7		6			85.71
B.Sc(C.Sc.) Sem 5	6		4			66.67
B.Sc (Med.) Sem 1	21		6	6	1	61.90
B.Sc(Med.) Sem 3	21		12	7	1	95.24
B.Sc(Med.) Sem 5	13		10	2		92.31
B.Sc (N.M) Sem 1	29		15	7		75.86
B.Sc(N.M) Sem 3	14		5	3		57.14
B.Sc(N.M) Sem 5	23		18	2		86.96
B.Sc (Eco) Sem 1	11		2	3	2	63.64
B.Sc(Eco) Sem 3	7		4			57.14
B.Sc(Eco) Sem 5	16		4	5	3	75.00
B.Sc (FD) Sem 1	35		5	5	3	37.14
B.Sc (FD) Sem 3	17		11	3	1	88.24
B.Sc (FD) Sem 5	18		16	2		100.00
BCA Sem 1	25		6	6		48.00
BCA Sem 3	32		2	4	6	37.50
BCA Sem 5	24		13	9	1	95.83
M.Com Sem 1	34		30	3		97.06
M.Com Sem 3	51		49			96.08
M.A(Pol.Sc) Sem 1	3		2			66.67
M.A(Pol.Sc) Sem 3	12		6	5		91.67
M.A (Eco.) Sem 1	9		3	2		55.56
M.A(Eco.)Sem 3	9		6	3		100.00
M.A(Hindi) Sem 1	9		6	1		77.78
M.A(Hindi) Sem 3	4		4			100.00
M.A(Pbi) Sem 1	12		6	2	1	75.00
M.A(Pbi) Sem 3	12		10	2		100.00
M.Sc(CS) Sem 1	4		3	1		100.00
M.Sc(CS) Sem 3	14		12		1	92.86
M.Sc (FD& M) Sem 1	2		2			100.00
M.Sc (FD& M) Sem 3	14		14			100.00
B.Voc (Fashion tech) Sem 3	8		7			87.50
B.Voc (Fashion tech) Sem 5	15		12	1		86.67
B.Voc (Jour. & Mass comm.) Sem 3	3		2	1		100.00
B.Voc (Jour. & Mass comm.) Sem 5	4		4			100.00
B.Voc (Nutrition & Dietetics) Sem 3	4		3			75.00
B.Voc (Nutrition & Dietetics) Sem 5	5		5			100.00
P.G dip in garment construction & FD Sem 1	10		10			100.00

P.G Dip in Cosmetology Sem 1	13		13			100.00
PGDCA Sem-1	13		11			84.62

Final Result May/June 2018

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I%	II%	III%	Pass%
B.Com (R) Sem2	81	2.46%	56	11		82.72
B.Com (R) Sem 4	83	2.40%	57	20		92.77
B.Com (R) Sem 6	79		40	24		81.01
B.Com (Hons.) Sem 4	20		18			90.00
B.Com (Hons.) Sem 6	19		16	2		94.74
BBA Sem 2	17	5.88%	5	8	2	88.24
BBA Sem 4	14	7.14%	10	1	2	92.86
BBA Sem 6	21		13	2		71.43
B.A Sem 2	65	3.07%	17	16	1	52.31
B.A Sem 4	47	4.25%	17	16	4	78.72
B.A Sem 6	67	5.97%	19	9	1	43.28
B.A Hons. Sem 4	5		4			80.00
B.A Hons. Sem 6	3		2	1		100.00
B.A in Jounnalism & Mass Comm. Sem 2	13		8	4		92.31
B.A in Jounnalism & Mass Comm. Sem 4	5		5			100.00
B.Sc(C.Sc.) Sem 2	8			4		50.00
B.Sc(C.Sc.) Sem 4	7		7			100.00
B.Sc(C.Sc.) Sem 6	6		1	1		33.33
B.Sc (Med.) Sem 2	17		5	4		52.94
B.Sc(Med.) Sem 4	21		9	6		71.43
B.Sc(Med.) Sem 6	13	7.69%	10	1		84.62
B.Sc (N.M) Sem 2	29	3.44%	12	7		65.52
B.Sc(N.M) Sem 4	13		5	2	1	61.54
B.Sc(N.M) Sem 6	22	13.63%	17			77.27
B.Sc (Eco) Sem 2	11	9.09%	4		2	54.55
B.Sc(Eco) Sem 4	7		5	1	1	100.00
B.Sc(Eco) Sem 6	13		5	4		69.23

