

The Annual Quality Assurance Report (AQAR)

Year 2013-14

I. Details of the Institution

1.1 Name of the Institution : Khalsa College for Women, Amritsar

1.2 Address Line : GT Road

City : Amritsar

State : Punjab

Pin Code : 143002

Institution e-mail address : kcw_asr@yahoo.co.in

Contact Nos. : 0183-6058209, 2258207

Name of the Head of the Institution : Dr. (Mrs.) Sukhbir Kaur Mahal

Tel. No. with STD Code : 0183-6058207

Mobile : 91-9888248711

Name of the IQAC Coordinator : Dr. Manpreet Kaur

Mobile : 91-9501114497

IQAC e-mail address : kcw_asr@yahoo.co.in

1.3 NAAC Track ID :

OR

1.4 NAAC Executive Committee No. & Date : EC/ 48/A&A/33, March 08, 2009

1.5 Website Address : www.kcwasr.org

Web-link of the AQAR : kcwasr.org/images/iqac1314.pdf

1.6 Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1.	1 st Cycle	A	3.36	2009	5 years
2.	2 nd Cycle	Preparation of SSR is under process.			

1.7 Date of Establishment of IQAC : 06.07.2010

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC : NIL

1.9 Institutional Status

Affiliated College	Yes	No	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regulatory Agency approved Institution	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Type of Institution	Women	Urban	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Financial Status	UGC2 (f)	UGC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Grant-in-aid+Self Financing		<input checked="" type="checkbox"/>	

1.10 Type of faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Management	<input checked="" type="checkbox"/>	Computer Sci. & I.T	<input checked="" type="checkbox"/>	Fashion Designing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

1.11 Name of the Affiliating University : Guru Nanak Dev University, Amritsar.

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

UGC-COP Programmes

2. IQAC Composition and Activities

- 2.1 No. of Teachers : 05
- 2.2 No. of Administrative/Technical staff : 02
- 2.3 No. of students : NIL
- 2.4 No. of Management representatives : NIL
- 2.5 No. of Alumni : NIL
- 2.6 No. of any other stakeholder and community representatives : 01
- 2.7 No. of Employers/ Industrialists : 01
- 2.8 No. of other External Experts : NIL

2.9 Total No. of Members : 09

2.10 No. of IQAC meetings held : 04

2.11 No. of meetings with various stakeholders : Faculty: 04 Alumni: 01

Non-teaching Staff/Students: 02

2.12 Has IQAC received any funding from UGC during the year? Yes No

2.13 Seminars and Conferences : NIL

2.14 Significant activities and contributions made by IQAC

- Enhancing Teaching- Learning process by implementing innovative ideas and monitoring the overall academic growth of the institute. The Committee plays a vital role in constructing the atmosphere conducive to learning and teaching.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

Plan of Action	Achievements
Emphasis on Short-term Courses	30 students learned & implemented Tally.
Emphasis on Add on Courses (Career Oriented Programs)	DCM, IT, Cosmetology & Aviation Management Courses were conducted.
Training & Coaching for NET exams	Training is conducted by the External Subject Experts.
Commencing B.Com (Hons.)	The course was started with 23 students.

The Academic Calendar of the year is attached : Annexure I

2.16 Whether the AQAR was placed in statutory body Yes

Provide the details of the actions taken : NIL

II. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Contract
38	17	05	01	15

2.2 No. of permanent faculty with Ph.D : 11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty: 57

2.5 Faculty participation in conferences and symposia :

No.of Faculty	International Level	National Level	State Level
Attended	NIL	03	NIL
Presented papers	03	27	NIL
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT In Teaching through Power Point Presentations and Audio Visual Aids, Interactive Sessions of Students, Guest Lectures, Extension Lectures, Soft Skill Training Programs, Learning by doing, Industrial and Field Visits.

