Yearly Status Report - 2017-2018

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, 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/aqar2015_16.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/ac2016-17.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 Courses in Computers	**01-Jun-2017** **45**	**34**
Bridge Gap Course in	**01-Jun-2016**	**15**

Spoken English	45	
Extension Lecture on Drug Abuse	28-Feb-2017 1	134
World Population Day Celebrated	11-Jul-2016 1	154
Blood Donation Camp Organised	27-Oct-2016 1	250
Blood Donation Camp Organised	13-Dec-2016 1	250
No Files Uploaded !!!		

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	2017 2	9600
No Files Uploaded !!!				

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 :	3
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)

Proposal for Separate Water Shed for Girls as per meeting dated 15/09/2016 and was constructed accordingly. Conduct various curricular and co-curricular activities as per annual calendar. Faculty members were advised and encouraged to attend seminars/workshops/Conferences. Faculty members were also advised to publish their research papers in journals. All the departments are advised to organize function such as quiz competition, inter class competitions, inter college competition etc.

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 departmental activities both curricular and cocurricular	Majority of tasks were completed as per paln
To increase student strength	Student strength in increased substantially
Water Shed project for girls	Separate water shed was installed
Proposal for B. Voc. Courses	Proposal Sent to UGC for approval
Construction of New Class Rooms	Construction of new science block started

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

Name of Statutory Body	Meeting Date
Management	15-Jun-2016

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	**2017**

Date of Submission	**07-Jan-2017**

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 organize and update their data at the departmental level. The system is upgraded periodically and new infrastructure is introduced as per**

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

Public College, Samana was established way back in 1969 with definite goals and objectives. The primary concern of the institution includes taking higher education to the very grass root level of people living in nearby rural areas. The college has undergone the process of assessment and accreditation and established IQAC which is striving for quality enhancement in academic and other activities. It has evolved an effective mechanism for the well-planned curriculum delivery which is always at the center point of academic activity. The college is affiliated to Punjabi University, Patiala and has implemented the curriculum, examination pattern and evaluation process as per University recommendations. The curriculum is designed by the Board of Studies of Punjabi University. Many teachers of the college are members of the Board of Studies and give suggestions for amendments in the curriculum when required. There is a semester pattern for all graduation and post graduation programmes. Academic calendar is prepared at the beginning of each academic session in accordance with the directions given by Punjabi University. The academic calendar includes schedules of mid semester tests, co-curricular activities, extension lectures and other academic activities and is published in college prospectus. Classroom tests are conducted periodically. Slow learners are identified by classroom interaction with the students and remedial classes are provided to them when required. Educational trips and excursions are conducted for imparting on field learning experiences to the students. Participation of students in classroom interaction is encouraged to boost up their confidence. Group discussions and seminar presentations are planned to impart language skills. Viva-voce of practical examinations are conducted under supervision of an external examiner appointed by the University. The use of ICT, interactive boards etc. is encouraged for better learning experiences. The Principal monitors all the academic activities and follow up is taken in the meetings with department heads. IQAC is keen on maintenance of records of every academic activity, teaching plan, outcome of class tests, internal assessment scheme etc.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepren eurship	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
No Data Entered/Not Applicable !!!		
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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**
No file uploaded.		

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 from the students, teachers, parents and alumni is collected and analyzed in the meetings of the staff including IQAC committee at intervals and efforts are made to implement the final conclusions in the next academic session. Teachers, who are members of Board of Studies give suggestions for amendment of the syllabus as per demands of the students. Classroom teaching learning methods are modified as per the suggestions given by students whenever required. New editions of books in the library are periodically added in response to the demands of students and teachers. Remedial classes are also conducted after identifying weak students and are guided accordingly. Group discussions are also organized based on student interests in various fields. More ICT facilities are gradually added in the college infrastructure concerning the teaching requirements. Extension lectures in various subjects are organized keeping in mind the valuable suggestions given by teachers and students. The alumni also keep on giving their unbiased suggestions for betterment of the college which are incorporated accordingly.