B.Sc (FD) Sem 2	29		21	3		82.76
B.Sc (FD) Sem 4	17		14	3		100.00
B.Sc (FD) Sem 6	19	36.84%	18	1		100.00
BCA Sem 2	22		1	5	2	36.36
BCA Sem 4	30		11	4		50.00
BCA Sem 6	24		11	8		79.17
M.Com Sem 2	32		29	2		96.88
M.Com Sem 4	49	12.24%	49			100.00
M.A(Pol.Sc) Sem 2	2	50.00%	2			100.00
M.A(Pol.Sc) Sem 4	11	9.09%	7	4		100.00
M.A (Eco.) Sem 2	7		4	1		71.43
M.A(Eco.)Sem 4	9		5	3		88.89
M.A(Hindi) Sem 2	9		7	1		88.89
M.A(Hindi) Sem 4	6		6			100.00
M.A(Pbi) Sem 2	10		8			80.00
M.A(Pbi) Sem 4	12		7	5		100.00
M.Sc(CS) Sem 2	4		1	3		100.00
M.Sc(CS) Sem 4	14	7.14%	10	2		85.71
M.Sc (FD& M) Sem 2	2		2			100.00
M.Sc (FD& M) Sem 4	14	78.57%	13			92.86
B.Voc (Fashion tech) Sem 4	8		7			87.50
B.Voc (Fashion tech) Sem 6						#DIV/0!
B.Voc (Jour. & Mass comm.) Sem 4	3	66.66%	2		1	100.00
B.Voc (Jour. & Mass comm.) Sem 6	4	50.00%	4			100.00
B.Voc (Nutrition & Dietetics) Sem 4	4	50.00%	4			100.00
B.Voc (Nutrition & Dietetics) Sem 6	5	80.00%	5			100.00
P.G dip in garment construction & FD Sem 2	10	90.00%	10			100.00
P.G Dip in Cosmetology Sem 2	13	100.00%	13			100.00
PGDCA Sem-2	12	33.33%	10			83.33

2.12 How does IQAC(if any at department level) Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC remains vibrant throughout the session as far as teaching learning is concerned. ▪ Students are motivated to involve themselves into research work alongwith their concerned teachers and to present PPTs on various topics. ▪ Academic Audits are undertaken by holding meeting with HODs of various departments and 'Mission We Care' in-charges. ▪ Appraisal forms filled by the faculty are analyzed critically and suitable steps are taken. ▪ IQAC motivates different departments to organize/ attend (Seminars/ Workshop/ Symposia/ Refresher Courses and Orientation Courses).

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others:- **Discourses on significant issues related to teaching learning, research orientation and ethical values were made.**	80

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filed during the year	Number of positions filed temporarily
Administrative Staff	08	--	--	--
Technical Staff	03	--	--	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC(if any at department level) in Sensitizing/Promoting Research Climate in the institution

- Budget worth Rs.5, 00,000/- has been allocated by the institution for research and development.
- Awards and recognition to the faculty on completion of M.Phil and Ph.D.
- IQAC organized faculty development programmes and seminars on various fields especially in the fields like information technology, multimedia and skill oriented courses to acquaint faculty members with latest trends and technologies.
- Encourage faculty members to apply for various fellowships and schemes from the various funding agencies

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs	--	1,80,000/-	--	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	22	13	01
Non-Peer Review Journals	--	02	00
e-Journals	02	02	00
Conference proceedings	08	06	02

3.5 Details on Impact factor of publications:

Range	2.728 -- 5.6
Average	4.19
h-index	--
Nos. in SCOPUS	--

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2	UGC	32,206	32,206/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	32,206/-

3.7 No. of books published

I. With ISBN No.	02
II. Chapters in Edited	04
Books III. Without ISBN No.	--

3.8 No. of University Departments receiving funds from

UGC-SAP	--
CAS	--
DST-FIST	--
DPE	--
DBT Scheme/funds	--

3.9 For colleges

Autonomy	--
CPE	06
DBT Star Scheme	05
INSPIRE	--
CE	--
Any Other (specify)	--

3.10 Revenue generated through consultancy

Nil

3.11 No. of conferences organized by the Institution/Department

Level	International	National	State	University	College
Number	--	--	--	--	03
Sponsoring Agencies	--	--	--	--	Self

