Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**PUBLIC COLLEGE**
Name of the head of the Institution	**Dr. Jatinder Dev**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01764226529**
Mobile no.	**8146996257**
Registered Email	**pcsamana@yahoo.com**
Alternate Email	**pubcolsamana@gmail.com**
Address	**Waraichan Road. Samana**
City/Town	**Samana**
State/UT	**Punjab**
Pincode	**147101**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Monita Saluja**
Phone no/Alternate Phone no.	**01764220093**
Mobile no.	**9988151044**
Registered Email	**monita.saluja@gmail.com**
Alternate Email	**pubcolsamana@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.pcsamana.org.in/aqar2018_19.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.pcsamana.org.in/ac2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.65**	**2016**	**29-Mar-2016**	**28-Mar-2021**

6. Date of Establishment of IQAC

03-May-2019

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Internal administrative and financial audit	**12-Jul-2019** **10**	**10**
Planning for Job Fair	**30-Sep-2019**	**713**

with collaboration from State Govt.	1	
IQAC Meeting	12-Aug-2019 1	9

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**1**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Strengthening the initiatives for career guidance and placements. Conduct the curricular and cocurricular activities as per the academic calendar. Community outreach programmes for towards social responsibilities. Beginning of celebrations on the occasion of completion of 50 years of establishment of college. Encouraged the faculty and departments to organize/attend seminars/workshops.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes

Curricular and Cocurricular activities	Most of the planned activities as per academic calendar were completed during the year.
Celebration of Golden Jubilee functions.	Number of functions to commemorate the golden jubilee of the college
Organizing Mega Job Fair	Mega job fair was organized in the college in September
Encouraging faculty members to join Ph.D. or to submit research papers	Many staff members submitted research papers in various journals
Social Responsibility	Arranging seminar/rallies/community education/ skill development and cleanliness
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Management Committee	18-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**14-Mar-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**Yes, the institution has a well established MIS. The website provides updated information needed. The campus is completely computerized and digitized. Most of the departments have been allotted computers to update their data at the departmental level and to prepare their research papers etc.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has the mechanism for delivery and documentation of the curriculum set by the University to achieve the educational, social and cultural objectives. The process involves a number of specific decisions taken at the Staff Council and Department Committees to determine workload, allocation of work, preparation of Time Table and recruitment. The College identifies extension and tertiary activities that merge into teaching material and enrich it further. Every department has the space to intervene to enhance and enrich the learning and learning outcomes – research and knowledge – through the curriculum. Departments organize field trips, educational visits, organize Seminars, Conferences, Workshops, Symposia, Student Paper Presentations and Projects to supplement and complement the prescribed curriculum in tangential ways. The curriculum is further documented and effectively delivered by the use of ICT tools and e-resources by the faculty. These departments have facilitated the expansion of the prescribed syllabus in multiple directions and have encouraged students to undertake various projects and courses with expert guidance from their mentors. The essential components of the curriculum include acquisition of related skills, handling technology and application-based testing to consolidate theoretical learning. The Time Table Committee prepares the Time Table based on the workload, as per the rules of the University, uploads this information on the College Website and displays room-wise Time Table, at least one week before the commencement of the new semester. The Academic Calendar is prepared before the beginning of the session including the schedule for mid semester tests, extra curricular activities and extension lectures etc. in accordance with the Punjabi University instructions and is published in the college prospectus. Departments organize their academic tasks and activities accordingly. These mechanisms ensure the smooth and effective delivery and documentation of the curriculum. With the onset of Covid Pandemic offline classes were banned by the Government, so the college took online measures to cover the syllabus. As per the instructions of University, students of first and second year classes were promoted to the next classes. Exams of outgoing classes were held in blended mode.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Mathematics	23/05/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback on the college curriculum and facilities is gathered from students, faculty, and alumni through suggestion boxes and verbal encounters. Data was gathered from students, teachers, and alumni. This data was examined and summarized. The enhancements recommended by various holders are put into practice appropriately.The majority of students thought that the curriculum was suitable for their course objectives. The course material gives them in-depth knowledge about the subject matter and is appropriate for their post-graduation study and career opportunities. The students concur that the curriculum for each of their individual courses is practical in nature and gives them exposure to both theoretical concepts and real-world situations. The majority of students also found the course material to be difficult for beginners. They concur that the curriculum gives them transdisciplinary knowledge as well. Only a handful of them asked for the curriculum to be changed in a way that would help them develop their multidisciplinary skills. The changes suggested by students were passed on to the Board of Studies of Punjabi University, Patiala of which many teachers are members. The majority of students were content with the books that were offered at the library, but there were proposals to add new book editions to the collection. As a result, new books are yearly added to the library based on student suggestions and teacher recommendations. According to most of the teachers, the colleges lab and ICT facilities are adequate. There are some academics who believe the college needs additional ICT facilities in the classroom. As a result, the infrastructure of the institution is gradually expanded to include more classrooms and ICT facilities. Although the majority of the faculty members are happy with the books and electronic resources offered by the library, new book editions are nonetheless added each year to keep the collection current. Any institutions alumni association offers a forum for former students to talk about their time at the institution and deepen their connection to their alma mater. With their insightful, unbiased suggestions, the institute can also upgrade its operations and facilities. The

