# Yearly Status Report - 2015-2016

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **PUBLIC COLLEGE** |
| Name of the head of the Institution | **Dr. Arvind Mohan** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **01764226529** |
| Mobile no. | **8146520542** |
| Registered Email | **pcsamana@yahoo.com** |
| Alternate Email | **pubcolsamana@gmail.com** |
| Address | **Waraichan Road** |
| 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/aqarcycleI.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/ac2015-16.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** | **30-Jul-2014** |

## 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 |
| **Bridge Gap Course in Computers** | **01-Jun-2016** **45** | **50** |
| **Balanced diet for Anemic** | **07-Sep-2015** | **127** |

| | | | |
|---|---|---|---|
| Girls | 1 | | |
| Free Legal Services | 16-Feb-2016 1 | | 143 |
| Plant Nutrients | 07-Dec-2015 1 | | 103 |
| Adhunik Kavita vich Samajik Sarokar | 16-Feb-2016 1 | | 154 |
| [View File](#) | | | |

**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 |
|---|---|---|---|---|
| Public College, Samana | NEAC | Punjab State Council for Science and Research | 2016 2 | 6000 |
| [View File](#) | | | | |

| | |
|---|---|
| **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 :** | **2** |
| 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)**

Conduct the curricular and cocurricular activities as per annual calendar of the college. To encourage the faculty for writing research proposal/ research papers and publishing them un journals. Encouraging faculty to attend seminars/conferences. Planning to organizing seminars of different departments. To procure UGC funds for development.

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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 |
|---|---|
| To conduct the curricular and cocurricular activities as per annual calendar of the college | Almost all the task have been executed as planned |
| To increase GER to contribute to the national target | GER Increased during the year |
| Submission of Proposals for the major/minor research projects to funding agencies | Two faculty members submitted proposal for Minor Research Projects. |
| To have feedback from the stakeholders | Verbal feedback was obtained from all the stakeholders |
| Vermicompost | Colleges started vermicompost project |
| Increase in number of faculty | Four faculty members recruited in Grant-in-Aid Scheme |
| [View File](#) ||

| **14. Whether AQAR was placed before statutory body ?** | Yes |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| Management/Principal | 23-Oct-2015 |

| **15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?** | Yes |
|---|---|
| Date of Visit | 10-Mar-2016 |
| **16. Whether institutional data submitted to AISHE:** | Yes |
| Year of Submission | 2016 |
| Date of Submission | 03-Mar-2016 |
| **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 Management Information System. The college website provides updated information as needed. The campus is completely computerized and digitalized. Most of the departments have been allotted computers to |

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

Our Institution is affiliated to Punjabi University, Patiala and follows its prescribed curriculum. However, our college has undertaken its own effective system for curriculum delivery. To have a well planned curriculum delivery, the annual academic calendar is prepared in accordance with the University Calendar before the commencement of session. It specifies available dates for the various activities and is displayed in the college prospectus. Each department holds meetings to discuss about the course distribution and time table for the academic session. Syllabus and time table is provided to the students. Faculty maintains records for effective academic planning, implementation and review of the curriculum. Frequent suggestions are made to the University Board of Studies by the concerned subject teachers regarding updating the curriculum. Conventional classroom teaching is blended with reasonable use of ICT to make the teaching learning process more learner centric. Also, classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, tutorials, poster presentation by the students, projects, educational tours, field trips and industrial visits for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department. The college library provides teachers and students with necessary learning resources for effective delivery of curriculum. College library has subscriptions to various journals of educational repute. All internal examinations like class tests, mid-semester tests are conducted according to the academic calendar. Tutorials are held regularly to monitor the progress of students. Remedial classes are conducted for weak students. Records of the regular attendance, marklists and progress of the students is maintained. The college encourages faculty members to attend orientation/refresher courses/workshops and present papers in seminars conducted by the affiliated and other universities for acquiring necessary skills for effective delivery of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|---|---|---|---|---|---|
| Nil | Nil | Nil | Nil | Nil | Nil |

### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| BSc | Medical/ Non Medical | 15/06/2015 |
| BCom | Commerce | 15/06/2015 |
| View File | | |

| 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 |
| **Certificate Course in Information Technology** | **01/07/2008** | **31** |
| **Certificate Course in Computer Hardware and Networking** | **01/07/2012** | **14** |
| **Certificate course in Fitness Training** | **01/07/2014** | **41** |
| **Certificate course in Computerized Accounting** | **31/07/2012** | **7** |
| **Diploma Certificate course in spoken English** | **21/08/2006** | **11** |
| **Diploma Certificate course in Computer Hardware and Networking** | **04/06/2014** | **8** |
| **Diploma Certificate course in Information Technology** | **15/06/2011** | **9** |
| **Advanced Certificate course in spoken English** | **29/11/2007** | **1** |
| [View File](#) | | |

| 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** | **12** |
| [View File](#) | | |

## 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 |
|---|
| The feedback is collected from students, teachers and alumni about the curriculum and facilities available in the college. The data collected from students, teachers and alumni through suggestion boxes and verbal interactions is analyzed and summarised.The improvements suggested by different holders are implemented accordingly. Feedback from students Most of the students found that the curriculum is appropriate as per their course objectives. The course content provides them in-depth knowledge about the course and is suitable for their future studies and job options. The students have agreed that curriculum design of their respective courses is practical oriented and provides them practical exposure along with the theoretical concept. Most of the students also find the course content challenging for new learners. They also agree that curriculum provides them with interdisciplinary knowledge. Only a few of them demanded to modify the syllabus in such a way that it helps to strengthen their interdisciplinary skills. Most of the students were satisfied with the available books in the library but there were also suggestions to add new books editions in the library. Accordingly, new books are purchased in the library every year as per the suggestions of the student and recommendations of the teachers. Feedback from teachers The teachers have found that the present curriculum of the respected courses is relevant to the course learners. Some have recommended a few changes in the curriculum to make it more appropriate for the students. As and when required, necessary suggestions are made to the University Board of Studies by concerned subject teachers. All the teachers strongly agree with the fact that lab and ICT facilities are sufficient in the college. Some faculty members do have an opinion that more classroom ICT facilities are required in the college. Therefore more classrooms and ICT facilities are gradually being added in the college infrastructure. Most of the faculty members are satisfied with the books and e-resources available in the library but still every year new book editions are added in the library to keep resources updated. Feedback form alumini The Alumni Association of any institution provides a platform for the alumni to share their experiences with the college and strengthen their bond with the Alma mater. It is also a chance for the institute to improve their administration and infrastructure with their valuable unbiased suggestions. Most of the alumni appreciate their time spent in the college as students . They emphasized on the introduction of short term courses in the college which can provide the students with better job scope in the industry The alumni of the college also suggested increasing the number of placement drives. |

## 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 !!!** | | | | |
| View File | | | | |

### 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 | Number of students enrolled in the institution | Number of fulltime teachers available in the | Number of fulltime teachers available in the | Number of teachers teaching both UG |
|---|---|---|---|---|---|

| | (UG) | (PG) | institution teaching only UG courses | institution teaching only PG courses | and PG courses |
| --- | --- | --- | --- | --- | --- |
| 2015 | 2475 | 354 | 41 | 24 | 65 |

## 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 |
| --- | --- | --- | --- | --- | --- |
| 65 | 20 | 8 | 9 | 8 | 4 |
| [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)

Public College Samana has high spirited mentorship programme Where mentors are always willing to offer any kind of support and aid students are in need of. The aim is to foster an all-round development of the student member (Mentee). Most of the students in the college belong to rural areas. Due to lack of opportunities and vision these students need constant guidance and support in every right from the day of admission till the day they make their exit after spending three to five years at college. The mentorship programme boosts their confidence and prepares them to step into the outer world of carrier opportunities. The ideal of mentorship is achieved through various means like arranging regular tutorial classes, seminars and workshops. The mentor has to imbibe skills like listening patiently, observing, responding, giving and solving problems and challenges and evaluating before they mentor the students. A structured sequence of different learning activities is followed. The mentor assesses the students without any kind of bias. Students problem are identified and offered solutions. Physical, social, moral and psychological and financial help is provided to the students in ordered to create a student friendly atmosphere in college campus to facilitate better learning. Mentors inspire the students for self education too. The college has career counseling cell and placement cell which plays an important role in making the students employable.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 2829 | 65 | 1:44 |

