ANNUAL QUALITY ASSURANCE REPORT

2014-15

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

Mrs. Mamta Arora

IQAC, BELA

Name of the IQAC Co-ordinator:

Mobile:

+91-94630-27367, 8360959625

IQAC e-mail address:

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

1.3 **NAAC Track ID** *(For ex. MHCOGN 1887*

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-20...
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.2014-15.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)*

2014-2015

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 2013-2014   31/12/2018

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-financ ☐

1.11 Type of Faculty/Programme

   Arts ✔ Scien ✔ Comme ✔ I ☐ PEI (Phys Edu) ☐

   TEI (Edu) ☐ En eering ☐ H th Science ☐ ✔
   Management

   Others (Specify) | . B.Voc. |

1.12 Name of the Affiliating University *(for the College* | 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   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   5

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

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

9

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   4   Faculty   2

      Non-Teaching Staff Students   0   Alumni   1   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. 4   Internation [ ]   Natio 1   S [ ]   Institution 3

Level

   (ii) Themes

   ❖ Industry Institute Partnership Programme year II
   ❖ Seminar on entrepreneurship development
   ❖ Collaboration with Micro small and medium enterprises Ludhiana
   ❖ Faculty development program for teachers
   ❖ Sensitization lecture on women issues

2.14 Significant Activities and contributions made by IQAC

   ❖ B. Voc. programmes implemented.

   ❖ MOU have been signed with different industries

   ❖ Food processing equipment have been purchased.

   ❖ More computers have been purchased.

   ❖ Water coolers with filters have been installed

   ❖ Industrial visits have been made mandatory

   ❖ Expert talks have been arranged.

   ❖ Faculty Development programmes have been organized.

QAC, BELA

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 introduce B.voc. programs	B. Voc. food Processing and B. Voc. Retail Management &It have been introduced
To start add on courses	two add on course Organic farming and T.V. and video Production have been sanctioned by UGC
To purchase equipment's for new courses	New equipment's have been purchased
To upgrade IT facility	New branded computer systems have been purchased.
Improving the library and its services.	New books have been added in the library.
To arrange expert talks in different departments.	Expert talks have been organized in various departments
To train students in different youth festival activities.	College made expenditure to train students in different activities of Youth Festival at Zonal and interzonal Level. So that they can become fruitful members of society.
To start new courses at UG and PG level.	M.Com. and M.Sc. Mathematics have been started

To Conduct remedial classes for weak students	Remedial classes have been conducted and are going on weak students.

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

2.15 Whether the AQAR was placed in statutory body   ✔   ☐

Management ✔   ☐ icate   Any ☐ body

Provide the details of the action taken

> ➢ University has been contacted frequently to implement B.Voc. scheme.
> ➢ MoU have been strengthened to achieve better placement and training of students.
> ➢ Fee Concession were given to needy students and sports students
> ➢ College Colour have been given to excellent students in various fields.
> ➢ Work was divided and was monitored for evaluation at different levels .
> ➢ Industrial experts were contacted for expert talks.
> ➢ Qualified Faculty is recruited for quality education.
> ➢ B.Voc. syllabus, add on courses syllabus have been designed.
> ➢ B.Voc syllabus is based on Credit based system.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes (June2014-May2015)

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(BVoc-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	-	-	-	4(NIOS-2 six months, 2 one year courses)
Total	15	10	20	4

Interdisciplinary	-	Applied for Kaushal Centres in 3 courses- Banking & Insurance, E Journalism & Multimedia	-	-

		Technologies and ....)Applied for DMLT to UGC for 2015-16.(result of applications awaited)		
Innovative	-	-		-

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

CBCS- B.Voc applied to UGC in April 2014

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	Nil

1.3 Feedback from stakeholders*   Alum[ ]   Parents[ ]   Employer[ ]   Students [✓]

(On all aspects)

Mode of feedback   :   Onlin[ ]   Manu[✓]   Co-operating schools (f[ ]

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.

(Session: 2014-15)

BA I year turned into Semester system so syllabus was divided into two semesters. Marks distribution of B.Com I, II - external and internal assessment was changed from 60-40 to 70-30.BCA I, II syllabus changed. B Sc.(Biotechnology) and M.Sc.(Biotechnology) internal assessment was introduced in theory subjects too.

