ANNUAL QUALITY ASSURANCE REPORT

2017-18

SUBMITTED TO:

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

SUBMITTED BY:
IQAC, ASBASJSM, COLLEGE, BELA ROPAR PUNJAB
GOVT. AIDED POST GRADUATE COLLEGE
AFFILIATED TO PUNJABI UNIVERSITY, PTIALA
01881-263533, iqacbela@gamil.com, mail@belacollege.org: www.belacollege.org

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela Ropar Punjab 140111

1.2 Address Line 1

Vill. Bela Teh. Chamkaur Sahib, Distt. Ropar Punjab 140111

Address Line 2

City/Town

ROPAR

State

PUNJAB

Pin Code

140111

Institution e-mail address

mail@belacollege.org

Contact Nos.

01881-263533

Name of the Head of the Institution:

Prof. Surmukh Singh

Tel. No. with STD Code:

01881-263533

Mobile:

+91-98155-18698

Name of the IQAC Co-ordinator:

Mrs. Mamta Arora

Mobile:

+91-94630-27367, 8360959625

IQAC e-mail address:

iqacbela@gmail.com
mamtaarora.2007@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

1.4 **NAAC Executive Committee No. & Date:**
     (For Example EC/32/A&A/143 dated 3-5-2004.
     This EC no. is available in the right corner- bottom
     of your institution's Accreditation Certificate)

EC/62/A&A/130 dated 5-1-2013

1.5 Website address:

www.belacollege.org

Web-link of the AQAR:

www.belacollege.org/IQAC/AQAR.2017-18.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.37	2013	January 5, 2018

1.7 Date of Establishment of IQAC: DD/MM/YYYY

08/11/2012

1.8 AQAR for the year *(for example 2010-11)*

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR 2012-13   22/12/2014

ii. AQAR 2013-14   31/12/2018
iii. AQAR 2014-15   31/12/2018
iv. AQAR 2015-16   31/12/2018
v.   AQAR 2016-17   31/12/2018
vi. AQAR 2017-18   01/01/2019

1.10 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes ✔   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ✔   No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ✔   Men ☐   Women ☐

                       Urban ☐   Rural ✔   Tribal ☐

Financial Status   Grant-in-aid ✔   UGC 2(f) ✔ UGC 12B ✔

                    Grant-in-aid + Self Financing ✔ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ✔   Science ✔ Commerce ✔ Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   [.]

1.12 Name of the Affiliating University *(for the Colleges)*   Punjabi University, Patiala

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

Autonomy by State/Central Govt. / University

No

University with Potential for Excellence

No

UGC-CPE

No

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

no

Any other (*Specify*)

B.voc.

UGC-COP Programmes

Yes

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

11

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No. 　4　 　　Faculty 　3　

Non-Teaching Staff Students 　-　 Alumni 　-　 Others 　1　

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. 　3　 International ☐ National 　-　 State 　1　 Institution 　2　
Level

(ii) Themes

❖ Industry Institute Partnership Programme
❖ Seminar on entrepreneurship development
❖ Faculty Development program

2.14 Significant Activities and contributions made by IQAC

Seminar on quality initiative through IQAC

Lecture on Credit system

Personality development workshop

Free computer courses

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
To organize one week faculty development Program	One week Faculty development Program organized
. To apply Interdisciplinary programmes such as renewable energy Technology, Medical laboratory Technology, sales Management and Industrial relations, Journalism and multimedia technology	Interdisciplinary B.Voc. programmes applied to UGC along with community college in Medical Laboaratory technology
Evaluation of teachers by students will be conducted at different times and will be intimated the higher authorities.	Evaluation is conducted and results are communicated to higher authoeities
Encourage for accessing online study materials by students and staff.	Students and faculty are using online library services.
Continues use of library by staff and students.	Library and photocopy facility is utilized by faculty and students
Visitors and readers records should be maintained	It is being maintained.
Teachers Dairy and student's attendance should be maintained	Teachers dairy in the form of course file has been upgraded.