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

[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 (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
2017	2347	271	35	28	63

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

[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)

Regular and effective implementation of mentoring system in an institution helps and ensures the smooth working of that institution. It is considered an integral part of a college. The student mentoring in our college focuses especially on improving students' attendance and academic performance. The goal seems achievable when there is a cordial relationship between teachers and students which is a significant aspect of mentorship program. In our college all teachers act as mentors to the students. Entry level students need special guidance as they are not familiar with campus and its rules and regulations. Keeping this in mind an induction program is conducted every year at the start of the session to familiarize them with the rules and regulations of the college. The faculty members play on active role in helping the students identify and resolve their problems. Students are encouraged to participate in different activities organized by different department. They are motivated to be a part of different clubs formed in the college. This helps them inculcate and develop leadership and management qualities that prepare them well for the work culture they will be exposed to later in their lives. Counselling sessions are arranged by the mentors to ensure regularity and punctuality of the students. Students suffering from any medical issues are offered moral and financial assistance. Placement cell has played a significant role in boosting the morale of the students as getting a job immediately after completing their studies make them self-reliant.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2618	63	1:42

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	20	14	0	9

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

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

The concept of internal evaluation has been introduced by the University and a semester pattern of examination for both Undergraduate and Postgraduate classes have been introduced. College conducts mid semester examinations every semester. Once evaluated by the respective teacher the answer sheets will be shown to students in class so that the students will have an opportunity to clear their questions and doubts. For those students who fall short of the minimum requirements set by the university, retests are held. Students are granted a unique chance to pass the tests if they miss their opportunity to participate in midterm exams because of their involvement in other activities like sports, cultural events, NCC, and NSS.The students maximum attendance is ensured with the utmost attention. The students are informed at the earliest of the outcomes of the internal examinations. While handing out answer sheets the concerned subject teachers provide feedback to the students. The students are apprised of their accomplishments and areas for growth. Based on their proficiency in language, communication, and presentation, students subject knowledge is assessed. The students are expected to turn in their home assignments on time. The instructor sets up group discussions in the classroom. Prior to university exams, the internal examination committee evaluates students performance through internal evaluation processes that they develop and carry out. The college takes precautions to safeguard the examination processs confidentiality. A copy of the university direction is distributed to the faculty whenever the evaluation technique is changed in accordance with university policy. The registrar meets with the principal to discuss the overall performance of the students. Faculties use student performance on internal assessments to identify slow and advanced learners in many subject areas. Counselling is used to motivate slow learners to do better in the future. Counselling sessions are utilized to address both academic and non-academic challenges as well as personal ones.

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

College carefully arranges all its activities according to the calendar provided by Punjabi University. The academic calendar lists and largely indicates all the activities for the whole session. The college publishes this academic calendar in the college Prospectus as well. This makes it easier for both teachers and students to receive the information they need about the sessions scheduled curriculum. In sessions led by the principal, details about

any curriculum revisions are discussed. An institute-level calendar is created by the institute and contains information like the total number of working days and holidays, CIE dates, and dates for the institutes annual programmes. The calendar also includes schedule of guest lectures, workshops, and other co-curricular and extracurricular activities. Faculty members can arrange their own course delivery, research projects, academic assignments, and extracurricular activities with the use of academic calendars. Department heads closely oversee and monitor the completion of the syllabus in accordance with the faculty members planned division of the syllabus. Each CIEs syllabus is defined in advance, and faculty members follow it.

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/spl2017_18.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/sss2017_18.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	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center				Start-up	up	Commencement

<center>**No Data Entered/Not Applicable !!!**</center>

<center>**No file uploaded.**</center>

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded

<center>**No Data Entered/Not Applicable !!!**</center>

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)