3.12 No. of faculty served as experts, chairpersons or resource persons

19

3.13 No. of collaborations

International	--
National	05
Any other	--

3.14 No. of linkages created during this year

Nil

3.15 Total budget for research for current year in lakhs :

From Funding agency	--
From Management of University/College	5 Lacs
Total	5 Lacs

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	Granted	--
Commercialised	Applied	--
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College/Department
04	03	01	-	-	-	-

3.18 No. of faculty from the Institution/Department

who are Ph. D. Guides	Not Applicable
students registered under them	Not Applicable

3.19 No. of Ph.D. awarded by faculty from the Institution/Department

Not Applicable

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	SRF	Project Fellows	Any other
N.A.	N.A.	N.A.	N.A.
N.A.	N.A.	N.A.	N.A.

3.21 No. of students Participated in NSS events:

University level	State level	National level	International level
--	--	30	--

3.22 No. of students participated in NCC events:

University level	State level	National level	International level
30	--	02	--

3.23 No. of Awards won in NSS:

University level	State level	National level	International level
--	--	--	--

3.24 No. of Awards won in NCC:

University level	State level	National level	International level
--	--	--	--

3.25 No. of Extension activities organized

University forum	College forum	NCC	NSS	Any other
02	74	03	04	19

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Extension activities	- A talk on diet counselling was organized on 17 March 2018, by the women cell of the college. - The Department of Psychology visited Vridh Ashram on September 2017 where they donated clothes, eatables and cash to the inmates - The NCC and NSS unit of the college collected funds by selling Red Cross flags to students of the college and the amount was sent to Indian Red Cross Society.

	• The college als o celebrated the International Yoga day.
	• The department of Punjabi organised Virasti Mela on16 February 2018.
	• The department of Fine Arts and NSS organised Slogan making competition on Election Awareness in January 2018.
	• The Department of Home Science organised a Seminar on Lifestyle Diseases on 17 March 2018.
Institutional Social Responsibility	• The College organised various camps like Voter Awareness, Yoga, Tree Plantation, Blood Donation, etc during which students were enlightened about their responsibilities towards society.
	• The college celebrated various days like, Women Day, National Press day, National Integration Day, National Youth day, Independence Day, World AIDS Awareness Day etc.
	• The College organised one day NSS Cleanliness Camp under "Swachh Bharat Abhiyan" **Campaign** .All the NSS volunteers participated in this camp.
	• The college also celebrated the Environment Day on 18 August 2017.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	32374	Nil		32374
Class rooms	69	Nil		69
Laboratories	26	Nil		26
Seminar Halls	02	Nil		02
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		01	DBT	1,24,750/-
Value of the equipment purchased during the year (Rs. in Lakhs)		12,16,651.59	DBT and College	12,16,651.59
Others				

4.2 Computerization of administration and library

Yes

4.3 Library services at Department Level:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26692	9818861.1	4	1000	26696	9819861.1
Reference Books	1966	855698.41	20	9056	1986	864754.41
e-Books	3135000	36475	-	5754	3135000	42229
Journals	95	151987	8	13969	103	165956
e-Journals	6000	36475	-	5754	6000	42229
Digital Database	1	36475	-	5754	1	42229
CD & Video	194	11298	24	2504	218	13802
Others (specify)	1945	381261.19	1	1000	1946	382261.19

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	287	14	4Mbps	07	-	15	18	37
Added	--	--	--	--	--	--	--	--
Total	287	14	4Mbps	07	-	15	18	37

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Internet access is available in various departments of the college.
- Computer literacy program is a regular feature for teachers and other employees interested.
- All the labs of the college campus are on Local Area Network.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.643
ii) Campus Infrastructure and facilities	1.46
iii) Equipments	1.483
iv) Others	
Total :	**3.59**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC(IF ANY AT DEPARTMENT LEVEL) in enhancing awareness about Student Support Services