Attach the Academic Calendar of the year as Annexure. (attached as annexure)

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

PART-B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes (June2015-May2016)

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2(M.Sc.BT, M.Sc.IT)	2(M.Com, MSc Maths)	4(M.Sc.BT, M.Sc.IT, M.Com, M.Sc. Maths)	-
UG	5(BA,BCA, BBA, B.Com, B. Sc BT, BSc NM, BSc CA)	2(B. Voc-FP,RMIT)	8(BA, BCA, BBA, B.Com, BSc BT, BSc CA, B. Voc FP, B. Voc RMIT)	
PG Diploma	2(PGDCA,PGDMC)	-	2(PGDCA,PGDMC)	-
Advanced Diploma	2(B.Voc. FP,RMIT)	2(B.Voc-FP,RMIT)	2(B.Voc-FP,RMIT)	-
Diploma	2(BVoc-FP,RMIT)	2(BVoc-FP,RMIT)	2(BVoc-FP,RMIT)	-
Certificate	2(BVoc-FP,RMIT)	2(BVoc-FP,RMIT)	2(BVoc-FP,RMIT)	-
Others	-	-	-	2(NIOS-2 six months, 2 one year courses)
Total	15	10	20	

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

CBCS-   CS Introduced in B.Voc.
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	Nil

1.3 Feedback from stakeholders*Alumni [ ] Parents [ ] Employer [ ] Students [✓]
(On all aspects)

Mode of feedback   : Online [ ] Manual [✓] Co-operating schools [ ]
(for PEI)

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

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

Revision as per university guidelines

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

NA

Criterion – II

2.Teaching, Learning and Evaluation

2.1Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	37	04	Nil	Nil

2.2 No. of permanent faculty with Ph.D. 06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (Jan2015-Dec2016)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
1	Nil	0	Nil	Nil	Nil	Nil	Nil	1	Nil

2.4 **No. of Guest and Visiting faculty and Temporary facul** | --- | 5 |

2.5 Faculty participation in conferences and symposia: (Jan2015-Dec2015)

No. of Faculty	International level	National level	State level
Attended	2	17	23
Presented	1	8	11
Resource Persons	-	Nil	1

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

> ➢ Teachers adopt innovative methods in teaching. Teachers of the dept. teach the students by giving assignments, delivering lectures, individual guidance and by conducting internal tests
> ➢ For the improvement of results class tests are conducted after the completion of units /topics.\ Educational trips and industrial visits are arranged
> ➢ Remedial Classes are arranged for weak students.
> ➢ Guest Lectures and workshops are organized.

2.7 Total No. of actual teaching days during this academic year   184

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of <u>Board of Study</u>/Faculty/Curriculum Development workshop

05

2.10 Average percentage of attendance of students: -

Title of the Programme	Total no. of students	Attendance Percentage%(2017-18)
BA-I	166	81
BA-II	99	78
BA-III	148	76
BSc(NM)-I	123	89
BSc(NM)-II	15	92
BSc(NM)-III	30	86
BSc(CA)-I	08	79
BSc(CA)-II	08	80
BSc(CA)-III	09	83
BSC(BT)-I	17	98
BSC(BT)-II	23	95
BSc(BT)-III	17	100
BBA-I	33	94
BBA-II	18	89
BBA-III	12	Gone for project
BCA-I	45	84
BCA-II	27	78
BCA-III	32	95
B.Com-I	69	87
B.Com-II	28	76
B.Com-III	24	89
B.VOC(R&M)-I	03	98
B.VOC(R&M)-II	0	93
B.VOC(R&M)-III	0	96
B.VOC(Food Proc.)-I	03	100
B.VOC(Food Proc.)-II	01	98
B.VOC(Food Proc.)-III	01	100
PGDCA	14	89
PGDJMC	15	75
MSc(BT)-I	13	100
MSc(BT)-II	09	100
MSc(IT)-I	07	100
MSc(IT)-II	07	100
M.Com-I	04	100

M.Com-II	03	100
M.sc-Math-I	08	100
M.sc-Math-II	10	80

2.11 Course/Programme wise distribution of pass percentage: results are pending

2.12 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	Nil
UGC – Faculty Improvement Program	Nil
HRD programs	Nil
Orientation programs	Nil
Faculty exchange program	Nil
staff training conducted by the college	50
Staff training conducted by other institutions	9
Summer / Winter schools, Workshops, etc.	5
Others	4

2.13 Details of Administrative and Technical staff (June17-May18)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	02	Nil	Nil
Technical Staff	08	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Encourage teachers to undertake research projects under FIP (Faculty Interaction Programme) ; identify research areas in the locality and encourage faculty to take up research activities with the twin objectives of production of new knowledge and enhancement of quality.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	12	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1		-