2.7 Total No. of actual teaching days during this academic year : 162

2.8 Examination/Evaluation Reforms initiated by the Institution : Semester Sys

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

Member of Board of Study/Faculty/Curriculum Development workshop : 06

2.10 Average percentage of attendance of students : 80 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I %	II%	III%	Pass%
BA	110	0.90%	20.92%	48.18%	27.27%	97.27%
BSc	144	1.38%	26.38%	31.96%	32.64%	92.36%
BSc(IT)	25	4%	36%	40%	20%	100%
BSc(FD)	25	40%	60%	NIL	NIL	100%
BCA	72	5.00%	50%	25%	16.67%	97.22%
B.Com(R)	59	NIL	28.82%	50.84%	16.95%	96.61%
B.Com(Prof.)	50	6%	48%	28%	14%	96%
BBA	37	NIL	51.35%	27.03%	21.62%	100%
PGDCA	23	65.22%	30.43%	NIL	NIL	95.65%
PGDFS	28	NIL	39.28%	35.72%	14.28%	99.28%
MA	37	5.40%	24.32%	40.54%	27.03%	97.29%
M.Com	42	35.72%	64.28%	NIL	NIL	100%
MSc(IT)	34	17.64%	73.53%	NIL	NIL	91.17%
MSc(CS)	30	16.66%	73.33%	3.34%	NIL	93.33%

2.12 How does IQAC Contribute / Monitor/Evaluate the Teaching & Learning processes:

- Monitors and supervise the teaching-learning process
- Ensures effective working of remedial classes for needy students.
- Ascertain discipline in and outside the classrooms.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher Courses	02
UGC-Faculty Improvement Programmes	NIL
HRD Programmes	NIL
Orientation Programmes	NIL
Faculty Exchange Programmes	NIL
Staff training conducted by the University	NIL
Staff training conducted by other institutions	NIL
Summer/Winter Schools, Workshops etc.	NIL
Training programs conducted by college(host)	02

2.14 Details of Administrative and Technical Staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of Permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	06	02	NIL	07
Technical Staff	02	NIL	NIL	08

Criterion-III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution :

- Faculty is motivated to propose and submit major and minor research projects to UGC.
- Attending and organizing workshops, seminars and conferences is emphasized and inhibited as indispensable part of the professional and academic growth of faculty members.
- Faculty is encouraged on regular basis to enhance their education by Management as well.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Quality in Rs.Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL			
Quality in Rs.Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	18	NIL
Non Peer Review Journals	NIL	NIL	03
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications : NIL

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations : NIL

3.7 No. of Books published:

With ISBN No. : 05 Chapters in Edited Books : 06

3.8 No. of University Departments receiving funds : Not Applicable

3.9 For colleges : Autonomy BT Star Scheme
INSPIRE CE Any r(specify)

3.10 Revenue generated through consultancy : NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	01	02	NIL	NIL	NIL
Sponsoring agencies	UGC	UGC	NIL	NIL	NIL

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

3.13 No. of collaborations : NIL

3.14 No. of linkages created during this year : 07

3.15 Total budget for research for current year in Lakhs : NIL

3.16 No. of patents received this year : NIL

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

3.18 No. of faculty from the Institution who are Ph.D. Guides : 02
And students registered under them : 02

3.19 No. of Ph.D. awarded by faculty from the Institution : 02

3.20 No. of Research Scholars receiving the Fellowships : NIL

3.21 No. of students Participated in NSS events:

University level	: 100	State level	: NIL
National level	: NIL	International level	: NIL

3.22 No. of students participated in NCC events :

University level	: 40	State level	: 10
National level	: 05	International level	: NIL

3.23 No. of Awards won in NSS

University level	: NIL	State level	: NIL
National level	: NIL	International level	: NIL

3.24 No. of Awards won in NCC : NIL

3.25 No. of Extension activities organized

University forum	:-	04	College forum	:-	11
NCC	:-	02	NSS	:-	05

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

1. Red Cross Society
2. Red Ribbon Club
3. Protect the Girl Child Society
4. Nature Care Club
5. NSS
6. Commerce Club
7. Divinity
8. Blood Donation
9. Youth Welfare Club

Criterion-IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8 Acres	1 Acre	-	9Acres
Class rooms	40	04	College Funds	44
Laboratories	10	05	College Funds	15
Seminar Halls	01	01	College Funds	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year	19	04	UGC & College Funds	23
Value of the total equipment purchased (Rs. In Lakhs)	1,22,41,410	13,89,335	UGC & College Funds	13,630,745