## 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 |
| --- | --- | --- | --- | --- |
| 34 | 21 | 13 | 5 | 7 |

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 |
| --- | --- | --- | --- |
| 2016 | Jaswinder Bir Singh | Assistant Professor | Best Programme Officer for N.S.S. Activities from Punjabi University Patiala |
| [View File](#) | | | |

## 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 !!!** | | | | |
| [View File](#) | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Response: The Continuous internal assessment evaluation of the students is an integral part of the teaching-learning process. The students have been encouraged continuously to study sincerely for the improvement of their performance in our college. The college has an examination committee to carry out the effective implementation of internal assessment and college examination. The University has introduced semester pattern of examination from academic session 2013-14 for Under Graduate and Post Graduate level. The examinations evaluation process of all the disciplines are conducted by the University at the end of each semester. Declaration of the result is a time bound programme. The college has also implemented various reforms in its internal evaluation system. At the beginning of each semester, the students are instructed about the syllabus and evaluation process. The formative approach to evaluate student's achievements includes various academic activities, e.g. Seminars Presentation, Group Discussion, Unit Tests, Assignments and Project Submission etc. The Students' knowledge of the subject is evaluated on the basis of their presentation skill, communication skill and language fluency. Unit Tests are conducted which include subjective and objective type questions. The students are asked to submit home assignments within the proper time schedule. Group discussion is arranged by the faculty in the classroom. The internal examination committee plans and implements internal assessment process to evaluate the students' performance prior to university examination. The internal examination schedule is coordinated with the academic calendar. The college takes care to maintain confidentiality in the internal examination process. Whenever there is a change in the evaluation method as per direction of the university, it is communicated to the faculty by circulating a copy of the university direction. The utmost care is taken for the maximum attendance of the students. The results of the internal examinations are provided to the students as early as possible. The concerned subject teachers conduct a personal interface meeting with the students. The students are apprised of their strengths and weaknesses for further improvement. The results are analyzed to identify slow and advanced learners. Tthe evaluation process monitored by the different departments in their meetings and provides suggestions for improvement.

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, dates for semester-end examinations. College follows the calendar issued by Punjabi University strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). The institute prepares an institute-level calendar and subsequently every department prepares its calendar. Institute calendar of events includes details like the total number of working days and holidays, CIE dates, dates for the Institute's flagship programs. The department calendar comprises guest

lectures, workshops and other co-curricular and extra-curricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events. The academic calendars help faculty members to plan their respective course delivery research work, academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it. Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The internal assessment test timetable prepared by the examination committee is published to stakeholders, and conducted as per the schedule. Continuous evaluation and assessments are also done for laboratory course, project work, seminars, and internships. Conduction of laboratory experiments and viva, Submission of records are the major components of laboratory course evaluation. As per the laboratory rubrics, the internal test is conducted at the end of the semester. The Principal, through the academic committee meetings, frequently reviews the semesters progress and provides suitable suggestions. In case of revision of academic calendar by the university, institute incorporates the necessary changes accordingly.

## 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/spl2015_16.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/sss2015_16.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 !!! |||||
| No file uploaded. |||||

## 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 |
|---|---|---|

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 |
|---|---|---|---|---|---|
| Public College Samana | Composting | Public College Samana | Vermi Composting | Compost Processing | 01/07/2015 |

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## 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) |
|---|---|---|---|
| International | English | 1 | 7.86 |
| International | History | 1 | Nill |

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 |
|---|---|
| Punjabi | 9 |
| English | 1 |
| Commerce | 1 |
| Hindi | 1 |
| Political Science | 7 |

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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 |
|---|---|---|---|---|
| Attended/Seminars/Workshops | 0 | 2 | 6 | 0 |
| Presented papers | 0 | 0 | 0 | 6 |
| Resource persons | 0 | 0 | 0 | 1 |
| [View File](#) | | | | |