3.5 Details on Impact factor of publications:

Range [　　] Average [　　] h-index [　　] Nos. in SCOPUS [　　]

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

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

3.7 No. of books published   i) With ISBN No. [　　]   Chapters in Edited Books [1]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

                      INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [   ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	3
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [1]

3.13 No. of collaborations   International [-]   National [7]   Any other [ ]

3.14 No. of linkages created during this year [   ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [10,000]

Total [10,000]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	3	-	-	5

3.18 No. of faculty from the Institution [-]

who are Ph. D. Guides
and students registered under them

| - |

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

| - |

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events:

College level | 100 | University level | - | State level | - |

National level   International lev| - | | - |

3.22 No.of students participated in NCC events:

Battalion level | 100 | University level | - | State level | - |

National level   International lev| - | | - |

3.23 No. of Awards won in NSS:

University level | | State level | |

National level   International lev| | | |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level   International lev| - | | - |

3.25 No. of Extension activities organized

University forum | - | College forum | 06 |

NCC | - | NSS | 2 | Any other | 05 |

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

Drugs de-addiction programme, Blood donation camp, Van Mahautsav, Road Safecty awareness programme, Lohri celebration, Independence day, Republic day, National voters day, Yoga day , International Red cross day celebration, Woman's day celebration

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	7 acre	---	--	---
Class rooms	32	3	UGC	19
Laboratories	10	-		10
Seminar Halls	2	-		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	11896527			12642192
Others	389000			389000

4.2 Computerization of administration and library

Administration block is partially computerised and library is automated by   software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14884	1811681 5.32	234	68974	15118	18185789. 32
Reference Books	244	39320.63	55	118337	299	157657.63
e-Books	97000	5750	3135000			5900
Journals	15	53183				53183
e-Journals	6000	5750	6000	5750		5900
Digital Database						

CD & Video	228				228	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	87	3	20	9	1	1	5	-
Added								-
Total	59	3	20	9	1	1	5	-

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

> Free computer course to new students during summer break.
>
> 20 nme connections with 2 Mbps speed.
>
> Internet access and training is given to all students and faculty.
>
> The campus is WI-FIenabled.
>
> Inflibnet and science direct journals. Inter-disciplinary faculty interaction programme.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   29390

   ii) Campus Infrastructure and facilities   440552

   iii) Equipments   ---

   iv) Others   469253

                     Total :   939195

Criterion- V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Guidance of newly admitted students.
- ✓ Making students aware about the scholarships.
- ✓ Personality development workshop.
- ✓ Industrial visits.
- ✓ Educational trips.

5.2 Efforts made by institute for tracking the progressi

- ✓ Conducting class tests, mst's .
- ✓ Evaluating and analyzing performance .
- ✓ Bridge courses (spoken English).
- ✓ Remedial classes for weak students.
- ✓ PTM
- ✓ Easy notes and question banks.

5.3(a) Total number of students

UG	PG	Ph.D.	OTHERS
1051	155	-	-

(b) No. of students outside the state   -

(c) No. of international students

Men   Women

No	%
683	56.6

No	%
523	43.36

Last Year						This Year					
GEN	SC	ST	OBC	Physically Challenged	TOTAL	GEN	SC	ST	OBC	Physically Challenged	TOTA
709	412		252	--	1373	601	392		213	--	1206

Demand ratio 1:0.8   Dropout Rate :15.55%

IQAC, BELA

5.4 Details of student support mechanism for coaching for competitive examination

- ✓ CSIR-NET coaching to M.Sc. Bio Tech students.
- ✓ Books available in library.
- ✓ Internet and computer lab facility available
- ✓ Newspaper and magazines available.

5.5 No. of students qualified in these examinations

NET 5   SET/SLET   GATE   CAT

IAS/IPS   State PSC   UPSC

Others   13

5.6 Details of student counselling and career guidance

- ✓ Mentoring students through continuous evaluation and feedback.
- ✓ Skill development seminar.
- ✓ IAS training workshop.
- ✓ Workshop on communication skills.

No. of students benefitted   72

5.7 Details of campus placements

On Campus			Off campus
Number of Organizations visited	Number of students Participated	Number of students placed	Number of students placed
2	45	7	45

5.8 details of gender sensitization programmes

- ✓ Seminar on women empowerment organized by Mathematics Department.
- ✓ Women cell for redressal
- ✓ International Women day celebrated.