4.2 Computerization of administration and library:

Orbit Technologies

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18370	2342728.43	315	153849.46	18685	2496577.890
Reference Books	334	318982.25	04	3200	338	322182.250
e-Books	200		50		250	
Journals	13					
e-Journals						
Digital Database						
CD & Video						
Newspapers	26				26	
Magazines	42				42	
General	3603	251149.62	92	54647.86	3695	305797.480

4.4 Technology up gradation (overall)

	Total Computers	Computer Lab	Internets	Browsing Centres	Office	Departments
Existing	202	4	1 MB	1	1	2
Added	10	1		1	1	1
Total	212	5	1MB	2	2	3

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

Internet access, practical sessions, UGC sponsored national seminars, e-library, network connectivity and e-governance portal are available for training to teachers and students.

4.6 Amount spent on maintenance in lakhs	:	
i) ICT	:	174656
ii) Campus Infrastructure and	:	1034141
iii) Equipments	:	663752
iv) Others	:	642295
Total	:	25,14,844

Criterion-V**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services:

- Information about services is dispersed in students through regular notice board displays and timely meetings with students.
- Career Counseling and Guidance Cell ensures systematic and appropriate circulation of information regarding support services.
- Students are informed and guided through regular tutorial meets confirming individual attention through small groups.

5.2 Efforts made by the institution for tracking the progression:

- Class Tests, Minor Tests, House Tests are conducted and the records are maintained.
- Result Evaluation is done to figure out the weak areas.
- No. of placements are used to track the success rate of practical application of the courses.

5.3 (a) Total Number of students

UG	PG	Total
2339	402	2741

(b) No. of students outside the state : UG 03 PG 04

(c) No. of international students : NIL

Total Men : NIL Women: 2741 (100%)

Last Year (2012-2013)					Last Year (2013-2014)				
General	SC/ST	OBC	Physically Challenged	Total	General	SC/ST	OBC	Physically Challenged	Total
2035	164	259	NIL	2458	2237	187	317	01	2741

Demand ratio : 1:1 Dropout% : 9.04%

5.4 Details of student support mechanism for coaching for competitive examinations (if any)

- Classes for competitive exams by experts from outside.
- Mock test and interviews.
- Short term training for competitive exam/interview.

No. of students beneficiaries : 203 (Approx.)

5.5 No. of students qualified in these examinations

NET : 05 CAT : NIL M.Tech : 06
MCA : 16 M.Phil : 03 MBA : 15

5.6 Details of student counseling and career guidance:

- Timely and regular student counseling and career guidance is given through extension lectures, soft skills& personality development program, class mentor system, placements, counseling, PT Meets.

No. of students beneficiaries : 200(Approx.)

5.7 Details of campus placement

<i>On Campus</i>			<i>Off Campus</i>	
Number of Organizations Visited	Number of Students participated	Number of Students Placed	Number of Students Participated	Number of Students Placed
5	150	30	110	17

5.8 Details of gender sensitization programmes:

- Celebration of International Women Day.
- Women Grievance Cell
- Guidance and awareness against Sexual Harassment through Counseling sessions.

5.9 Students Activities

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

State/University level:65 National level: 22 International level:01 (2 Events)

No. of students participated in cultural events

State/University level : 50 National level:10 International level: 01

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

Sports: State/University level :65 National level : 08 International level:01

Cultural: State/University level : 45 National level : 01 International level:NIL

5.10 Scholarship and Financial Support

	Number of students	Amount
Financial support from institution	395	20,00,000 (approx.)
Financial support from Government	86	8,00,000 (approx.)
Financial support from other sources	76	1,50,000 (approx.)
Number of students who received International/National recognitions	01	

5.11 Student organized initiatives:

Fairs : State/University level : 08 National level :NIL International level :NIL

Exhibition:State/University level :03 National level :NIL International level : NIL

5.12 No. of social initiatives undertaken by the students : 06

5.13 Major grievances of students (if any) redressed :

- The problem of seating area in cafeteria was sorted out by construction of new spacious cafeteria.
- Grievance of unpermitted use of mobile phones in campus was tackled by giving the free call facility at college.