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
No Data Entered/Not Applicable !!!				
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1969	296	30	30	60

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

All the faculty members of our college take the role of mentors. The aim is to inculcate good values and discipline among students. The mentoring intends to provide a connecting platform between faculty members, students and their parents. Since majority of the students come from weaker sections of the society and their parents being illiterate find themselves unable to guide their wards. The role and responsibility of a mentor increases manifold in such Institutions. The students need assistance not only in academic field they need to be provided financial and moral assistance too. Personal counseling is one of the main objectives of mentoring in our college. Mentors are constantly in touch with students as teacher mentors meet their students regularly in the classes. They identify their strengths and weaknesses and counsel accordingly. Students are encouraged to take part in co-curricular, extra-curricular activities apart from excelling in the academic field. The Psychology departments of college shows special interest in identifying any psychological issues students are grappling with. Their timely counseling has proved beneficial as far as the mental health of such students is concerned. The counseling sessions have also proved helpful in reducing the likelihood of initiating drug and alcohol use. Sessions are organized every now and then to apprise the students of maintaining cleanliness and sanitation.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2265	60	1:38

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	35	8	2	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nachhattar Singh	Assistant Professor	Facilitated on Independence Day(15-08-2019) by the SDM, Samana for the extreme efforts in Lok Sabha Election 2019
2020	Inderpreet Singh	Assistant Professor	Facilitated on Republic Day Celebration (26-01-2020) by the SDM, Samana for the work conducted in Sate Government's Anti-Drug campaign (Buddy Programme)
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The University has established the idea of internal evaluation and a semester-based examination schedule for both undergraduate and graduate classes. Every semester, midterm exams are administered at the college. The answer papers are displayed to students in class once each instructor has reviewed them, giving them a chance to ask questions and clear up any confusion. Retests are given to students who dont meet the minimum standards specified by the university. If students participate in extracurricular activities such as sports, cultural events, NCC, and NSS and as a result miss the opportunity to take the midterm exams, they are given a special opportunity to pass the tests. The utmost care is taken to guarantee the maximum presence of students in the classes. The results of the internal exams are communicated to the pupils. The concerned subject teachers give feedback to the students as they hand out the answer