5.9 Student activities

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

State/university level :29   National level : 0   International level: 0

No. of students participated in cultural events

State/university level :83   National level : 0   International level: 0

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

Sports: State/university level :5   National level : 0   International level: 0

Cultural : State/university level :22   National level : 1   International level: 0

5.10 Scholarships and financial support

	Number of Students	Amount
Financial support by institution	139	3,80,330
Financial support by government	284	12,10,180
Financial support by other sources	-	-
Number of students who received international/ national recognition	-	-

5.11 students organized/initiatives

Fairs: State/university level :0   National level : 0   International level: 0

Exhibitions: State/university level :0   National level : 0   International level: 0

5.12 No. of social initiatives undertaken by students :1 (students of M.Sc. celebrated diwali by distributing sweets and footwear to needy)

5.13 Major grievances of students (if any) redressed:

Training facilities are strengthened.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the vision and mission of institution

The mission of A.S.B.A.S.J.S.M. College is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations. This college is playing vital role in society by providing opportunities for multidimensional development of personality by providing opportunities to participate in religious, sports, cultural, co curricular, academic, NCC, NSS activities. The college is committed to offer quality education to the people and to promote technological advancement and innovations in educational domains. The institution is responsive to extension of education and to promote creativity, morality and value originality.

VISION

- To provide value based and career oriented quality education and training
- To provide academic excellence.
- To provide innovative research and development programmes.
- To promote entrepreneurship in youth
- To promote industry academic interactions

6.2 Does the institution has a management information system

Not yet

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

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

6.3.1 Curriculum development

> An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty and students
> internal assessment structured.

6.3.2 Teaching and learning

> Faculty members are motivated to design contemporary
> skill-based and value-added courses.
> Training sessions for the faculty are conducted to enhance their teaching skills.
> Course plans are prepared for every semester by the faculty member of concern and verified by the head of the department at different stages in accordance with syllabus and scheme of examination given by University. Besides, the well standard course material prepared by the faculty members also strengthens teaching- learning process.
> The teaching and learning process is also reviewed by the head of the department and the feedback is communicated to the faculty members of concerned.
> Faculty members have been encouraged to attend Faculty Development Programmes, seminars and workshops for gaining strong knowledge in their field.
> Problem-oriented assignments and case studies have been offered to students as part of teaching-learning process.
> Providing question bank which contains important questions, solved University question papers, answer keys to the students.

6.3.3 Examination and Evaluation

> In the beginning of the academic session, the calendar containing details of all the college activities and general rules of evaluation is displayed on the college website as well as the college prospectus. A students' assembly is held on the first day of the session.
> The students are explained the evaluation process and the assessment procedure so that they could work with these regulations in mind. The evaluation process is also displayed on the college notice board. Any periodic instructions issued by the university are brought to the notice of the students as well as the faculty members.

- ➤ In the case of semester system internal assessment based on regularity, punctuality, assignments and participation in class room discussion and seminars is an integral part of formative evaluation approach.
- ➤ Two class tests are conducted on the already announced dates.
- ➤ The average of marks obtained in these exams constitutes the percent of the internal assessment as per university norms.
- ➤ For those students who go for some co-curricular activity or sports or some special reason are unable to appear in one of the two tests, a third test is arranged. The purpose is that the students do not lose marks in internal assessment and do not get penalized for no fault of their own.
- ➤ Students who are unable to appear in December exam due to special reasons and the weak students are given another chance to appear in a special test.

6.3.4 Research and development

- ➤ Students are encouraged to opt final year projects with research focus and guides are also allotted based on their specialization. Faculty members are encouraged to apply for research funding from various funding agencies.
- ➤ The faculty members pursuing their Ph.D. programme are instructed to setup their experimental work in the institution itself to promote research attitude among students.
- ➤ Seminars and workshops have been regularly organized to provide expert lectures. Faculty members are motivated to publish their research papers in reputed journals and a cash incentive of 2000 is also offered by the management.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

- ➤ Well-equipped library with reading hall.
- ➤ Staff Reading Room
- ➤ Overhead Projectors
- ➤ Slide Projectors
- ➤ Generator Facility
- ➤ Xerox Machines
- ➤ Computers
- ➤ 24 hrs. Internet facilities in the College labs
- ➤ In order to track the over time missing books, replacements, withdrawals, Inventory of the
- ➤ Library books must be done at the end of every year for which a new Barcode Reader has been procured for Inventory Control.
- ➤ The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and
- ➤ Additionally, every department has been provided with a laptop and a portable/mounted LCD projector.