<center>**No Data Entered/Not Applicable !!!**</center>

<center>[View File](#)</center>

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

<center>**No Data Entered/Not Applicable !!!**</center>

<center>[View File](#)</center>

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

<center>**No Data Entered/Not Applicable !!!**</center>

<center>**No file uploaded.**</center>

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

<center>**No Data Entered/Not Applicable !!!**</center>

<center>**No file uploaded.**</center>

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

Number of Faculty	International	National	State	Local

<center>**No Data Entered/Not Applicable !!!**</center>

<center>[View File](#)</center>

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
Youth Leadership Camp, Manali	Youth Welfare Department, New Delhi	1	4
National Youth Camp, New Delhi	Youth Welfare Department, New Delhi	1	2
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
No Data Entered/Not Applicable !!!			
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	10	187
Aids Day	NSS and other Departments	Lecture	9	116
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
No Data Entered/Not Applicable !!!					
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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	Partially	2.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	27358	Nill	37	6787	27395	6787
Reference Books	749	Nill	5	4560	754	4560
Journals	14	8950	Nill	Nill	14	8950
CD & Video	168	Nill	13	Nill	181	0
Weeding (hard & soft)	2545	Nill	80	2703	2625	2703
Others(specify)	28	23185	Nill	Nill	28	23185
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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	3	20	0
Added	0	0	0	0	0	0	0	0	0
Total	123	3	123	10	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
NA	Nill

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
0	660123	Nill	26571035

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 Institute continuously strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment. There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc. The procedures are given below: Laboratory All the laboratories are well maintained lab in-charge and staff in-charge are taking care of maintenance works, and are monitored by the HODs of the concern departments. Well established procedure is available for service and maintenance of lab equipments. Request for approval of maintenance / service is made. Lab technician periodically maintains all the equipments. Maintenance of library: For maintenances of library infrastructure and facilities the library committee and administration have been given the responsibility to purchase, procure books and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of texts and references in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. Maintenance of the sport facilities: The College has a well equipped sports infrastructure. The necessary goods and sports articles are purchased by the office of the principal as per the recommendations of the sports department. The college authority purchases them by calling quotations from the reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. Students with excellence and achievements are publicly felicitated and also supported financially to the extent possible. Maintenance of Computers and IT facilities: The office of the principal decides about purchasing necessary IT equipments as per recommendations received from

all the departments and the administrative office of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic up-gradations of the IT resources. There is an ICT cell in the college which looks after the maintenance of the computers and facilities. Employees are also entrusted with use and maintenance of these facilities. Classroom facilities: The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements and the purchase committee is apprised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in eight classrooms, besides smart boards. Student support and welfare: In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees exist in the college to support different services related to, student welfare and to meet their needs. The principal is the chairperson of all sub committees. There is a canteen committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college.

http://www.pcsamana.org.in/ppm2017_18.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.	419	4084512
Financial Support from Other Sources			
a) National	SC/OBC/Minority Scholarship Scheme/Sports Scholarship	594	5773625
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	02/02/2017	101	Public College, Samana
Bridge Gap Course Summer Camp	01/06/2018	100	Computer/Commerce /Home Science/Music 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	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2018	Entry into Service Classes	52	52	10	3

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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
0	0	0

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
No Data Entered/Not Applicable !!!					
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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
2017	16	Public College, Samana	Humanities	Public College, Samana	M.A. Punjabi
2017	3	Public College, Samana	Humanities	Public College, Samana	M.A. English
2017	8	Public College, Samana	Humanities	Public College, Samana	M.A. History
2017	36	Public College, Samana	Commerce	Public College, Samana	M. Com.
2017	7	Public College, Samana	Humanities	Public College, Samana	PGDCA
2017	4	Public College, Samana	Computers	Public College, Samana	M. Sc. (IT)
2017	6	Public College, Samana	Computers	Public College, Samana	M. Sc. (IT) Lateral Entry

No file uploaded.

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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 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 are given the responsibility to work for the college magazine as student editors.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

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)

The institute supports a trend of decentralized governance system with well-

defined inter relationships. Decentralization improves planning, co-ordination, organisation and control. Heads of various departments are authorized to take decisions at the departmental level in coordination with the other members of the staff. Committees have been constituted for the various tasks of the institution. Regular meetings of these committees are held for the effective and smooth functioning of the institute. The college also ensures participative management by involving the faculty members, non-teaching members, students, Alumni, External peer representatives in various decision making activities. • Heads of the departments monitor their respective departmental activities. • Regular meetings of various committees are held for the effective and smooth functioning of the institute.