sheets. The students are informed of their successes and potential for improvement. Students subject knowledge is evaluated based on their language, communication, and presentation skills. The pupils must submit their home assignments by the deadline. In the classroom, the lecturer facilitates group discussions. The internal examination committee assesses students performance in advance of university exams using internal evaluation procedures that they design and implement. The college takes measures to protect the privacy of the exam administration. Every time the assessment method is altered in accordance with university policy, a copy of the direction is provided to the faculty. The principal and registrar have a meeting to go over the students overall performance. In many academic areas, faculties use student performance on internal exams to distinguish slow and advanced learners. Counseling is utilized to inspire sluggish students to improve in the future. The goals of counselling sessions include dealing with both personal and professional difficulties. The schedule of the academic and co-curricular activities as mentioned in the academic calendar for the session 2019-20 got altered in the last quarter of the session due to lockdown conditions.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Response:- Preparation and Adherence of Academic Calendar: The Institution conducts its academic and co-curricular activities according to a well-planned schedule documented in the form of Academic Calendar. The academic calendar is prepared by Time Table committee in consultation with the academic council and is implemented after its approval by the IQAC of the college. The IQAC ensures that the academic calendar of the institution is prepared well ahead of the beginning of the session, is well conveyed, and implemented properly. The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The IQAC also sees to it that the academic calendar allows for CIE effectively. The aim of the institutional academic calendar is to provide students information regarding the schedule of various activities of the institution such as bridge courses, remedial classes, in house and semester exams, so that they may prepare for the things accordingly. It also aims at ensuring discipline in the institutional working. The academic calendar of the institution describes the schedule of various academic and co-curricular activities to be undertaken by the institution in that academic session. The academic calendar of the institution is conveyed to the students through the institutional website, college prospectus and is displayed in the campus through departmental notice boards. The institution ensures that the academic calendar of the institution is followed as closely as possible, subject to conditions. Besides this, departments are also asked to prepare their respective academic calendars and activity schedules for the academic and co-curricular activities of their departments. The schedules are planned in such a way as to facilitate effective and efficient delivery of curriculum and to assess and evaluate, regularly and continuously the learning outcomes of the students. Though efforts are made to adhere to the academic calendar strictly, still there is provided a scope for need based changes. The schedule of the academic and co-curricular activities as mentioned in the academic calendar for the session 2019-20 got altered in the last quarter of the session due to lockdown conditions.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.pcsamana.org.in/spl2019_20.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.pcsamana.org.in/sss2019_20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if

any)
No Data Entered/Not Applicable !!!
View File

 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
View File	

 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
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3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
View File			

 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Sate Government's Anti-Drug campaign (Buddy Programme)	**Facilitation by Civil Administration**	**S.D.M. Samana**	**500**
Election Duties (SVEEP)	**Facilitation by Civil**	**S.D.M. Samana**	**10**

Administration	

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Stubble Burning	NSS and Red ribbon	A rally against stubble burning (4th October 2019)	10	200
Swachh Bharat	NSS and Red ribbon	Swach Bharat and Plastic Free India (21st September 2019)	10	150
Buddy Programme	Buddy Group	Poster Making and Slogan Writing Competition	20	100

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

[View File](#)

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year	
Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul 2.0	Partially	2.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	28450	Nill	270	70486	28720	70486
Reference Books	762	Nill	1	Nill	763	Nill
Journals	13	9475	Nill	4225	13	13700
CD & Video	202	Nill	19	Nill	221	Nill
Weeding (hard & soft)	2711	Nill	103	5520	2814	5520
Others(specify)	30	15639	Nill	10024	30	25663
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	123	3	123	10	0	5	5	20	0

Added	0	0	0	0	0	0	0	12	0
Total	123	3	123	10	0	5	5	32	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

32 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
Nill	30636	Nill	237804

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. • Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related departments. • Library:- 1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. 2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. 3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. 5. Soul 3.0 software used in Library. • Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed. They maintain the indooroutdoor sports facility on a regular basis. • Computers: - 1. Centralized computer laboratory established to enrich the students. 2. ERP software is used for maintaining faculty and students details regarding enrolments, fees etc. 3. Each Department has appropriate computer for their requirements. Which is maintained by the computer department of the college? 4. Internet facilities are available in all the offices, Labs, departments, library. • Classrooms: - 1. The college has various committees for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other requirements as and when needed. 2. Administrative officers will take in charge for student's academic requirements. • Additionally:- ? There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year. ? Department wise annual stock verification is done by concerned Head of the Department. ? Regular maintenance of Computer Laboratory. ? Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and