6.3.6 Human resource management

- At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.
- Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff, need-based training/workshops are organised for faculty, administrative, and supportive staff.
- Recreation programmes are also organised for teaching, non-teaching and supportive staff.

6.3.7   Faculty and staff recruitment

- Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC are called for an interview- cum- trial teaching session.
- The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year.

6.3.8 Industry interaction/ collaboration

- Students are also encouraged to undergo internship programmes in leading Industries to gain the Industry exposure.
- HR/ Managerial professionals from industries were invited to interact with final year students.
- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of students

The admission process is based on the philosophy that access to quality education is the

fundamental right of all citizens. The College is committed to serving the economically and

socially marginalised sections of society and to this end, privileges them in the admission

process. This philosophy shapes the admission policy of the College. The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form. All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Teachers assist in guiding the candidates and their parents during the admission process.

6.4 Welfare schemes for

Faculty

- ➢ Loan facilities
- ➢ Flexi-timings provided for medical reasons
- ➢ Contributory Provident Fund for management faculty
- ➢ Contribution towards medical insurance
- ➢ Maternity leave
- ➢ Advance to meet emergency expenditure of faculty members.
- ➢ Transport facility at subsidized rate

Non-Teaching Staff

- ➢ Loan facilities
- ➢ Uniforms for the support staff
- ➢ Festival advance
- ➢ Admissions, scholarships and fee concessions for daughters of administrative and support staff
- ➢ Bonus for administrative and supportive staff

Students

- ➢ The Career Guidance Cell provides training for students to enhance their employability, in addition to providing information on job availability. It

fosters partnerships and linkages with the corporate sector for placement andtraining opportunities.

- ➢ A Wellness Centre under the supervision of a visiting doctor
- ➢ Organise student welfare activities
- ➢ Help in students" counselling
- ➢ Disburse scholarships, financial aid, food tokens and stationery material to the less privileged
- ➢ Distribute bus passes in collaboration with the Metropolitan Transport Corporation
- ➢ Organise orientation programmes for the first year students on all matters relating to academics, student discipline and services
- ➢ Organise a medical camp for first year students
- ➢ Scholarship schemes

6.5 Total corpus fund generated | -- |

6.6 Whether annual financial audit has been done

| Yes | |

6.7 Whether academic and administrative audit (AAA) has been done? No

6.8 Does the university/ autonomous college declare results within 30 days? NA

6.9 What efforts are made by the university/autonomous college for examination reforms?

We are trying to improve our NAAC Score

6.10 What efforts are made by the university to promote autonomy in the affiliated/constituent college?

NA

6.11 Activities and support from the alumni association

> A alumni is adopting some poor students for financial assistance.

6.12 Activities and support from the parent-teacher association

The College does not have an established Parent – Teacher Association. However there are

activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of first year students attend an Orientation on all academic programmes and student support services offered on campus.

Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

6.13 Development programmes for support staff

The institution motivates the members of faculty to increase their knowledge and

skills by providing different learning opportunities to them.

Teachers are encouraged to attend seminars, conferences/refresher and

orientation courses conducted by other universities and colleges. They are

motivated to participate in the academic seminars and conferences at the

state and the national level and also to present papers. Whenever the college

receives any information/invitation about the conduct of such programmes,

the staff gets duty leave according to Punjab government norms. This

information is duly circulated to the respective departments.

2. Journals and reference books are available in the library.

3. Extension lectures are also of great help to the teachers.

The institution provides a conducive environment which enables the staff members to work as effectively as possible. Every staff members is motivated to work to the best of his/her ability.

1. The faculty is encouraged to undergo training programmes and skill development programmes organized by the government and the university.

2. The college organizes seminars, conferences and workshops with which the faculty members are updated on recent advancements in their fields.

3. The college provides latest infrastructural facilities to the staff members like computers, smart class rooms, and latest software.

4. Faculty members are extended library facilities. There is a separate reading room for the staff members.

5. Lectures on stress management are organized for the staff members.

6. Duty leave is given to the staff to attend seminars/workshops/conferences.

7. Staff members are fully involved in committees such as purchase committee, UGC grants committee, RUSA and building committee.