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

M.Com, M. Sc. (Maths). UG Maths and Commerce departments upgraded to PG level

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent

Total	Asst. Professors	Associate Professors	Professors	Others
30	27	03	--	-

faculty

2.2 No. of permanent faculty with Ph.D.

04

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
2	-	-	-	-	-	-	-	2	-

(Jan2013-Dec2013)

2.4 No. of Guest and Visiting faculty and Temporary fac | - | | 9 |

2.5 Faculty participation in conferences and symposia: (Jan2014-Dec2014)

No. of Faculty	International level	National level	State level
Attended	8	52	45
Presented	5	9	12
Resource Persons	-	-	2

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

198 (June14-May15)

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

-

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

05

2.10 Average percentage of attendance of students: -(2014-15)

Title of the Programme	Total no. of students	Attendance Percentage%(2013-14)
BA-I	315	76
BA-II	263	79
BA-III	156	81
BSc(NM)-I	33	83
BSc(NM)-II	42	85
BSc(NM)-III	43	87
BSc(CA)-I	14	78
BSc(CA)-II	11	77
BSc(CA)-III	11	80
BSC(BT)-I	50	89
BSC(BT)-II	30	92
BSc(BT)-III	27	100
BBA-I	50	78
BBA-II	41	83
BBA-III	40	86
BCA-I	50	79
BCA-II	24	84
BCA-III	39	87
B.Com-I	71	79
B.VOC(R&M)-I	52	98
B.VOC(Food Proc.)-I	50	100
PGDCA	21	93
PGDJMC	26	79
MSc(BT)-I	14	100
MSc(BT)-II	07	100
MSc(IT)-I	11	100
MSc(IT)-II	12	100
M.Com-I	08	100

| M.sc-Math-I | 10 | 100 |
| M.sc-IT(Let.)-I | 16 | 100 |

2.11 Course/Programme wise distribution of pass percentage: (Dec2014 and May2015 results)

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BSc(NM)-III Sem-5	43	18.6	57.2	4.65	0	80.4
BSc(BT)-III Sem-5	27	3.7	71.8	18.5	0	94.0
BSc(NM)-I Sem-1	33	0	39.3	18.1	10	85.5
BSc(NM)-I Sem-2	30	13.3	63.3	10	0	86.6
BSc(NM)-II Sem-3	41	0	36.5	29.2	14.6	80.3
BSc(NM)-II Sem-4	41	0	53.6	31.7	0	85.3
BSc(NM)-II Sem-6	43	13.9	69.7	11.62	0	95.2
BSc(CA)-I Sem-1	12	0	41.6	46.6	0	88.3
BSc(CA)-I Sem-2	12	8.3	50	28.3	0	78.3
BSc(CA)-II Sem-3	11	0	70	18.1	0	88.1
BSc(CA)-II Sem-4	10	0	50	20	10	80
BSC(BT)-I Sem-1	Nil	5	70	30	0	100
BSC(BT)-I Sem-2	47	10.6	72.3	8.5	0	91.4
BSC(BT)-II Sem-3	28	8	65	25	7.1	87.1
BSC(BT)-II Sem-4	28	10	50	39.2	0	89.2
BSC(BT)-II Sem-6	27	7	77.7	14.8	0	92.5
MSc(BT)-I Sem-1	13	7.6	76.9	0	0	84.6
MSc(BT)-I Sem-2	11	25	100	0	0	100
MSc(BT)-II Sem-3	07	14.2	100	0	0	100
MSc(BT)-II Sem-4	07	23	100	0	0	100
MSc(IT)-I Sem-1	11	0	77	20	0	97
MSc(IT)-I Sem-2	10	10	80	10	0	90
MSc(IT)-II Sem-3	12	0	91.6	0	0	91.6
MSc(IT)-II Sem-4	12	0	75	16	0	91.6
PGDCA Sem-1	22	0	41	40	0	81
PGDCA Sem-2	22	0	40	45	0	85
BBA-I Sem-1	46	0	22	60	0	82
BBA-I Sem-2	44	0	62	22	0	84
BBA-II Sem-3	41	0	45	30	0	75
BBA-II Sem-4	41	0	41	30	10	81
BBA-III Sem-5	38	7.8	60	20	0	80

BBA-III Sem-6	39	10.25	87.1	10.2	0	97.3
BCA-I Sem-1	48	0	77	10	0	87
BCA-I Sem-2	48	0	50	20	14	84
BCA-II Sem-3	24	0	50	20	11	81
BCA-II Sem-4	22	0	55	24	5	84
BCA-III Sem-5	39	0	10.25	45.81	25.64	81.6
BCA-III Sem-6	39	0	40.91	23.07	0	92.2