## 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 |
|---|---|---|---|
| N.S.S. | Best Programme Officer | Punjabi University, Patiala | 100 |
| No file uploaded. | | | |

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 |
|---|---|---|---|---|
| Swachh Bharat | NSS and other Departments | Sapling Plantation | 5 | 145 |
| Beti Bachao Beti Padao scheme on 8th March 2016 | NSS | Lecture | 5 | 166 |
| No file uploaded. | | | | |

## 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 !!! | | | |
| No file uploaded. | | | |

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 |
|---|---|---|---|---|---|
| Training | Summer Training | HIRA AUTOMOBILES LTD. PATIALA | 01/02/2016 | 31/05/2016 | 2 |
| Training | Summer Training | ANZ - TECH, PATIALA | 01/02/2016 | 31/05/2016 | 6 |
| Training | Summer Training | KBS MOTORS PVT. LTD. AMBALA | 01/02/2016 | 31/05/2016 | 1 |
| Training | Summer Training | BHAGAT FORD, PATIALA | 01/02/2016 | 31/05/2016 | 2 |
| Training | Summer Training | STELLENINF OTECH, MOHALI | 01/02/2016 | 31/05/2016 | 1 |
| No file uploaded. | | | | | |

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 !!! | | | |
| No file uploaded. | | | |

# 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 | Partially | 2.0 | 2006 |

### 4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 26053 | Nill | 473 | 180113 | 26526 | 180113 |
| Reference Books | 745 | Nill | 2 | 2245 | 747 | 2245 |
| Journals | 13 | 10385 | 0 | 0 | 13 | 10385 |
| CD & Video | 136 | Nill | 17 | Nill | 153 | Nill |
| Weeding (hard & soft) | 2395 | Nill | 71 | 2680 | 2466 | 2680 |
| Others(specify) | 33 | 18166 | 0 | 0 | 33 | 18166 |

**No file uploaded.**

### 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 &amp; 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 | 9 | 0 | 5 | 3 | 20 | 0 |
| Added | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 123 | 3 | 123 | 9 | 0 | 5 | 3 | 20 | 0 |

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

**20 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 |
|---|---|

## 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 | 6712009 | Nill | 2112760 |

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. • Maintenance of laboratories are as follows:- The calibration, repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. • 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. 3. Each Department having appropriate computer for their requirements. 4. Internet and WIFI Enabled campus. • 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. 2. Administrative officers will take in charge for student's academic requirements. • Additionally:- 1. There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year. 2. Department wise annual stock verification is done by concerned Head of the Department. 3. Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge. 4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 5. College campus maintenance is monitored through regular inspection. 6. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 7. Updating of software's is done by lab assistants. 8. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 9. Regular maintenance of the water cooler and water purifier is done regularly. 10. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

http://www.pcsamana.org.in/ppm2015_16.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. | 719 | 4700926 |
| Financial Support from Other Sources |  |  |  |
| a) National | Scholarship to SC/OBC/Minority | 819 | 4182000 |
| 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 |
| --- | --- | --- | --- |
| Remedial Coaching | 05/08/2015 | 102 | Different Departments of the College |
| Summer Camp | 01/06/2016 | 45 | Computer Department of College |
| 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 |
| --- | --- | --- | --- | --- | --- |
| 2015 | Entry Into Service Scheme | 63 | 63 | 25 | 5 |
| No file uploaded. | | | | | |

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 |
| --- | --- | --- |
| 0 | 0 | 0 |

### 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
| --- | --- | --- | --- | --- | --- |
| Nameof organizations | Number of students | Number of stduents placed | Nameof organizations | Number of students | Number of stduents placed |

| visited | participated | | | visited | participated | |
|---|---|---|---|---|---|---|
| | | | | | | |

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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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 |
|---|---|---|---|---|---|
| 2015 | 4 | Public College, Samana | Humanities | Public College, Samana | M.A. Punjabi |
| 2015 | 4 | Public College, Samana | Humanities | Public College, Samana | M.A. English |
| 2015 | 15 | Public College, Samana | Humanities | Public College, Samana | M.A. History |
| 2015 | 21 | Public College, Samana | Commerce | Public College, Samana | M. Com. |
| 2015 | 15 | Public College, Samana | Humanities | Public College, Samana | PGDCA |
| 2015 | 9 | Public College, Samana | Computers | Public College, Samana | M. Sc. (IT) |
| 2015 | 11 | Public College, Samana | Computers | Public College, Samana | M. Sc. (IT) Lateral Entry |