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

Every year world environment day is celebrated in the college by planting plants in college and outside the college and in village also. The College, on a regular basis, makes a thorough environmental assessment of the campus and

implements healthy ecological practices in water and energy conservation and waste

management. Some of the initiatives are as follows:

Energy efficient lighting – LED lights and energy efficient PL lamps which consume less power are used in the College.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details.

1. We provided education at affordable cost.
2. We updated our co-curricular, theatrical ,literary &sportsmanship skills e.g. youth festival, ,Annual sports meet ,games(Judo, Wrestling ,Hockey)
3. Collaboration   of institution &technology
4. Good linkage &feedback between academic and industry, Society.
5. We introduce flexibility in learning technique.
6. Structure of undergraduate degree was made on dynamic change.
7. Group learning through practical applications.
8. Different exit programme and lateral entry are permitted.
9. Adoption of academic credit system.
10. Updated skills of teachers through FDP, seminars.
11. Result oriented education and training.
12. Multifaceted development of students through co-curricular activities.
13. Modern methods of teaching &learning.
14. Equal opportunity cell.
15. UGC/NET coaching.
    .

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

1. We provided sophisticated instrumentation labs.
2. Five biotech labs with all necessary equipments.
3. Updated Library with book on different subjects, journals, magazines and wide range of newspapers.
4.   Updated computer labs with round the clock internet facility.
5. Hygienic canteen and mess.
6. We provided seminar hall.
7. Excellent and spacious classroom with OHP and LCD projectors for teaching.
8. Provision of separate Girls and boys hostel facility inside the campus.
9. We provided different Scholarships for SC/BC/Sikh Minority Students.
10. CCTV surveillance.
11. We Organised Fresher Party, Lohri Celebration..
12. We provided free personality development courses.
13. Online Journals INFLIBNET
14. Updated Wi-Fi .
15. We organised career guidance programme.
16. We provided career oriented courses i.e. spoken English, information technology, T.V and video production, organic Farming.
17. We promoted our social activities also e.g. voter day, NSS, NCC, Plantation, Blood Donation Disaster Management, street lights installed by managing committee inauguration by S.Prem singh chandumajra.
18. We provided hockey playground.
19. Fees concession to needy and meritorious students
20. Emphasis on Human .Right education.
21. Provided vocational degrees having multiple exit programmes.
22. Guest lectures by highly placed professionals from Academia &Industry.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Mentioned at the end

1. Infrastructure &Learning Resources:-

   We have adequate Physical facility to run the educational programme efficiently:-

   - We Conducted carrier counselling &Motivation Workshop.
   - Educational visits.
   - Orientation Promulgate for quality initiative.
   - We organised two days National conference on E-commerce & Food processing.
   - Provided Hostel facility for Staff and Students inside the campus.
   - Provided Transport facility to students and staff from Chandigarh, Ropar, Morinda, Chamkaur sahib, Khumano etc.
   - Provide career oriented courses.
   - National Seminar and Workshop on PCR.
   - We introduced vocational programme i.e. B.voc Food Processing and Retail management.
   - We provided career oriented course /Add on course:-
   - Career oriented courses, Spoken English, Information technology, Organic farming, T.V & video production.
   - Arrange industrial visits to students and faculty.
   - Conducted training programmes.
   - Invited industry experts to deliver lectures in Symposia, seminar and conferences.
   - Organised Faculty development programme.
   - Biometric system for students and staff.
   - Inauguration of octave, managing block.
   - Inauguration of Food processing and Biotechnology labs

2. Social and educational innovations:-
   - We provided sophisticated instrumentation labs.
   - Updated excellent library.
   - Updated computer labs with round the clock internet facility.
   - Ultramodern well equipped labs.
   - NSS-National integration, Camp immunisation, Blood Donation camps, Voter day, Plantation. Disaster management.
   - We updated indoor game hall.
   - We provided career oriented courses i.e. spoken English, information technology, T.V and video production, organic Farming.
   - Street lights installed by managing committee inauguration by S.Prem singh chandumajra.
   - Fees concession to needy and meritorious students
   - Lectures by highly placed professionals from Academia &Industry.
   - Provide projector system in class rooms.