maintenance of lawns is done by the concerned Institute Employees. ? College campus maintenance is monitored through regular inspection. ? Repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. ? Updating of software's is done by lab assistants. ? Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. ? Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

http://www.pcsamana.org.in/ppm2019_20.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concessions/Sports/Youth Welfare/NSS etc.	750	3449215
Financial Support from Other Sources			
a) National	Scholarship for SC/BC/Minorities under various schemes of Government	658	11681898
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mega Camp to Commemorate 550 Years of Sri Guru Nanak Dev Ji	08/11/2019	125	Youth Welfare Department
Diwali Fest Celebrated	25/11/2019	100	NSS/Red Ribbon departments
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
14	713	75	Nill	Nill	Nill
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	40	Public College, Samana	Commerce	Public College, Samana	M. Com.
2019	21	Public College, Samana	Humanities	Public College, Samana	M.A. English
2019	30	Public College, Samana	Humanities	Public College, Samana	M.A. History
2019	18	Public College, Samana	Humanities	Public College, Samana	M.A. Punjabi
2019	13	Public College, Samana	Computer	Public College, Samana	M. Sc. IT
2019	3	Public College, Samana	Computers	Public College, Samana	M. Sc. IT (LE)
2019	4	Public College, Samana	Humanities	Public College, Samana	M. Sc. Mathematics
2019	12	Public College, Samana	Humanities	Public College, Samana	PGDCA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	3
No file uploaded.	

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

Activity	Level	Number of Participants
Punjabi University Inter College Squash Racket Competition (M)	Inter College	25
Punjabi University Inter College Squash Racket Competition (W)	Inter College	15
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students representation form an integral part of the curriculum of any institute. Students participate wholeheartedly in what ever activity they are involved. Students of the college help in organizing various activities in the college like Pulse Polio Camp, SVEEP Project Awareness, Red Ribbon Club, Blood Donation camp, Talent Hunt, Teej Festival, Akhand Path, Sports activities, N.S.S. and any other academic activities such inter college competition or inter class competitions Students perform their duties in MEGA JOB FAIR organizing by Punjab Government.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization is the key to efficient management. Under the leadership of the principal, Heads of various departments are authorized to take decisions at the departmental level regarding the various departmental activities for the

welfare of the students and the institution. The division of work at the departmental level helps in planning, improves co-ordination, organisation and control. Various committees have been constituted for different activities. It also contributes towards participative management as it increases accountability on the part of the employees. • Heads of the departments with the assistants of their sub-ordinates make their own activity schedule, the unitization of the syllabus and organization of various competitions. • Meetings and seminars are held for proper communication between the management, teaching and non-teaching staff, the students and the stakeholders so that they can collectively lead to the achievement of goals of the organization.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Heads of the departments conduct meetings to discuss curriculum related issues of each course. Most of our senior faculty members who are also the members of the Board of Studies, Punjabi University, Patiala communicate these issues at Board meetings at the University level. Thus they contribute towards curriculum development.
Teaching and Learning	We make use of the latest techniques of teaching. Smart boards and other teaching learning aids have been installed in a number of classrooms. Discussions, competitions and presentations are held to increase the interest of students in studies and keep them focused. Remedial classes are arranged for students who need extra attention. Bridge gap courses are organized to help the students. Special coaching classes for competitive exams are also organized. Various societies and clubs are maintained actively to keep the students engaged in co-curricular activities.
Examination and Evaluation	Mid semester tests based on University exam pattern are held every semester in order to prepare the students for the University exams. 75 class attendance is mandatory for all students. The students are evaluated for their assessments subject wise based on their score obtained in MSTs, class performance, class attendance and presentations.
Research and Development	Our faculty is actively involved in research. Many of our teachers are pursuing Ph.D and many are supervising