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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 |
|---|---|
| | |

<div align="center">**No Data Entered/Not Applicable !!!**</div>

<div align="center">**No file uploaded.**</div>

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

| Activity | Level | Number of Participants |
|---|---|---|
| Boxing (Men) | Inter College | 125 |
| Boxing (Women) | Inter College | 105 |
| Handball (Man) | Inter College | 88 |

<div align="center">**No file uploaded.**</div>

## 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 | Number of awards for | Student ID number | Name of the student |
|---|---|---|---|---|---|---|

| | | | Sports | Cultural | | |
|---|---|---|---|---|---|---|

**No Data Entered/Not Applicable !!!**

[View File](#)

5.3.2 – Activity of Student Council &amp; representation of students on academic &amp; 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 Talent Hunt, Teej Festival, Akhand Path, Sports activities, N.S.S. and any other academic activities such inter college competition or inter class competitions.

## 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) :

0

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 and participative management are the two basic features of our institution as they facilitate quick decision making, create motivational and competitive atmosphere. The Principal directs the Heads of various departments to take steps towards the welfare of the college. Under the leadership of the Principal, decision making is delegated to various departments and committees to ensure efficiency. Undoubtedly, a culture of participative management exists within the college. It works within a close interaction between the management, staff, and the stakeholders. The best practices include • The departments are free to take decisions regarding the preparation of activity schedule, organization of seminars/workshops, the unitization of syllabus, and choosing the right pedagogical methods. • Meetings are held at the departmental level and at the level of various committees to discuss the problems and invite innovative ideas, opinions and suggestions for the development of the institution.

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 | Majority of the senior teachers of our college are members of the boards of UG/PG studies of Punjabi University. Thus they contribute towards curriculum development. Departmental meetings are held to discuss various issues regarding the curriculum and the same is conveyed in the Board of Studies. |
| Teaching and Learning | Steps are taken to make teaching and learning effective. New teaching methods like audio-video techniques, seminars, presentations, project work and group discussions are employed to enhance learning and making teaching effective. ICT based techniques like e-journals, INFLIBNET, smart boards, website links and projectors etc. are used to modernize the teaching learning process. The members of the faculty are encouraged to participate in seminars, workshops and conferences to keep themselves up to date. They are allowed duty leave for the same. |
| Examination and Evaluation | Mid-Semester tests are conducted twice during the session. They are based on the university pattern of examination. Students involved in Sports/ other co-curricular activities are given a special chance to qualify these tests in case they fail to appear/qualify the regular examination. Students are evaluated on the basis of their class performance, attendance, class behaviour and their participation in various academic and non-academic activities like quizzes, Power Point Presentations and seminars etc. |
| Research and Development | With a view to promote research culture among the faculty and the students, the institute motivates them to pursue research. As a result, a number of faculty members are pursuing Ph.D degrees, some are supervising research scholars and most of them work towards getting their research work published in various journals and books. |
| Library, ICT and Physical Infrastructure / Instrumentation | During the academic year, new books were added to the college library. The library is upgraded every year to make all kinds of academic and non-academic books and journals available to the students and the faculty. 466 new text books, 2 reference books, 17 CDs and videos were added during the year. Library automation was under process. |

| | |
|---|---|
| | Canteen was upgraded. New classrooms were constructed and new furniture was added. Up gradation was done in the main building and the Multipurpose Hall. |
| Human Resource Management | Regular/Adhoc staff is recruited strictly on the basis of merit. Periodic assessment of the staff members is done. Promotions are awarded strictly based on their API score. They are extended benefits under CAS as per their performance. The interests of the adhoc staff are also taken care of in various ways. They are re-inducted at the beginning of the new session and are encouraged to improve their credentials. They are paid their salaries and offered incentives and allowances regularly while in service. Various kinds of 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 | The students of vocational courses including Commerce, Management and Agriculture are made to visit industry regularly and are provided practical exposure which increases their job potential and makes them ready for the market. The trips of agriculture students include field work, visits to farm houses, gardens etc. |
| Admission of Students | The college prospectus is made available to the students after the publication of admission notice in leading newspapers. The information regarding admission is advertised in local TV channels and through pamphlets and hoardings. Admission is done on the basis of merit. The rules of the reservation policy are observed at the time of admission. |