Criterion-VI

6 Governance, Leadership and Management

6.1 State the Vision and Mission

Vision: Khalsa College for Women was founded with the vision of awakening and empowering women through imparting the light of knowledge in their lives. The institution established in July 1968, foresaw formal education as the only way to liberate women and bridge the gap between gender inequalities. It has always envisioned an educated, enlightened and empowered society, which moves in the modern world with its ethics and moral values preserved.

Mission: The institute aims to impart University Education and to spread the light of knowledge among women folk, especially the rural and under privileged section of the society. It believes in propagating human values like honesty, goodness, high character, humanity and sacrifice as described by great gurus in Sikh scriptures. It tasks hard to produce intelligent, responsible and dependable human beings with a sense of integrity, nationality, global vision and universal acceptance.

6.2 Does the institution has a Management Information System:

- Yes, the college has latest computers, network connectivity, internet lease line, office automation software, library automation software which helps in managing the information required to run the institute successfully and efficiently.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Faculty who serves as members of board of studies, therefore participating the university in curriculum development, gives suggestions.
- Curriculum was designed, developed and proposed for B.Voc Courses, due to be started in session 2014-15.

6.3.2. Teaching and Learning:

- Maximum use of ICT
- Smart Classes
- Audio-visual aids like Power Point, movies etc.
- Remedial Classes
- Regular Feedbacks
- Well stacked library

6.3.3 Examination and Evaluation

- Minor tests and class tests at regular intervals
- Table marking of college house tests.
- Evaluation is done in transparency.

6.3.4 Research and Development

- Research projects of students are guided and supervised by concerned teachers.
- Eligible faculty members guide and supervise Ph.D students enrolled under them.
- Faculty members present and publish research papers in reputed seminars and journals

6.3.5 Library, ICT and physical infrastructure/ instrumentation

- Digitization of library was upgraded to orbit software.
- Books were Bar-coded in accordance with aforesaid software.
- Laboratories and Library were updated
- New hostel block was established.
- New cafeteria was constructed.
- ICT based instruments were purchased
- College bus was purchased to meet the need of increasing number of students.
- A 140 KVA generator set and a central R.O System were installed.

6.3.6 Human Resource Management

- Orientation of new faculty regarding rules and regulations of profession as well as institutes.
- Delegation of work.
- Monitoring of the work.

6.3.7 Faculty and Staff recruitment

- Faculty and staff is recruited at the commencement of the session as per norms of UGC, DPI and GNDU.
- The posts are advertised according to the requirement of Institute.
- The recruitments are made through proper staff selection procedure.

6.3.8 Industry Interaction/ Collaboration

- Industry- Institute Interaction was ensured through regular industrial visits and inviting industrial experts to take workshops and seminars.
- Informal collaborations with banking and insurance companies were made.

6.3.9 Admission of students

- Admissions are made strictly as per scheduled dates given by the university.
- Institute follows first come first serve procedure for majority of courses, whereas, merit is taken as a base for selective degree courses.

6.4 Welfare schemes for

- Teaching
 1. Medical Facility
 2. Provision of campus accommodation
 3. Gym
 4. Loan from Provident Fund.
 5. Health care centre
 6. Agricultural and Dairy products at subsidized rates
 7. Teachers are sent for FDPs, Workshops and trainings
 8. Various occasions are celebrated in the college premises to strengthen the bond between staff members and refreshing environment to all.

- Non-Teaching
 1. Medical Facility
 2. Provision of campus accommodation
 3. Gym
 4. Loan from Provident Fund and salary-in-advance facility.
 5. Health care centre
 6. Agricultural and Dairy products at subsidized rates
 7. Total free ship to their wards to study in the institution.
 8. Provision of leave to appear for examination to enhance their educational qualification.

- Students
 1. Well furnished hostel facility.
 2. Hygienic and homely mess facility.
 3. Gym
 4. Health care center
 5. Financial support through free ships and scholarships.
 6. General Counseling
 7. Academic and career guidance
 8. Inculcating leadership qualities through various co curricular activities
 9. Holistic development through providing a proper platform for cultural and academic activities.