	students for Ph.D. (Exact number may be added from the data). They are encouraged to participate in various national/international seminars and conferences. For this purpose, duty leave is granted to them.
Library, ICT and Physical Infrastructure / Instrumentation	New books are added in the library every year. During this year, expenditure was incurred on the upgrading of the Commerce Block and the Indoor Stadium.
Human Resource Management	The faculty and staff members are recruited as per requirement. Interview is held and suitable candidates as per University and UGC norms are selected. Periodic assessment of the staff members is done. Promotions and benefits under CAS are extended to the staff members on the basis of API score. Adhoc staff is given various benefits of job and their services are reinstated at the beginning of every session. The institution motivates the faculty members to upgrade their credentials constantly. They are paid their salaries, incentives and allowances regularly while in service. Leaves like Casual, Medical, Maternity, Duty and Earned Leave are granted to the staff members according to the nature of their job. Benefits like Provident Fund, Gratuity, and ESI are provided to ensure the welfare of the employees.
Industry Interaction / Collaboration	Industry visits are organized for students who opt for vocational courses including Management and Agriculture. This provides them with practical exposure which increases their job potential. Various educational trips of agriculture students include field work, visits to farms and botanical gardens etc.
Admission of Students	The admission process is transparent and solely based on merit. The admission notice is published in leading newspapers and is also advertised in local TV channels and the college prospectus is made available to the students. Various pamphlets and hoardings are also used to give information regarding admission and various courses offered. The rules of the reservation policy are observed as per the University and Punjab Government norms.

6.2.2 – Implementation of e-governance in areas of operations:	
E-governace area	Details
Student Admission and Support	All kinds of scholarship schemes for students by central and state govt are implemented. Meritorious and economically weaker students are provided fee concessions. Counselling committees are formed to help students to choose suitable courses and subjects.
Examination	The data regarding the examination process of MSTs and the students' performance in MSTs is maintained electronically. At the time of University exams, the data is forwarded to the University and after verification the university generates the roll numbers of students which are released by the college just before the examination.
Planning and Development	Prior planning helps in achieving goals. Digitalization of the campus contributes towards planning and development. The college website displays all the current plans and activities which are in full swing as well as those in progress. E-governance aids planning and analysis of data regarding admission, placements and other aspects related to the institution.
Administration	E-governance is functional in all the offices of the college including the Principal office, Administrative office, Accounts branch and Registrar office. Through Hammer Software, all these offices maintain and analyse data efficiently. It also helps in planning and accomplishing the admission, recruitment and other processes through an easy handling of data.
Finance and Accounts	All the data regarding the fee, funds and dues is generated and maintained digitally. Grants and funds from the Government of Punjab and various other organizations like DPI (Colleges), UGC, Red Ribbon Club, etc. are also obtained electronically. The salaries of the staff and other day to day expenses are also carried out electronically through NEFT/ Online transfers/Cheques.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• The faculty can avail the facility of loan from their Provident Fund account. • Children of the staff members are given fee concession during their studies in the college. • For the welfare of the staff, the institute has created a welfare fund. • Duty Leave for attending and participating in seminars, workshops and conferences which add to their profile is granted to the teaching staff. • Retiring employees get	• ESI scheme is offered to Class IV employees. • Special Wheat Loan is given to Class IV staff. • All peons, gardeners, chowkidars and sweepers are given winter and summer uniforms. Some of them are even provided accommodation on the college premises as per requirement and availability. • Gratuity, Leave encashment and other retirement benefits are given to the retiring employees. • The institute has created a	• Various scholarship schemes for students as issued by the state govt as well as the central govt are implemented in our college. • Meritorious students and students belonging to economically weaker sections are also given scholarships and fee concessions. Remedial classes are held for the weak students. • Sports persons and students excelling in other extra-curricular activities are also given appreciation

| Gratuity, Leave encashment and other benefits. | staff welfare fund used for welfare activities. • The wards of the Class IV staff members are given fee concession of upto 75. • They are also offered advance payment from their provident Fund in case of need. | awards and financial assistance. • The students are offered mentorship, references for jobs and Letters of Recommendation for further studies abroad if the students are interested. |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Both internal and external audit are done annually. External audit is carried out by the representatives of (i) Auditor General, Punjab and (ii) Finance Department, Punjab. The auditor's reports containing various objections are maintained by the college and the needful is done. Internal auditing is done by a qualified Chartered Accountant duly appointed by the college for this purpose. This helps the college in the maintenance of receipt and payment account. The internal auditor also helps in managing the payment of TDS and other tax issues for college.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Old Students and others	73524	For Fee of students
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6.4.3 – Total corpus fund generated

220125

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Principal and Management
Administrative	No	Nill	Yes	Principal and Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

N.A.