6.2.2 – Implementation of e-governance in areas of operations:

| E-governace area | Details |
|---|---|
| Planning and Development | As we believe that planning is the pre-requisite to development, the college has implemented the use of e-governance in planning to ensure development. As the campus is completely computerized, the plans towards development are easily communicated among the various |

| | employees. The website offers information about the various plans and their implementation. Planning and analysis of data regarding admission, placements and other aspects related to the institution are made easy through e-governance. |
|---|---|
| Administration | E-governance operates 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 electronically. 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. |
| Student Admission and Support | All the data regarding the fee, funds and dues is generated and maintained electronically. 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. |
| Examination | The data regarding the examination process of MSTs and the students' performance in MSTs is maintained digitally. For University exams, the data is ported to the University Portal electronically and after verification the university generates the roll numbers of students. |

## 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 |
|---|---|---|---|---|
| | | | | |

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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) |
|------|------|------|------|------|------|------|
| 2016 | Nill | Training for Use of Hammer Software | Nill | Nill | Nill | Nill |

**No file uploaded.**

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 |
|------|------|------|------|------|
| National Workshop on IPR Awareness and Plagiarism Detection Tool for Indain Languages organized by Department of Computer Science, Punjabi University Patiala in collaboration with IPR Division, DeitY, MOC and IT, GoI, New Delhi | 1 | 13/05/2016 | 13/05/2016 | 1 |
| Workshop on National Workshop Cultural Diversity in India organized by UGC-HRDC, Punjabi University, Patiala | 1 | 22/12/2015 | 28/12/2015 | 7 |
| National | 1 | 20/05/2016 | 26/05/2016 | 7 |

| Workshop under FDP on the theme Development in India: Issues and Prospects organized by the Department of Public Administration, Punjabi University Patiala | | | | | |
|---|---|---|---|---|---|
| No file uploaded. | | | | | |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 4 | 4 | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| • The wards of the staff members are given fee concession • The faculty is given loans from their Provident Fund account • The institute has created a staff welfare fund used for welfare activities • Gratuity, Leave encashment and other retirement benefits are given to the retiring employees • Duty Leave is granted to the teaching staff for attending and participating in seminars, workshops and conferences. | • The Class IV staff is given Wheat Loan. • ESI scheme is offered to the Class IV employees. • The winter and summer uniforms to all peons, gardeners, chowkidars and sweepers. 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 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 if need be. | Different kinds of scholarship schemes for students endorsed 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. Sports persons and students excelling in other extra-curricular activities are also given appreciation awards and financial assistance. They 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 on a regular basis. External audit is carried out by the representatives of (i) Auditor General, Punjab and (ii) Finance Department, Punjab. This audit is done every year and auditor's reports

containing various objections are maintained by the college. Internal auditing is done by a qualified Chartered Accountant duly appointed by the college for this purpose. Internal auditor helps the college in the preparation of receipt and payment account. 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 |
| --- | --- | --- |
| As per list attached | 220125 | Scholarship for Meritorious Students |
| View File | | |

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 of College |
| Administrative | No | Nill | Yes | Principal of College |

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)

| • The support staff is promoted from time to time on the basis of performance and dedication. There have been instances where some people joined as peons and have been promoted to higher ranks. • A fee waiver of 75 is given to the wards of support staff. • ESI scheme is offered for their development. |
| --- |