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
Teaching and Learning	Curriculum design ensures equal proportion of theoretical and practical knowledge. The students get practical training for skill acquirement and sound theoretical knowledge base. The courses also include industrial visits, computer training, entrepreneurial knowledge and soft skills that are useful for employment. Recognizing the need for the present scenario, a course curriculum incorporates the required changes and prepares today's graduates for the new and varied challenges based on the discussions, by our senior faculty members who are the members of the Board of Studies, Punjabi University, Patiala.
Teaching and Learning	To nurture innovation, creativity, research and experiment, cross fertilization of thoughts and ideas, freedom for students and faculty to think and evolve for the betterment of oneself and the Institution. To provide the state-of-the-art infrastructure, world class ambience and ethical work culture. Latest teaching methods are employed to make teaching effective. Smart boards and other teaching learning aids have been installed in a number of classrooms. Bridge gap courses and coaching classes for competitive exams are also organized. ICT based techniques like e-journals, INFLIBNET, smart boards, website links and projectors etc. are used to modernize the teaching learning process. • Co-curricular activities are activities and programs that take place

	outside of the traditional classroom but in some manner complement academic learning from classroom curriculum. It enhances social skills, which are important skills to build for college, career, and life in general. It also helps building leadership and independence in students. For this various Literary societies and other societies are maintained.
Examination and Evaluation	Mid semester tests based on University exam pattern and are held every semester to prepare the students for the University exams. The students are evaluated for their assessments subject wise based on their score obtained in MSTs, class performance, attendance, projects and presentations. Mid semester tests based on University exam pattern and are held every semester to prepare the students for the University exams. The students are evaluated for their assessments subject wise based on their score obtained in MSTs, class performance, attendance, projects and presentations.
Research and Development	The faculty is encouraged to attend FDPs, STTPs, workshops, seminars and conferences organized by different organizations. Faculty is involved in research and has published research articles at national and international forums. Also, project proposals were submitted to different funding agencies. Publication of journal, newsletter, wall magazine, etc.
Library, ICT and Physical Infrastructure / Instrumentation	Enriched library with latest books, journals and e-journals, etc
Human Resource Management	This is achieved through 1. Faculty improvement programs for enhancement of quality of teachers. 2. Well-defined recruitment policy based on merit of the applicants within the general frame-work. 3. Providing a better teaching-learning environment in the Institute. 4. Providing on duty leave to the faculty for attending seminars, symposia, workshops, invited lectures and research oriented activities. 5.PF as per rule Criterion of the college. 6. Festival advance 7. Maternity leave 8. Medical leave 9. Uniforms to class IV staff
Industry Interaction / Collaboration	Institute accomplishes the number of activities and facilitates industry interaction in various ways. 1. Guest

	lecture is a way of enriching the students with the latest updates of the industries and technology. 2.Industrial visits are organized as it is an activity which gives exposure to the industry environment.
Admission of Students	The simplified admission process would save a lot of time for parents and students. In this connection online admission form is available on college website. Social media is one of the best ways to fascinate students. Social media platforms like Instagram, Facebook, WhatsApp and Twitter captivate student's attention. The admission process is transparent and based on merit. Our institute employs social media to promote brand by posting various events, college festivals, student's achievements, field visits etc. An alumni network performs intensely in favour of our institute. Our alumni refer to our institute for potential admissions.

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

E-governace area	Details
Planning and Development	The Institute has a perspective plan for development. It is developed by Principal with the help of HOD's of various departments under the guidance of management. Based on the academic schedule given by the affiliating university, academic calendar is prepared by the Planning Committee. The academic calendar includes the list of pre- planned programs of various departments and examination schedules prepared with the knowledge of HOD's. To ensure development of the Institute, all the planning and execution is monitored regularly.
Administration	1. The college authorities can exercise full supervision of all service modules in the office through the MIS software. 2. The Principal liaises with Governing Body members as well as the teaching and non-teaching staff through email. 3. All-important administrative information including notices is regularly published on the website. 4. The college is connected through high-speed internet of bandwidth 150 MBPS. 5. Fully automated, wireless office with 24x7 internet facility. 6. The college office is linked through intranet with the

	Principal's office for online supervision by the management. 7. Hammer Software is used in all the offices to maintain and analyse data efficiently.
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.
Student Admission and Support	All kinds of scholarship schemes for students by central and state government are implemented. College also provides fee concessions to meritorious and economically weaker students. In addition, students are guided to select the course, subjects and other extra-curricular activities.
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
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
• Children of the staff members are given fee concession during their studies in the college. • 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 staffs are 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 up to 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
No Data Entered/Not Applicable !!!		
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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 of College
Administrative	No	Nill	Yes	Principal of College

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

NA

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

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

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

Teachers are encouraged to join Ph.D. and research work. Bridge Gap Courses in Computers, Commerce, Home Science and Music Departments. Applied for B. Voc. courses in two subjects viz. Computer Graphic Designing and Food Processing and Technology.