2.12 Initiatives undertaken towards faculty development (Jan2014-Dec2015)

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	23
Summer / Winter schools, Workshops, etc.	16
Others	05

2.13 Details of Administrative and Technical staff (June14-May15)

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	06	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	10	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	16	-

3.5 Details on Impact factor of publications:

Range 2.99   Average   h-index 2   Nos. in SCO 3

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)*	-6 month	college	20,000	20,000
Any other(Specify)	-	-	-	-
Total	-	-	20,000	20,000

20,000

3.7 No. of books published   i) With ISBN No | 03 | Chapters in Edited I | 2 |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	-	-	-
Sponsoring agencies	-	UGC	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource pers | 2 |

3.13 No. of collaborations   International | - | National | | Any oth | 5 |

3.14 No. of linkages created during this year | 5 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | NIL |

From Management of University/College | 20,000 |

Total | 20,000 |

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
-	-	-	2	-	-	3

3.18No. 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

| Nil |

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 level | - |

3.22 No. of students participated in NCC events:

Battalion level | 67 | University level | - | State level | - |

National level | - | International level | - |

3.23 No. of Awards won in NSS:

University level | | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC:

University level | - | State level | -

National level | - | International level | -

3.25 No. of Extension activities organized

University forum | - | College forum | 15

NCC | 01 | NSS | 07 | Any other | 06

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

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	11,500 feet + 4,500 feet	UGC	
Class rooms	20	3	UGC	19
Laboratories	10	-		10
Seminar Halls	2	-		2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	150	50	UGC MANAGEMENT	200
Value of the equipment purchased during the year (Rs. in Lakhs)	5300000	400000		5700000
Others	200000-			200000

4.2 Computerization of administration and library

Administration block and library is partially computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13890	1665933.32	611	135933	14420	1801866.32
Reference Books	231	326440.63	05	6990	236	33430.63
e-Books	97000	5000			97000	5000
Journals	13	44785	02	8400	15	53185
e-Journals	6000	5000			6000	5000
Digital Database						
CD & Video	222		06		228	
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	85	3	10 nme connections	9	1	1	5	-
Added	-	-	-	-	-	-		-
Total	85	3	10	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.)

Internet access and training is given to all students and faculty. The campus is Wi-Fi enabled.
INFLIBNET journals. Inter-disciplinary faculty interaction programme.

4.6 Amount spent on maintenance in lakhs:

i) ICT   6000

ii) Campus Infrastructure and facilities   350000

iii) Equipments   50900

iv) Others   52513

Total :   4,59,413/-

Criterion- V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Counseling of newly admitted students.
- ✓ Making students aware about the scholarships.
- ✓ Personality development workshop.
- ✓ Industrial visits.
- ✓ Different competitions at department level and institute level.

5.2 Efforts made by institute for tracking the progression

- ✓ Monitoring students attendance
- ✓ Analysing results periodically .
- ✓ Remedial classes for weak students
- ✓ PTM

5.3(a) Total number of students

UG	PG	Ph.D.	OTHERS
1474	125	-	13

(b) No. of students outside the state   -

(c) No. of international students

Men   Women

No	%
936	58.06

No	%
676	42.93

Last Year					This Year				
GEN	SC	ST	OBC	Total	GEN	SC	ST	OBC	Total
902	421		266	1589	866	457		286	1612

Demand ratio 1:1; Dropout Rate 1ST to 2ND Yr.=18.9% 2ND to 3RD YR=6%

5.4 Details of student support mechanism for coaching for competitive examination

> ✓ Books available in library.
> ✓ Internet and computer lab facility available
> ✓ Newspaper and magazines available.

5. 5 No. of students qualified in these examinations

NET 2   SET/SLET   GATE   CAT

IAS/IPS   State PSC   UPSC   Others 12

5.6 Details of student counselling and career guidance

> ✓ Counselling of girls students.
> ✓ Committee for counselling students at the time of admission headed by principal for guiding students in selecting courses/subjects according to their interests.

No. of students benefitted   89

5.7 Details of campus placements

On Campus			Off campus
Number of Organizations	Number of students Participated	Number of students placed	Number of students placed

visited			
Nil	--	---	26

5.8 details of gender sensitization programmes

> ✓ International Women day celebrated
> ✓ NSS rally ' RUN FOR UNITY' ON 1ST NOV 2014.