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

| N.A. |
| --- |

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
| --- | --- |
| b)Participation in NIRF | Nill |
| 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 |
| --- | --- | --- | --- | --- | --- |
| 2015 | Seminar on Balanced Diet for Anemic Girls | 07/09/2015 | 07/09/2015 | 07/09/2015 | 127 |

| 2015 | Seminar on Plant Nutrients | 07/12/2015 | 07/12/2015 | 07/12/2015 | 103 |
|-------|------|------|------|------|------|
| 2016 | Seminar on Adhunik Kavita Vich Samajik Sarokar | 16/02/2016 | 16/02/2016 | 16/02/2016 | 154 |
| 2016 | Seminar on Free Legal Services | 17/02/2016 | 17/02/2016 | 17/02/2016 | 143 |
| 2016 | Bridge Gap Course in Computers | 01/06/2016 | 01/06/2016 | 15/07/2016 | 50 |

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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 |
| Boxing Inter College Competition | 15/10/2015 | 17/10/2015 | 105 | Nill |
| Boxing Inter College Competition | 15/10/2015 | 17/10/2015 | Nill | 125 |
| Free Insurance for Girls by Higher Education Minister Surjit Singh Rakhra under Prime Minister Jan Dhan Yojana | 29/08/2015 | 29/08/2015 | 1200 | Nill |
| On Womens Day under "Beti Bachao Beti Padhao" Dr. Avnish KAur, Religion Dept., Punjabi Uni. Patiala gave Lecture on "So Kyon Manda Aakhiye Jit Jamme Rajaan" | 08/03/2016 | 08/03/2016 | 158 | Nill |
| Slogan Writing, Poster | 30/06/2016 | 30/06/2016 | 134 | Nill |

| | | | | |
|---|---|---|---|---|
| Making, Paper Reading Competition on topics- Guelty against Women, Domestic Violence, Drug Addiction, Corruption, Ragging by Legal Literacy Club. | | | | |

**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 |
|---|
| N.A. |

**7.1.3 – Differently abled (Divyangjan) friendliness**

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Ramp/Rails | Yes | 5 |

**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 !!! | | | | | | | |
| No file uploaded. | | | | | | | |

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| Prospectus of College is Printed | Nill | College prospectus is printed every year for the students in which the information about code of conduct, admission procedure, various scholarships and other information is printed for the perusal of students and their parents. |

**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)**

| No Data Entered/Not Applicable !!! |
|---|

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Objective: • Follow sustainable construction practices. • Solid waste management. • Energy and water conservation measures. The institute believes that it is important for us to be involved in environmental issues therefore, we engage the campus community and take care of the environment and surroundings. Our ambition is to stimulate each student and staff to increase their knowledge about environmental issues and be aware about our duties and responsibilities towards environment. The institute also takes advantage of natural lighting and study light needs in the different areas of the classrooms and work places. We encourage our students and staff to turn off lighting in unoccupied spaces. Our efforts are more in the direction to improve the environmental impact and to support mother nature. Some details of which are as follows: • The institute has developed beautiful campus with lawns and botanical gardens. • The institute is using renewable energy like solar energy. • The institute has preserved Flora and Fauna on the campus. • The institute organises seminars and workshops on environment related issues. • For safety and security measures, the institute have fire extinguishers and CCTV system in campus. • Protected water supply measures with RO drinking water machines are installed. Problems encountered and resources required • Green campus initiatives are challenging, so it requires determination and a long term assurance from all the stakeholders. • Green campus initiative is rather expensive practice. It needs an expert advice and investment of resources. • Sufficient manpower to maintain them. • Less awareness of students and community towards environmental issues. Title 2: MENTORING PROGRAMME FOR STUDENTS Mentoring programme provides personalized support to students and aids in professional specialization. It serves as the platform to be student centric and ensures the development of holistic individuals. Mentoring programme facilitates establishing a vibrant relationship with the students and teacher. Objective: • To achieve the vision of the institution viz, to develop all round personality of the students on progressive lines. • To provide a continuous learning process for both the mentor and the mentee. • To establish the mentor as a role model and to support the mentor for personal and academic development. The nature of student's background i.e catering to different socio cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution. The absence of institutionalized system of having a mechanism of mentoring guidance and counselling in the region along with the obvious fact that some of the students are from remote areas and first generation learners makes it imperative on the part of the institution to provide mentoring i.e guidance for all round development of the students on academic as well as aesthetic lines. Moreover, it is aimed align with the institutional mission and vision statement aiming to develop students on progressive lines. Finally, it was decided to start a scheme with our own students i.e mentoring programme which imparts more interaction with students to develop their shyness, furnish language, Etiquettes, confidence in study or in their personal life too. Problems encountered and resources required • Problems are encountered in regards to the diversity in student's background and upbringing i.e lack in the art of effective articulation, introversion and indifferent attitude etc. • Students are shy to interact with low level of confidence and dialect too. Even they are unable to embark their problem to the mentor. It was just like to sketch something on plane canvas or plantation on bare lands in deserts. Such inhibition and lack of confidence prevents the students from actively utilizing the mentoring programme.