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
2018	Coaching Classes for Entry into Services	02/04/2018	02/04/2018	31/05/2018	52
2017	Mock Interviews	07/10/2017	14/10/2017	14/10/2017	100

2018	Training programme for BBA Students	21/03/2018	21/03/2018	21/03/2018	15
2018	Annual Function of College is restarted	01/03/2018	14/03/2018	14/03/2018	1000
2018	1st Convocation of College organized	01/03/2018	15/03/2018	15/03/2018	1000
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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
A seminar to aware students regarding various Rights available to Indian Women by Law. ASI, Manpreet Kaur was the key speaker	14/11/2017	14/11/2017	145	Nill
A Group discussion on freedom available to Indian Women in our society	15/02/2018	15/02/2018	167	Nill
An Essay Writing, Slogan Writing and Poster Making Competition on topics female feticide, Pollution, Drug Abuse & Go Green. Dr. Sangeeta Handa, Principal Mohindra College, Patiala was the	10/11/2017	10/11/2017	126	25

Chief Guest				
Teej function was celebrated to promote tales of equality empowerment and joy (TEEJ)	05/08/2017	05/08/2017	725	Nill

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
All the preliminary arrangements regarding installation of Solar Panel are successfully completed.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	**Yes**	**7**

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 !!!							
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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 Prospectus	**01/06/2018**	**College prospectus containing rules and regulations for admission to the college, various details about scholarships/concession etc. are mentioned in it.**

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

No vehicles are allowed in the campus. Lush green lawns in the campus provide clean air to students and faculty. Proper waste management which helps in keeping the surroundings clean. We also produce green manure from leaves and canteen waste. Use of polythene is avoided as much as possible.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title 1: Learning and Guidance Learning 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. Learning 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 learner and the learnee. • To establish the tutor 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 through various guaidance programmes 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. 7.2 Best Practice 2: Title of the practice: Green campus initiative Objective: • Harnessing sustainable energy • Follow sustainable construction practices. • Energy and water conservation measures. • Establish campus renewable energy sources like roof top solar power plants, etc. • Solid waste management. 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.

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/bp2017_18.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

The campus of our institutes has lush green surroundings which has a spread over huge acres of land. Apart from having pollution free area, it has beautiful infrastructural developments in its covered area which describes its distinctiveness. The institute has big and well maintained lawns, sports stadium, computer Labs, Science laboratories, classrooms and hostels with all facilities. In this way, the institutes in its huge campus are catering to the needs of society with its own attributes which makes it 'distinct'. This infrastructural development is the highlighting feature of the succeeding strengths of the institutes and consists of attributes like: • Blocks and Buildings: The institutes have modern buildings, well equipped labs, air conditioned seminar hall, big classrooms, and playgrounds for all major sports, gymnasium, facilities for indoor games and canteen etc. which makes the campus a richly liveable and lovable place to get wholesome education. Air-cooled rooms with attached bathrooms and hot-water geyser facility are available in the institute's hostels. Fully furnished guest house is available in the campus for official guests. • Laboratories: In order to provide hands on training and practical exposure to the students, the institute is going beyond the syllabus prescribed by the University and has made centres of excellence in various departments. 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.

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

8.Future Plans of Actions for Next Academic Year

The college IQAC has identified the broad objectives which the college should strive to achieve in the future. To encourage faculty in various research related

activities and participation in workshops/seminars/FDP etc. To create an enabling environment for wholistic development of students, faculty and support staff. To provide more space for faculty and students in the canteen. To upgrade library resources to include digital content. To implement structural and electrical repairs to the building in consultation with the management. To continue to provide formal education to needy and deserving students by providing fee concessions, fee waivers, book bank facility etc. To reward the students for various achievements in different areas.