6.5.3 – Development programmes for support staff (at least three)

• Our college provides opportunities of promotion for the support staff on the basis of their qualification, dedication, number of years of service and commitment to their work. • Various development programmes are arranged for support staff so that they can handle the latest equipment and update themselves. • A fee waiver of 75 is given to the wards of the support staff. • ESI scheme is also offered for their development.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Faculty members are encouraged to enroll for Ph.D. degree. They were encouraged

to undertake research work. Teacher are motivated to perform examination and evaluation duty. Efforts are made to obtain verbal feedback.

6.5.5 – Internal Quality Assurance System Details	
a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Tree plantation on 550th Birth Anniversary of Guru Nanak Dev Ji	01/07/2019	29/07/2019	29/07/2019	100
2019	Teej Celebrated	01/07/2019	03/08/2019	03/08/2019	670
2019	Job Fair	01/07/2019	20/09/2019	24/09/2019	715
2019	Inter Class Competition by Computer Department	01/07/2019	26/09/2019	26/09/2019	110
2019	Seminar on New Education Policy	01/07/2019	05/10/2019	05/10/2019	143
2020	Coaching Classes for Jobs	01/07/2019	10/02/2020	18/03/2020	52
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture conducted by Mr Pritpal Singh Principal Shri Guru Teg Bahadur Public School Dodra regarding women	18/09/2019	18/09/2019	80	40

rights.				
International Women's Day was celebrated, a lecture by motivating female students to be active in every field of life.	07/03/2020	07/03/2020	90	50
Teej celebration with girls.	03/08/2019	03/08/2019	800	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Rooftop Solar energy plant was installed in the previous year and of the total energy consumption about 50 is produced it.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Propectus	Nill	Due to covid-19 college prospectus was printed but could not be distributed as there was lockdown for the majority part of the year

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Restricted entry of automobiles 2. Pedestrian Friendly pathways 3. Ban on use of Plastic 4. Landscaping with trees and plants 5. Solid waste management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the practice: Skill Development Programme 2. Objective: COVID 19 has created a spiral grip over all walks of life. The entire education system is also severely affected by the constant lockdowns and prohibition on face to face teaching and learning. The Skill Development Programme introduced by the Department of English in association with IQAC was an attempt to provide an online learning platform to the learners during the COVID 19 Pandemic. This was an overall development programme, exclusively developed for the students in order to develop a few skills as required for their employability as well as entrepreneurialabilities. The programme covers online lectures and training mainly focusing on the skills like: a) Soft Skills b) Self Discovery c) Positive Attitude d) Building Relationship e) Scientific Point of View f) Communication Skills g) Readings Skill, etc. Skill Development Programme has predetermined objectives as listed below: a) To provide an effective online learning platform during the COVID 19 lockdown period b) To hone a set of skills of the participants c) To inculcate professional values as required in employment and corporate world. BEST PRACTICE 2: 1. Title of the practice: COVID-19 AWARENESS PROGRAMME 2. Objective: As we all know pandemic is an epidemic of an infectious disease that spreads all over the world and creates havoc. In 1918, Spanish Flu infected 500 million people across the world. The death toll was also high and over 20 million people lost their lives. Since the COVID 19 spread in 2019 in China and its reach all over the world has brought everybody under the shadow of one more pandemic and millions of people have been losing their lives these days. In many countries two to four waves have created mayhem and compelled people and governments to lock everything downfor months together. On 27 January 2020, the first case of COVID 19 was reported in Kerala since then, we have seen that almost everything got affected by this pandemic. Recently India has come out of the second wave of novel corona virus and has been trying level best to bring back the normalcy. After the second wave, we have been trying to come back to a new normal but still there is a threat of third wave which has created havoc. This scenario compelled us to think positively about the psychological support which was desperately needed for the people in the pandemic. Hence, we undertook this as a challenge and decided to create awareness about COVID-19 Pandemic. ? Understanding the impact of COVID-19 pandemic ? Creating awareness among the students, staff and people in general about COVID-19 pandemic COVID-19 AWARENESS PROGRAMME was the need of the hour. Following activities and events were conducted during the lockdowns imposed during the COVID-19 Pandemic. We conducted research surveys, online elocution competition, creative writing competition, Pamphlet Distribution and guidance from the experts in the field of medicine. Various vaccination camps support with doctors' team from Civil Hospital, Samana was also organised from time to time. Various students, teaching and non-teaching staff members were also motivated to get themselves vaccinated. Local persons of the area were also aware and facilitated properly during these camps.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.pcsamana.org.in/bp2019_20.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