- Display boards placed for relevant information regarding all kind of student oriented information.
- News letter to inform students regarding university and college activities.
- Letter to prospective students.
- Regular update of college web site for circulating necessary information.
- Advertisement in newspapers & local cable.
- Pamphlets and Hand bills are provided regarding college information and academic results to students.
- Monday assembly updates students regarding day to day functioning of college.
- Central association helps in maintaining discipline and helps in conducting College functions
- College prospectus contains complete information about streams of study, eligibility conditions, fee structure, scholarships, clubs and societies, code of conduct in campus.
- PPT's on contemporary issues and current topics are shown.
- Library informs students regarding new arrivals of books/journals/periodicals/E-books & e-journal.
- Career counselling and placement cell helps students tap opportunities regarding jobs and competitive exams.
- Counselling cell helps students overcome their stress in this competitive age.
- Grievance Redressal Cell is the platform for students to get their complaints redressed.
- Women Cell exists in the College to help the girls, keep themselves aware about all they need to know regarding their rights, duties and empowerment.
- News letter – an evidential document of students' achievements is regularly published.

5.2 Efforts made by the Institution/Department for tracking the progression

- Progress is evaluated and tracked on the basis of academics, co-curricular, placements, infrastructure etc. After analysis and evaluation required steps are taken accordingly

5.3 (a) Total Number of students

UG		PG		Ph. D.		Others		Total	
Men	Women	Men	Women	Men	Women	Men	Women	Man	Women
	983		199 (P.G.) 49(Diploma)		00		370		

(b) No. of students outside the state

03

(c) No. of international students   00

	In Numbers
Men	N.A.
Women	1601
Total	100%

d)

Last Year (2016-17)												This Year (2017-18)											
General		SC		ST		OBC		Physically Challenged		Total		General		SC		ST		OBC		Physically Challenged		Total	
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	826		404	01			117		-		1348		1019		188		-		12		-		1219

(e)

Demand ratio	1:1
Dropout %	5.2%

5.4 Details of student support mechanism for coaching for competitive examinations
(If any) No. of students beneficiaries

- ▪ Specialised guidance to aspirants by well qualified staff.
- ▪ Internet facility.
- ▪ Hybrid library & CRC lab.
- ▪ Motivational PPT's

5.5 No. of students qualified in these examinations

NET	SET/STET	GATE	CAT	IAS/IPS	State PSC	UPSC	Others
03	-	-	-	-	-	-	01

5.6 Details of student counselling and career guidance

- ▪ A seminar on student counselling and career guidance was organized in the college Auditorium wherein more than 1000 students from various schools were present and got awareness via PPT's and talks.
- ▪ The career orientation council of the college is alert to provide latest information to aspiring students about the creative career options, job interviews as well as competitive exams. The council organised a personality development workshop for students in which more than 152 students participated. General aptitude test of 125 students was organised.
- ▪ MNC's like IBM Daksh , HCL technologies, ATOS, MAIMT, Zenpact technologies conducted placement drives wherein 7 students were selected. Many departments are enhancing the entrepreneurial skills of the students by giving them training in fields like food processing, soft toy making, dress designing, vermi compost making, floriculture (bonsai). As a result of the concentrated efforts of many department as many as 121 students got placed on campus as well as off campus

No. of students benefited

600 + 1000

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
05	152	07	53

5.8 Details of gender sensitization programmes

- Following the Healthy tradition of the college the women cell organized a lecture on 'Gender Sensitization' by Dr. Anita Gogna, on Women's Day. Dr. Anita Gogna sensitized students on various women related issues like sexual harassment, eve-teasing, female foeticide etc. and encouraged students to become trained in self defence and financial independence. A coach associated with physical education department imparts training to girls in 'Judo Karate' & 'Tae-Kwondo'.

5.9 Students Activities

No. of students participated in Sports, Games and other events

State/ University level	20
National level	08
International level	-

5.9.1 No. of students participated in cultural events

State/ University level	78
National level	-
International level	-

5.9.2 No. of medals /awards won by students in Sports, Games and other events: Sports :

State/ University level	13
National level	04
International level	--

No. of medals /awards won by students in Sports, Games and other events: Cultural:

State/ University level	57
National level	--
International level	Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution/Department	129	771285
Financial support from government	188	3996905
Financial support from other sources	70	358050
Number of students who received International/ National recognitions	02	85000