- News facility in Library.
- Inter poem competition conducted.
- We conducted North east states cultural programme.
- Different cells are arranged i.e. IQAC, Discipline committee, UGC network resource centre, Women cell, Purchasing committee.
- Intercollege poetry competition conducted
- Provided free 1 month computer course for students.
- We celebrated teacher's day, International women day Republic day, Independence day.
- Festiwal of Lohri was celebrated
- Seminar conducted on mathematics modelling
- Seminar conducted on Gender sensitization
- Annual function organized to celebrated 43rd anniversary of the college
- Seminar conducted on Entrepreneurship development
- International Mother Language Day celebrated
- National Seminar conducted by on skill development by the Food processing department
- Workshop on communication skills
- International Yoga Day was celebrated
- International Red Cross Day celebrated
- Celebrated Road safety Week
- Permission to Initiate DMLT course in the institute
- Workshop conducted by the Science and Technology
- Organized alumini meet and freshers party
- Seminar conducted on traffic rules awareness at the institute
- Workshop conducted by regional centre of entrepreneurship Chandigarh on self-employment awareness
- Delegates from Switzerland visited the institute
- Seminar on Renewable Energy
- Punjabi Poem Recitation competition was conducted
- Conducted free computer and spoken English course

3. Faculty Achievement:-

- Prof. Dr. Satwant Kaur Shahi received grant of 24.22 lakhs for the major project on Energetic Ionic Liquid from the Defense Research development organization for three years.
- Assistant Prof. Ms. Puneet Kaur form the Department of Biotechnology qualified CSIR-UGC NET JRF -2018
- Assistant Prof. Mrs. Tarandeep Kaur qualified UGC –NET-2018

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

7.4 Contribution to environmental awareness / protection

Planting more Trees.

2. Van Mahutsav was celebrated.

3. Follow Environmental Protection Rules.

4. NCC Camps.

5. Promote Gardening.

6."Environmental and road safety "Compulsory paper conducted by university.

7. Medicinal garden.

7.5 Whether environmental audit was conducted?   Yes   [X]   No   [   ]

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

.   **Strength:-**

- College has a strong ethos of openness, Sharing and commitment to increase Parental confidence.
- Since 1975 we are celebrating foundation day of our college with the involvement of public .
- PTA is willing to participate in all activities of the institution.
- Motivate students through Seminar.
- Organised Educational tours along with free bus facility.
- Students in Academic merit of Punjabi university Patiala..
- Organised and participate in different types of activities i.e. cultural, co-curricular activities (Quiz, Rangoli, painting, cartoon making etc.)
- Aspire of new knowledge through FDP.
- Training programme are organised by the college and some time bus facility provided.
- security

2.   Weakness:-
- Budget challenge.
- College in located in Remote Rural Area.

- We have narrow focus on open events not Partnership activities.
- Proportion of regular and contract faculty.
- Communication problem of the students.
- Additional wireless access.
- Dropout rate is high.
- Lack space to provide work areas.
- Housekeeping has to be upgraded
- More equipment in the labs is required.
- Optimum use of technology.
- No institutional effectiveness plan.
- No strategic plan.

3 Opportunity:-

- Each department continuous to trained to stay abreast of changes with in its area of expertise.
- Students are active to make their participation in different projects.
- Expansion of faculties
- Professional development of staffs.
- Strengthening of industry & Academic relationship.
- Use of open source tools.
- Tech support for student, Faculty, staff.
- AMC's for maintenance.
- Enhancing Personal Development.
- Online education.
- Ability to advertise.
- Improvement in transport facility.
- Participation of faculty in professional programme.
- Collaborations with sister institute.
- Affordable education.
- Providing more opportunity for all teaching and non teaching staff.
- Resume writing.
- Incorporating technology in syllabus.
- Seminars.
- Improving the health and wellness of the campus community through education and additional opportunity.
- Funds for technology
- Better admission system.
- Alignment of calendar.
- Expansion of departments
- Additional Classrooms.
- Increased students enrolment.
- Supply internet facility.
- Increased marketing by new plans build better relationship with stack holders.

4. Threats:-

- Opening new colleges around our college.
- Field obsolesces.
- Training and Education Obstacles.
- Political threat.
- Lack of instructional technology in classrooms.
- Finding qualified adjunct faculty.

- Budget cuts.
- Due to open door policy of the community college system, the competition for student is always a threat.