During the Covid-19 necessitated lockdown, college organized several webinars that sought to address student related issues like mental and physical health, meditation and well-being and careers in a post-Covid world. College also

organized a webinar for the faculty titled "Understanding and Mentoring Young People" to equip faculty members to be better mentors. Our vision has been to provide the kind of transformative education that will enable our students to create a just, humane and inclusive society of competence, compassion and conscience pursue the goal of social transformation as empowered individuals realize their potential and self-worth so that they evolve as leaders and transforming agents who make a significant contribution in all spheres of national and global life. Gender Sensitization within and outside the classroom is our prioritiy by creating a safe space for our students to gain a gender sensitive and empowering education. Our institute conducts seminars and lectures that are gender oriented, though the pedagogy of gender sensitization which extends beyond the classroom. We take pride in having created a vibrant campus environment that allows students to think critically, to question, act and resist creatively. The vast and open amphitheater, the Common Room, and the various lawns at college provide spaces to students to hold public discussions and interactive sessions. Each department organises events that reinforce the institution's larger vision and mission to provide empowering education to the youth of our nation. With sincere intent we chisel our human resource into epitomes of virtues and perfection. The distinctiveness of the institution lies in promoting integrated personality development of students to enable them to face global challenges. In line with this objective, our college tries to harmonize the five dimensions- physical, intellectual, ethical, social and cultural faculties of students entering its portals. The students are groomed in such a way that they not only excel in academics but also earn accolades in allied fields of Sports, Co Curricular activities and Community Service. • For bolstering intellectual growth, the college has recruited well qualified teaching faculty which leaves no stone unturned to churn out intellectually sharp graduates and post-graduates. • The passionate faculty members are the assets of our institution. They are encouraged to upgrade their qualification, attend Workshops, Seminars, and Refresher and Orientation courses to gain clarity regarding latest developments in their subject. • The institution offers academic programs in all four major streams namely Arts, Commerce, Science and Computer Science. ICT enabled teaching is imparted to keep pace with digital age. Audio Visual aids are applied to accelerate the learning process. • To enable the students to delve deeper in the ocean of wisdom, Extension Lectures, National Seminars, Workshops, Symposium, Panel Discussions and Open Forum Discussions are organized by various departments. Great minds are invited to transfer information which enriches the reservoir of knowledge of students. • Interface with eminent scholars are arranged to broaden the outlook and acquaint the students with latest streams of thought in their subject. • The departments also screen movies and documentaries to engage

Provide the weblink of the institution
www.pcsamana.org.in

8.Future Plans of Actions for Next Academic Year

To encourage the faculty to learn ICT technique as we switch to Online mode of classes due to COVID-19. To motivate faculty, staff and students to get tested and vaccinated for COVID-19. To organize testing and vaccinated camps for COVID-19. To renovate the infrastructure. Different departments are motivated to organize and participate in online webinars/workshops etc. To motivate industrial interaction for the benefit of students, it is decided to sign MoU with industries/partners.