5.11   Student organised / initiatives Fairs:

State/ University level	--
National level	--
International level	Nil

Student organised / initiatives Exhibition:

State/ University level	--
National level	--
International level	Nil

5.12   No. of social initiatives undertaken by the students

- Visit to Apahaj Ghar
- Visit to Vridh Ashram
- Anti Tobacco Campaign.
- Students also participated in Common Environment Awareness Programme for Society
- A good number of students participated in Blood Donation Camp.
- Visited Netraheen Ashram
- Swachh Bharat Abhiyan

5.13 Major grievances of students (if any) redressed:

06

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision
- To blossom as one of the Leading and Most Preferred Institutes with earnest endeavours to enhance its quality in imparting excellent education-vocational and competitive to the highest academic standards with full devotion and dedication.

Mission
- To Nurture, Nourish and Chisel our girls into a host of Well-shaped individuals-Self-reliant, Self-sufficient and Responsible Citizens, leading to the upliftment of the society.

6.2 Does the Institution/Department has a Management Information System

Yes, the Institution has a MIS which includes the following modules.
- Payroll
- Students Admission
- Library
- Accounts

6.3 Quality improvement strategies adopted by the Institution/Department for each of the following:

6.3.1 Curriculum Development

- The institution being governed by the university has no decision making authority in curriculum development. However the teacher members of various academic bodies give their suggestions to be incorporated in the curriculum.

6.3.2 Teaching and Learning

- The group of students owned by a teacher under 'Mission We-Care' is made aware of the fast changing trends and parameters of higher education.
- Special lectures / talks are delivered w.r.t. class room ambience with special emphasis on understanding pupils' behaviour thus facilitating the class room interaction.
- Introduction of vocational courses at Bachelor's Level so as to prepare the students with special skill set.

6.3.3 Examination and Evaluation

- Regular Class Tests / Mid Semester Tests / Final Exams.
- Group discussions and seminars.
- PPT's by students.
- Information is collected through suggestion boxes.
- IQAC conducts formal survey to get feedback from the students.

6.3.4 Research and Development

- Students are also motivated & involved to write research articles along with the faculty members
- UGC sponsored minor projects
- The college is successfully publishing the research Journal Pallvan (ISSN 2278-3768) annually for last 5 years
- Research publications in journals and magazines
- Faculty members are appreciated and given incentives on completion of their research work

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Students are provided internet and Xerox facility in the library
- With ever changing trends in technology, we have subscribed to e-resources through NLIST
- Required titles of books of various fields are added every year into the library
- Every year positive changes are made in accordance with contemporary trends of ICT
- With increase in number of courses and students, the college has added required physical infrastructure along with required instruments & equipments in the preceding year

6.3.6 Human Resource Management

- Faculty members are motivated and enabled to attend various orientation / refresher courses, seminars, workshops, symposia etc.
- Special inspiring & motivating lectures like Roles and Duties of Teachers, Face the Change or Perish, Digital Education etc. for all faculty members
- Grievance Redressal Cell resolves various problems.

6.3.7 Faculty and Staff recruitment

- Short listing of candidates as per norms.
- Advertisement of posts in two Newspapers.
- Interview and selection of the candidates.
- Formation of selection committee as per University Guidelines.

6.3.8 Industry Interaction / Collaboration

- More & more linkages are established with local industries
- For establishing proper industry collaborations/ linkages, the course curriculum is designed in consultation with industries
- Interaction with local industries to get information about their requirement and acquaintance of different streams and courses available in the institution
- Regular industrial visits are managed for students

6.3.9 Admission of Students

- Advertisements in English, Punjabi and Hindi newspapers at Regional and National level.
- College prospectus which includes historic perspective of the college, courses offered, admission criteria, admission dates, fee structure, academic and infrastructural facilities and academic activities.
- College website – www.kncw.org from where information is available.
- Pamphlets and booklets are distributed.
- Posters & hoardings containing complete information are displayed at main public places and surrounding area of the institute well in advance to make the prospective students aware of the admission schedule for different programmes of study.
- City cable is also helpful.
- The alumni also act as catalyst to promote admission.
- The Principals of schools are personally contacted by a team of teachers and are requested to let their students know about the spectrum of courses run by the institute.