8. **Plans of institution for next year**

- Plan to improve infrastructure
- Beautification of the campus
- To enrich the library
- To upgrade B.Sc. Biotechnology to B.Sc. (Hons.) Biotechnology based on CBCS System.
- To oragnise youth Festival (2017-18)
- Applied to UGC for community college and more B. Voc. Courses

Name   Asso. Prof.   Mamta Arora

Signature of the Coordinator, IQAC

Co-ordinator
IQAC (UGC)
ASBASJS Memorial
College Bela (Ropar)

Name   Prof. Surmukh Singh (Principal)

Principal
ASBASJSM College
Bela (Ropar)-140111, Punjab

Signature of the Chairperson, IQAC

_____***_____

Academic Calendar 2017-18

Summer Break	30/05/2017 to 08/07/2017	
Autumn Break	28/09/2017 to 09/10/2017	
Winter Break	26/12/2017 to 06/01/2018	
Date of Opening of College	10/07/2017	

Admission Schedule for Semester System

Regular Admissions — Till 17/07/2017 without Late Fee

Rs. 500/ Late Fee and Approval from Principal 18/07/2017 to 29/07/2017

Rs. 1000/Late Fee and Approval from Dean College Development Council 01/08/2017 to 10/08/2017

Rs. 1500/Late Fee and Approval from Vice Chancellor 11/08/2017 to 16/08/2017

Rs. 2000 Late Fee and Approval from Academic Council & Vice Chancellor 21/08/2017 to 31/08/2017

Calender of Semester System

Study of First Semester	17/07/2017 to 21/11/2017
Exam of First Semester	24/11/2017
Study of Second Semester	08/01/2018 to 02/05/2018
Exam of Second Semester	05/05/2018

Admission Schedule for Annual System

1) Regular Admission (i) With in 15 working days after declarations of Results

2) Rs. 500/ Late Fee and Approval from Principal (ii) above (i) to Next Five Working Days

3) Rs. 1000/Late Fee and Approval From Dean College Development Council above (ii) to Next Five Working Days

4) Rs. 2000 Late Fee and Approval From Vice Chancellor (iv) above (iii) to Next Five Working Days

There will be no Admission at all after 31/08/2017 for Semester System & 31/09/2017 for Annual System

1.	Fresher's Party	August 2017
2.	Faculty Development Programme	August 2017
3.	Van Mahautsav Day	September 2017
4.	Teachers Day	September 2017
5.	NSS Day	24 September 2017
6.	National Blood Donation Day	1st October 2017
7.	Quiz Competition	October 2017
8.	Talent Hunt Competition	October 2017
9.	Zonal Youth Festival	October 2017
10.	Children Day	November 2017
11.	N.C.C. Day	23 November 2017
12.	Conference	November 2017
13.	Personality Development Programme	November 2017
14.	World AIDS Day	1 December 2017
15.	Shaheedi Jod Mela Sahibzada Ajit Singh & Sahibzada Jujhar Singh	December 2017
16.	World Human Rights Day	10 December 2017
17.	College Foundation Day	6 February 2018
18.	Annual Sports Day	February 2018
19.	National Science Day	28 February, 2018
20.	Workshop	February 2018
21.	Annual Prize Distribution Function	February-March 2018
22.	Shaheed Bhagat Singh Memorial Day	23 March 2018
23.	International Women Day	8 March 2018
24.	Farewell Party	March 2018
25.	World Health Day	7 April 2018

18

BEST PARCTICE I

GOAL

ENHANCEMENT OF QUALITY EDUCATION

CONTEXT

With the expansion of education HEis, its mandatory to enhance quality education also.

PRACTICE

Each year is dedicated to particular aspect of quality and is displayed on various places such as prospectus title page, websites, calendars, dairies etc.

Evidence of success

Dedicated and committed approach to overcome weakness of institute. Thereby we improved in aspects like recruiting qualified faculty as compared to previous years, focssuing on research and projects, publication, skill education. Etc. this practice is followed since last six years.

Problems encountered

A lot of efforts, planning and resources are required to overcome weakness of the institute.

BEST PRACTICE 2

GOAL

NEWSPAPER CLIPPINGS

PRACTICE

Media coverage of college is compiled in files and after binding is circulated among various stakeholders.

EVIDENCE OF SUCCESS

Institutes visibility has increased.

PROBLEMS ENCOUNTERED

Only regional newspapers are covered. We are trying to approach other papers also.