5.9 Student activities

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

State/university level: 33   National level : 1   International level: 0

No. of students participated in cultural events

State/university level: 66   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 :8   National level : 1   International level: 0

5.10 **Scholarships and financial support**

	Number of Students	Amount
Financial support by institution	161	4,33,150
Financial support by government	529	1,0662,900
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 :10 (NSS,NCC)

5.13 Major grievances of students (if any) redressed :

- ➢ Educational tours for all classes.
- ➢ Book bank facility to needy students
- ➢ New washroom constructed for females.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the vision and mission of institution

Mission: To create and disseminate knowledge for the betterment of mankind in general and rural masses in particular. To establish centers of excellence in collaboration with industries, research collaborations and other agencies to meet the changing needs of the society. To import high quality training to the students so as to provide human resource appropriate to the local and national needs.

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: No

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   4516889

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 meeting was held on 06/02/2014. The meeting was held under the guidance of Prof. Sant Surinderpal singh. In this meeting the alumni members discussed about to open a bank account to maintain the accounts of alumni association. In this meeting 100 Rs.are collected from all the members who passed degree from the college. Prof. Amrita Sandhu was assigned the duty to build a constitution. It was passed in the meeting that all retired prof. are also be eligible for the membership.

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.

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

1. Updated computer labs.
2. Hygienic canteen and mess.
3. We provided seminar hall.
4. We provided separate Girls and boys hostel facility.
5. We provided different Scholarships for SC/BC/Sikh Minority Students.
6. We organised two days National conference "Human rights, civilization and culture in emerging Globalised world "on 27-28 February ,2015
7. We Organised Fresher Party, Lohri Celebration..
8. We upgraded our infrastructure facilities. Inauguration of Auditorium by Dr. Daljeet Singh Cheema Education Minister Punjab.
9. Online Journals INFLIBNET
10. Wi-Fi campus.
11. We organised career guidance programme.
12. We provided a platform for students to expand their knowledge through present their paper in seminars and conference.
13. We promoted our social activities also e.g. voter day, NSS, NCC, Plantation, Blood Donation Disaster Management etc.

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

7.3.1. CREDIT BASED CURRICULUM

CONTEXT

In order to achieve quality, curriculum plays a crucial role. It will produce quality graduates. Understanding that the present system offers a very rigid pattern, which is inadequate to satisfy the interests and aspirations of the students, it is mandatory for the HEIs to move with the times and offer programmes to cater to the diverse needs of the students as per learning abilities of students. Designed syllabus of B.Voc. Food Processing and Retail Management & IT

OBJECTIVES

- ➢ To develop the curriculum with sector skill councils.
- ➢ To provide adequate practical knowledge by dividing practical and theory into 60:40 ratio.
- ➢ To make the system more self-reliant by introducing the internal assessment process.
- ➢ To add credits to industrial visits and industrial training.
  PRACTICE
  Faculty of Biotechnology and management designed syllabus of food processing and retail Management respectively with the help of other faculty members. Syllabus was sent to Punjabi university, Patiala for approval by Board of studies. A no. of meetings were held at University where faculty justified the curriculum and credit based system was implemented at undergraduate level due to the efforts of Bela college

OBSTACLES FACED

- ➢ A lot of efforts has to be done to get approval by university since it was first time in university at B. Voc. syllabus was approved.

EVIDENCE OF SUCCESS

- ➢ Now various colleges are running this programme. Pattern adopted is same as was proposed at that time.

RESOURCES REQUIRED

- ➢ Financial assistance was provided by UGC. We are thankful to them for Same.

7.3.2. INDUSTRY-INSTITUTE PARTNERSHIP PROGRAMME

CONTEXT

Industry-institution integration

OBJECTIVE

➢ To sign MoU with industries.

➢ To approach different industries for training and placement of students

➢ To impart 1 month, 2month and 6 month training to Vocational students

➢ To strengthen the process.

➢ To organise at least one seminar to exchange ideas with industrialists.

PRACTICE

Training was made mandatory in B. Voc. courses. stakeholders were contacted to strengthen the relation.one semester of B.voc. was exclusive industrial training. Therefore there was need to contact and interact with lots of industries. A team was formed to interact with different industries and we got fruitful results.