6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	06

6.5 Total corpus fund generated

Rs.14,65,724.57

6.6 Whether annual financial audit has been done

Yes

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Heads of Department
Administrative	Yes	Auditor General State Govt.	Yes	Internal Auditor/ C.A.

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes	Yes, a few

For PG Programmes	No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Online submission of Examination forms
- Introduction of Semester System
- Photograph on D.M.C
- Introduction of OMR Sheets
- Online submission of practical award list
- Online Results

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Curriculum Development for innovative courses like B.Voc
- Designing Curriculum & conducting exams of courses under Community College.
- Financial autonomy.

6.11 Activities and support from the Alumni Association

- Fund raising for the institution by the Alumni
- Alumni give suggestions for the betterment of the institution during Annual Alumni meet
- Alumni publicize the facilities available in the college

6.12 Activities and support from the Parent – Teacher Association

- Parents have full trust in college authorities and extend maximum co-operation and support w.r.t. academics, sports, cultural activities of their wards.

6.13 Development programmes for support staff

- Loan against Provident Fund
- ESI Facility
- Free books and education to wards of college Support Staff.

6.14 Initiatives taken by the Institution/Department to make the campus eco-friendly

- Plantation of Saplings
- Project on Green House Effect
- Vermipesticides
- Energy Squad
- Vermiculture
- Green Squad
- Recycling of Waste Aluminium foil to Potash Alum (Phitkari)
- Scitoon Competition
- Awareness programme related to environment issues

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Organization of various student centric workshops line 'Mathemania' , Spellathon', 'IT Ecstacy' to give practical knowledge of subject.
- Project 'Beautification of Phagwara' wherein students decorated and painted thematic paintings on pillars in main areas of the city.
- Visit by students of various departments to old age home and destitute home under 'Project Muskan'.
- Martial Arts training to girl students for self defence under Project 'Nirbhaya'
- Leadership training to students under Project 'Netritava'.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Ban on polythene in college campus.
- Solid waste management.
- Conservation of endangered species of plants
- Recyclization of waste aluminum into potash alum

7.3 Give two Best Practices of the Institution/Department *(Annexure 'II')*

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

Mission –We-Care:
- Under this mission, every teacher adopts a group of 30-40 students and interacts with them from time to time to guide them.
Mission-Go-Green:
- Under this mission, saplings and plants are planted in the campus for its beautification and better environment.

  - **Annexure – II enclosed**

7.4 Contribution to environmental awareness / protection

- To create awareness about hygiene a seminar 'It's time to talk' was organized.
- A 'Cleanliness Camp' was organized by the N.S.S. unit of the college under 'Swachh Bharat' campaign.
- Tree plantation done as a part of 'Van Mahotsav Celebrations'.
- Recycling of waste Material (disposal of sanitary napkins in machine)
- Declaration of college campus as 'Tobacco Free Zone'
- Green Squad
- Limited use of AC's
- Eco Friendly Generator
- Rain Water Management
- Generation of organic manure through vermin compost and vermin wash

7.5 Whether environmental audit was conducted? Yes/ No

Yes

7.6 Any other relevant information the Institution/Department wishes to add. (for example SWOT Analysis)

Strengths:
- Liberal free ships to outstanding students and sports persons.
- Free books to needy students from Book Banks.
- Eminent Visiting Faculty
- Highly qualified staff
- Career Counseling Cell
- Wi-Fi Campus and Hybrid Library
- Stress Management Cell
- Heritage Centre
- Botanical Garden and Green House
- GYM with latest Fitness Gadgets

Weaknesses:
- Majority of students from rural background
- Dropout of students due to allurement of foreign universities
- Conservative attitude towards girls education
- Less aptitude for research
- Inclination towards short term courses.

Opportunities:
- Promotion of skill oriented courses like B.Voc, C.C. Course.
- Placement of students in their own institution and surrounding institutions
- Self employment – opportunities in various fields like cosmetology, Fashion Designing, Tuition Centre, IELTS Centre, Translators, Proof readers and IT Sector.
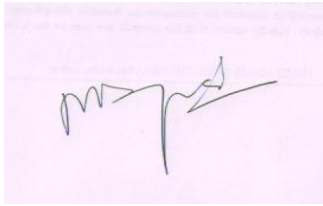- Recycling of waste matter
- Energy Conservation

Threats:
- Drastic fall in students' preference for traditional courses.
- Students craze for permanent immigration resulting in fall in strength
- Educationally backward area
- Mushrooming of private co-education institutes / universities in surrounding areas.
- Early Marriage of girls – a societal hurdle.