6.5 Total corpus fund generated (2013-14) : Rs 1656676/-

6.6 Whether annual financial audit has been done

Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	Management	Yes	IQAC
Administrative	No	No	Yes	IQAC

6.8 Does the University declares results within 30days?

For UG Programmes Yes No

For PG Programmes Yes No

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

- University has introduced Semester system.

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

- University authorities encourage the colleges to opt for autonomy.

6.11 Activities and support from Alumni Association

- During the Alumni meets, they share their experiences and knowledge with the current students.
- They motivate and guide students for better career options.

6.12 Activities and support from Parent-Teacher Association

- Regular meetings are held to ascertain behavioural and academic evaluation and improvement of students.
- Parent's feedback is taken and student counseling is conducted to ensure and implement solutions to their problems.
- Through regular and timely interactions, it assures the academic and overall personality enhancement of students as well as teachers.

6.13 Development programmes for support staff

- Facility of Advance Salary and loans.
- Encouragement to enhance the qualifications by allowing leave for examinations.
- In campus accommodation facility is available.
- Total freeship for their wards is provided for studying in the institution.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Integration of Solar System
- Appropriate Waste Management
- Preparation of organic fertilizer through Decompose unit.
- Plantation and landscaping for green campus on regular basis.
- Rainwater harvesting

Criterion-VII

7 Innovations and Best Practices

7.1 Innovations introduced during this academic year, which have created a positive impact on the functioning of institution :

- Skill oriented courses planned for upliftment and empowerment of women to make them self-dependent. The courses planned are to be introduced in coming session i.e. 2014-15.
- Table marking for house test evaluation was introduced, which has exhibited a tremendous efficiency enhancement.

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

- Short term courses:

Following well chalked out short term courses were initiated in the academic year:

1. Course named 'Banking Services' was started and accomplished with a respectable number of enrollments, that is, more than 100 students benefitted from the course.
2. Course named 'Business Correspondent and Business Facilitator' by N.S.D.C (National Skill Development Council) was planned and organized in the college campus with a good response from students.

- Add-On Courses:

1. Certain Add-On Courses were planned to be added on to the additional ones, namely, Certificate course in Communication Skills and certificate course in Banking Services.
2. The awareness campaign was carried out in the college to encourage students to enroll for the courses by informing them the need and necessity of the courses in practical walk of life.
3. Overwhelming response of students was registered as they took part in campaign as well as enrollment enthusiastically.

- Skill-Oriented Vocational Courses:

1. Two Vocational Courses of B.Voc in Retail Management and B.Voc in Fashion Styling and Grooming were planned and proposed to UGC for approval.
2. Fashion designing lab was upgraded in order to cater to the needs of the latter course.

3. Students were contacted and acquainted with the beneficial aspects of the courses to ensure maximum number of student beneficiaries.

- **Competitive Examination Coaching:**

1. Proper coaching for NET examination was given to the entire M.Com class that constitute of 60 students.
2. The experts were hired from field to impart the quality and focused training.

7.3 Give two Best Practices of the institution

Attached :

ANNEXURE III

7.4 Contribution to environment awareness/ protection

- Students are sensitized towards environmental problems through seminars and lectures conducted in college assembly.
- N.S.S Camps are organized focusing the environmental and cleanliness issues.
- Nature Club takes special care in ensuring and maintaining the plantation in the college.
- The gap between nature and science is abridged through scientific nomenclature of the trees and plants in the college.

7.5 Whether environmental audit was conducted?

Yes No

7.6 Additional Information

Refined work culture and uncompromised disciplined environment in and outside the classroom serves as strengthening pillar of the institution. It is an institute of consistent growth opportunity owing to its status of being a women college and catering to the needs of students coming from border area as well as from diverse socio-economic occupations that gives the opportunity to start up innumerable vocational and innovative courses. Still, an apparent decline in governmental financial support year by year has been registered as a major weakness of the institution. Moreover Adhocism inflicts the lack of affiliation towards institute, thereby, crumbling the quality of faculty, which further makes it difficult to impart the instructions effectively.

8. Plans of institution for next year

- New Skill Oriented Courses to be started in session(2014-15)
- To add more rooms for hostel and college both.
- To implement e-governance system.