EVIDENCE OF SUCCESS

➢ Placement of students increased.

➢ MoU signed with different industries.

➢ B.Voc. courses become more popular.

RESOURCES REQUIRED

➢ Fiancés were provided by UGC and management to conduct such programs. we really appreciate the efforts and duly acknowledge.

7.4 Contribution to environmental awareness / protection

> 1. 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. Motivational slogans were displayed in the campus.

7.5 Whether environmental audit was conducted? | X | | |

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

1.   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.)

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

3   Opportunity:-

- Each department continuous to trained to stay abreast of changes within 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.
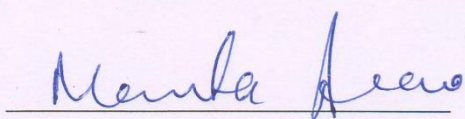
4.   Threats:-

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

8. **Pla**

PLAN OF INSTITUTE FOR 2015-16

To start B. voc. Programs

To approve syllabus of add on courses by university

To purchase books for new courses

To upgrade internet facility

To arrange expert talks in different departments.

To train students in different youth festival activities.
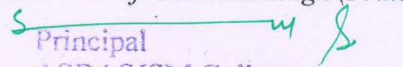
To Conduct remedial classes for weak students

Name   Asso. Prof.   Mamta Arora

_____

Signature of the Coordinator, IQAC

Co-ordinator
IQAC (UGC)
ASBASJS Memorial,
College Bella (Ropar)

Name   Prof. Surmukh Singh (Principal)

Principal
ASBASJSM College
Bela (Ropar)-140111, Punjab

_____

Signature of the Chairperson, IQAC

_____***_____

_____***_____

Academic Calendar 2014-15

Quality, quality, quality: never water from it, even when you don't see how you can afford to keep it up. When you compromise, you become a commodity and then you die.

Admission Schedule for Semester System

Regular Admissions 14/07/2014

Rs. 500/ Late Fee and Approval from Principal 15/07/2014 to 07/08/2014

Rs. 1000/Late Fee and Approval From Dean College Development Council 08/08/2014 to 14/08/2014

Rs. 2000 Late Fee and Approval From Vice Chancellor 19/08/2014 to 29/08/2014

Calender of Semester System

Study of First Semester 15/07/2014 to 15/11/2014

Exam of First Semester 26/11/2014

Study of Second Semester 07/01/2015 to 30/04/2015

Exam of Second Semester 13/05/2015

Summer Break	29/05/2014 to 28/06/2014
Autumn Break	26/09/2014 to 04/10/2014
Winter Break	24/12/2014 to 05/01/2015

Admission Schedule for B.A. First Year Classes
Regular Admission 14/07/2014

Rs. 500/ Late Fee and Approval from Principal 15/07/2014 to 07/08/2014

Rs. 1000/Late Fee and Approval From Dean College Development Council 08/08/2014 to 16/08/2014

Rs. 1500 Late Fee and Approval From Vice Chancellor 19/08/2014 to 30/08/2014

Rs. 2000 Late Fee and Approval From Academic Council 02/09/2014 to 15/09/2014

B.A. Part II and III

Regular Admission without Late Fee

Within 10 working days after Declaration of Result

1. New Session Start
   1 July 2014
2. Fresher's Party
   August 2014
3. Faculty Development Programme
   August 2014
4. Van Mahautsav Day
   September 2014
5. Teachers Day
   September 2014
6. NSS Day
   24 September 2014
7. National Blood Donation Day
   1 October 2014
8. Quiz Competition
   October 2014
9. Talent Hunt Competition
   October 2014
10. Zonal Youth Festival
    October 2014
11. Children Day
    November 2014
12. N.C.C. Day
    23 November 2014
13. Conference
    November 2014
14. Personality Development Programme
    November 2014
15. World AIDS Day
    1 December 2014
16. Shaheedi Jod Mela Sahibzada Ajit Singh
    Sahibzada Jujhar Singh
    December 2014
17. World Human Rights Day
    10 December 2014
18. College Foundation Day
    6 February 2015
19. Annual Sports Day
    February 2015
20. National Science Day
    28 February, 2015
21. Workshop
    February 2015
22. Annual Prize Distribution Function
    February-March 2015
23. Shaheed Bhagat Singh Memorial Day
    March 2015
24. International Women Day
    8 March 2015
25. Farewell Party
    March 2015
26. World Health Day
    7 April 2015

10