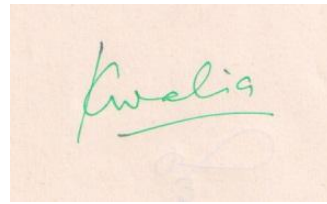8. **Plans of Institution/Department for next year**

- Solar power plants and solar lights.
- Awakening among students regarding environment protection through PPTs/ Seminars/ Extension Lecture/ Inter Class Competition.
- Strengthened Career Counseling Cell
- More stress on research in various fields

Name **Naval Kishore Dogra**   *Name*   **Dr.Kiran Walia**

_____   _____

Signature of the Coordinator   *Signature of the Chairperson*

_____ *** _____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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Annexure A1
Academic Calendar 2017-18

Admission Schedule
- Admission : upto July 12, 2017
- With a late fee of Rs.100/- : July 13 to July 20, 2017
- With a late fee of Rs.500/- : July 21 to Aug. 3, 2017
- With special permission of VC
  & a late fee of Rs.1000/- : Aug. 4 to Aug. 11, 2017
- With special permission of Syndicate
  & a late fee of Rs.5000/- : Aug. 12 to Aug. 17, 2017

Important Dates
- Issuing of Time Table (First Assembly) : July 13, 2017
- Regular Classes : July 14, 2017

Teaching-Learning Schedule
- First Term : July 13, 2017 to Nov. 2017
- Second Term : Jan. 05, 2018 to May, 2018

Examination Schedule
- Odd Mid Sem. Exams : September, 2017
- Final Exams : Nov.-Dec., 2017
- Even Mid Sem. Exams : March, 2018
- Final Exams : May-June, 2018

Extension Lecture
- As per Departmental Schedules

Co-Academic Calendar
- Special Assembly : July 14, 2017
- Library Orientation Week : July 19-30, 2017
  (Department wise)
- Talent Hunt Competition : Aug. 12-14, 2017
  Independence Day Celebration
- National Youth Parliament : Sept. 10, 2017
- Celebration of Hindi Diwas : Sept. 14, 2017
- PDP Workshop : Sept. 18 – 21, 2017
- University Inter-Zonal Festival : Oct. 27-30, 2017
- Celebration of Press Day : Nov. 16, 2017
- Essay Writing Competition : Nov. 12, 2017
- Constitutional Day : Nov. 26, 2017
- NSS Camp. : Dec. 20-26, 2017
- Annual Fete : Jan. 26, 2017
- IT Tech Fest : Feb. 25, 2018
- Faculty Development Prog. : March 2nd week /2018

- Annual Sports Meet   : Feb. 2nd week
- College Convocation   : Nov. 2nd week / March 2nd week
- Annual Prize Distribution   : March 2nd week
- Farewell   : Last week of April
- Celebration of Int. Yoga Day : June 21, 2018

  List of Holidays
- Independence Day   : 15-08-2017
- Raksha Bandhan   : 07-08-2017
- Janam Ashtami   : 15-08-2017
- Gandhi Jayanti   : 02-10-2017
- Dusehra   : 30-10-2017
- Maharishi Balmiki Jayanti   : 05-10-2017
- Diwali   : 19-10-2017
- Vishwakarma Day   : 21-10-2017
- Birthday of Guru Nanak Dev Ji : 04-11-2017
- Winter Break   : 19-12-2017 to 06-01-2018
- X-Mass Day   : 25-12-2017
- Birthday of Guru Gobind Singh : 25-12-2017
- Lohri   : 13-01-2018
- Republic Day   : 26-01-2018
- Guru Ravidas Jayanti   : 17-01-2018
- Shivratri   : 13-02-2018
- Holi   : 02-03-2018
- Ram Navmi   : 25-03-2018
- Baisakhi   : 13-04-2018
- Shaheed Diwas Guru Arjan Dev : 16-06-2018

Analysis of Feedback

Alumni Feedback

According to the Alumni , the enviorment of the college is quite congenial and conducive to the multidimensional development of the personality of the students. The infrastructural facilities of the college are well maintained and updated in accordance with the need of the practical subjects. The college faculty always support s & motivate s the students and provide s all kinds of help. Whatever suggestions are given by the alumini about the improvment and sustainence of quality education are duly considered and implemented from time of time. The alumni of the college suggested that the college should make spoken English course compulsory for the outgoing classes of the college. The college worked on the suggestion and facilitated the volunteer students to attend the same.