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

## 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

College provides every opportunity to its teachers, non-teaching staff and students for an ethical and moral value-based self-development to meet the challenges of the dynamic teaching-learning environment. This is vital for the growth and advancement of the institution. The College is consistent in its commitment to enhance the quality of its faculty, catalyse high standard academic research in discipline specific and interdisciplinary fields, build effective governance and leadership and provide an optimal learning environment and support system for the students. The College has a collaborative and interactive work culture. One of the significant aspects has been the development of state-of-the-art ICT infrastructure in the College that is easily accessible to teachers, non-teaching staff and students. In the past five years, the practice of capacity building has been strengthened in multiple dimensions. For teaching staff: The College encourages young and newly recruited faculty to participate in FIPs and enhances skill development of teachers through FDPs/Refresher Courses/Workshop. Teachers are motivated to attend Workshops and hands-on training for skill development which focuses on preparing for classroom lectures and meaningful teacher-student engagement. The teachers have taken up minor and major research projects, funded by the University /UGC. The College values the long-term physical and emotional well-being of its teachers in order to support their teaching-learning, research and organisational roles and responsibilities. The School of Happiness plays an important role in this endeavour by organising talks, yoga and meditation sessions. The College extends administrative support for faculty to engage in curriculum development, content creation, question paper setting and evaluation. For non-teaching staff: Administrative and accounts related workshops for non-teaching staff have been held for updating knowledge and skills. Non-teaching staff organise regular talks and seminars and attend programmes in other colleges/universities. Non – teaching staff has been provided training in the application HAMMER software. The Non-teaching staff are involved in supporting faculty in organising various programmes, which has enhanced their work spectrum. For students: Personality development course are offered for students of all disciplines to groom and make them industry-ready. Bridge courses for students, supporting the curriculum and for advanced studies, are regularly organised. Students are encouraged to organise a wide range of activities under the umbrella of department. Special training courses are offered to prepare the students to face competitive exams and entrance tests. Students are encouraged to identify, explore and develop their hidden talents and potential through a wide array of societies, promoting extracurricular activities. Students are largely involved in the participation of youth festival activities and other cultural events. With the aim to further develop independent thinking and diverse perspectives, the College has entered into certain MoUs. With this thrust in capacity building, College is poised to take on greater academic challenges in the future and become the most sought after institution of higher education.

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

## 8.Future Plans of Actions for Next Academic Year

To initiate discussion on the recommendations made through brain storming and orient the Departments of the college towards quality enhancement. To start new courses at Under Graduate Level and Post Graduate Level. To enhance collaborative research with National/International academic institutions/ industries. To

promote the faculty member for submission of proposals for research grants. To inculcate the environment for more use of ICT in classrooms. To establish research cell in the college to promote research among staff and students. To formalize the process/mechanism for consultancy activities. To link and strengthen the data entry software (admissions, library, accounts and results) to form complete MIS. To identify a target group through Placement Cell and increase in soft skills training for employment under finishing school program. To create infrastructure for indoor sports so as to promote sports activities f which go a long way in building healthy individuals who in turn can contribute in shaping a healthy society To add more class rooms as new courses demand more space. keeping this in mind few more rooms and a science lab needs to be added To create a culture of research amongst the faculty, all the departments were advised to write research papers and participate in workshops, faculty development programmes, conference Departments to invite experts from other institutions to share their knowledge with the students To identify students who need remedial classes so as to cope up with the subjects they find difficult. To start coaching which will help students to crack competitive exams and UGC exam for their better future