Parent's Feedback

The college is very particular about seeking suggestions, advice and views of stakeholders especially parents in formulating policies of the institution. About the teaching practices, introduction of new curriculum, revision & up-gradation of infrastructure and all other important actions, the viewpoint of the parents is given due consideration. Many of their relevant suggestions are given practical shape without any delay like:

- There should be provision of fee in easy installments.
- Provision of helping the students with books and personal assistance by the teachers .

Student's Feedback

The feedback from the students is taken considering various aspects like quality of teaching, academic enviorment of college, infrastructural support, career guidance and security concerns. The feedback is collected through a structured questionnaire after which the college authorities take necessary/remedial steps some of which are detailed below:

- Provision for improvement of cafeteria which includes hygiene and quality of eatables
- Provision of New courses like IELTS
- Providing awareness to students regarding current issues in the society like eve teasing, women empowerment, traffic rules.

Employer's Feedback

The faculty of the college is whole-heartedly dedicated to the noble cause of Women Education and Empowerment. The girls from all sections of society get value based education which nurtures, nourishes and chisels them into self sufficient and responsible citizens of their own country.

Although the parents fully co-operate and have full trust in the college authorities, the mindset of some parents belonging to rural areas need to be changed in accordance with the contemporary trends and global demands. Doaba Region is especially a foreign belt wherein many students discontinue their studies to settle abroad and drop out rate of the students increases.

Best Practices

Give details of any two best practices which have contributed to better academic and administrative functioning of the university.

Format for Presentation of Best Practices

1. **Title of the Practice**

   This title should capture the keywords that describe the practice.

   - Mission We Care
   - Mission Go Green

2. **Objectives of the Practice**

   What are the objectives / intended outcomes of this "best practice" and what are the underlying principles or concepts of this practice (in about 100 words)?

   - One to one contact with students
   - Make students aware of the environmental threat to the universe.

3. **The Context**

   What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

   - New students face many problems about procedures / rules. This practice help them adapt themselves in new environment.
   - Since the problem of environment pollution has become very hazardous, so students awe made to learn a lot about the universal problem of environment pollution and learn the methods to make their environs clean and green.

4. **The Practice**

   Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

   - Mission-We-Care is very helpful in reaching out to students who feel lost and at a loose end when they enter college after school. It helps in building their confidence and solve problems relating to choice of subjects / streams or other academic problems. This also provides them with a platform to share their personal problems also with their teachers.
   - Mission Go Green is very relevant in the present day scenario. Today when the environmental pollution is creating havoc in the lives of common people. It is high time students should be made aware about the seriousness of the problem and they should be taught steps for the remedy of problem. Inspite of the fact that lots of PPTs/ lectures are shown in assemblies, still we find it very hard to make students imbibe self control and be conscious about keeping the campus and their environs neat and clean.

5. **Evidence of Success**

   Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

- There is a lot of improvement in behaviour of students and the teacher taught relations. There is tremendous improvement in the personalities of students. When they enter the college they are submissive, introvert and when they leave the college after completing education, they are very confident, extrovert and ready to face the world.

- Many ecofriendly steps have been taken like tree plantation, rain harvesting, solid waste management, botanical garden etc.

6. **Problems Encountered and Resources Required**

   Please identify the problems encountered and resources required to implement the practice (in about 150 words).

- Present Generation is tough to be handled as they are less receptive, very wilful and have lack of patience.

- Students being immature, don't understand their responsibilities towards environment. They leave fans and lights switched on, create litter in classrooms.

7. **Notes**

   Optional. Please add any other information that may be relevant for adopting/ implementing the Best Practice in other institutions (in about 150 words).

- The institution has a board vision regarding the strengthening of its best practices, but due to financial limitations, many innovative ideas remain unexecuted. With some financial support of the govt. many new ideas can be translated into practice.

8. **Any other information regarding Innovations and Best Practices which the university would like to include.**