



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA ROPAR PUNJAB
Name of the head of the Institution		S. Surmukh singh
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01881263533
Mobile no.		9815518698
Registered Email		mail@belacollege.org
Alternate Email		surmukh.singh59@gmail.com
Address		Village Bela Tehsil chamkaur Sahib Distt. Ropar Punjab
City/Town		Ropar
State/UT		Punjab

Pincode	140111																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	Dr. Mamta Arora																		
Phone no/Alternate Phone no.	01881263533																		
Mobile no.	9463027367																		
Registered Email	iqacbela@gmail.com																		
Alternate Email	aroramamta996@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://www.belacollege.org/downloads/2019/aqar/AQAR%202017-18.pdf																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.belacollege.org/AcademicCalendar																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.37</td> <td>2013</td> <td>06-Jan-2013</td> <td>05-Jan-2018</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.37	2013	06-Jan-2013	05-Jan-2018
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.37	2013	06-Jan-2013	05-Jan-2018														
6. Date of Establishment of IQAC	08-Nov-2012																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Go Green habitude	10-Jul-2018 2	14
one week faculty developemnt Program on ' chalalnges in Higher education	21-Jul-2018 56	52
Bulletein Board Competition	27-Aug-2018 3	50
Essay Contest	12-Sep-2018 1	50
Inter zonal youth festival	28-Sep-2018 8	800
One Act Battle	29-Sep-2018 3	10
Swimming Strife	04-Oct-2018 1	8
Wrestling Tourney	16-Oct-2018 5	15
Lets Follow Traffic Rules	28-Nov-2018 2	150
National conference on Human Rights and Social Justice	21-Feb-2019 3	80
Lets saluate to Sir Chandrasekhara Raman	05-Mar-2019 5	500
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

12

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
Construction of Rain Water Harvesting	
Green Audit of the Campus by External Auditor	
Accomplishment of Community service programs and adoption of Five villages under Unnat Bharat Abhiyan,	
Academic, administrative and Library audit at Institutional level	
Started Composting Practices	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Professional ethics	Professional ethics were released on World red Cross day and circulated among stakeholders.
Internal Evaluation system	It is mandate practice to show internal assessment to students and get it signed by them.
Academic audit, Administrative Audit, Library Audit	Academic, Administrative and library audit has been done by internal faculty and reports have been submitted.
Unnat Bharat Abhiyan	College has been selected under UBA, a flagship program of Ministry of Human Resource Development, GOI.
Participation in Swatchhta Ranking	College applied for Swatchhta Ranking survey.
Examination reforms	Examination reform committee have been constituted.
Plan to improve infrastructure	Common staff room have been created and renovated.
Beautification of the campus	College gas started planning for renovation of front gate.
To upgrade B.Sc. Biotechnology to B.Sc. (Hons.) Biotechnology based on CBCS	Course has been upgraded.

System.	
Applied to UGC for community college and more B. Voc. Courses	College got Vocational program.
To organize youth Festival	College hosted Ropar Zonal youth
To enrich the library	College upgraded library services by implementing Annual calendar and monitoring its activities.
To organise FDP for faculty	FDP on challenges in Higher education has been organised from 23 July, 2018 to 28 July, 2018.
To organise national Conference on Human rights and Social Justice	50 delegates from various institutes presented papers on Human rights and social issues .It was held on 20 februray,2019
Course Files	Course files are verified by respective Head of the departments.
Drafting of LO,PO,CO,PSO,CSO	LO, PO, CO, CSO, PSO have been drafted and submitted to Dr.Parvinder Kaur.
Question bank	Question bank have been prepared by all faculty members and is submitted to library.
Involvement of Stakeholders	Stakeholders are involved by inviting them on Foundation Day, releasing ceremonies etc.
Water Harvesting System	Water harvesting system have been installed in the campus by courtesy of Ambuja cements Ltd.
Vermicomposting	To convert waste into compost, vermi-compost unit is working in the college.
Formation of various associations	Following associations are formed to enhance quality in various departments: IT Society Student food association Karumbalan Sapta Sindhu Biotech Association Brain drain crew English Association
Publication of faculty	15 papers have been published by faculty in UGC approved journals.
Enrolment in MOOC Courses	7 faculty members have got FDP certificates under National Programme on Technology Enhanced learning(NPTEL)
Standard Operating Procedures	Standard operating procedures have been designed for instruments.
Documentation with reports	To improve quality, all convener, HODs, Coordinators are sensitized regarding documentation of various reports and they have submitted reports.
Management information System	Management information System have been purchased. Operationalization of some modules is under process.
Green Audit of the campus	Green audit has been done by involving

	external agency.
MOU with various industries	Memorandum of understanding have been signed with various industries and NGOs.
New Vocational program	New B.Voc. in renewable energy technology has been started.
Community service program	College has organised various community service program entitled as below Blood donation camps Ambulance service Selected under Unnat Bharat Abhiyan and adopted 6 villages Two teams were formed to address social issues in various villages.
Celebration of National and other important days	International Girl Child Day, Independence day, republic day, national science day, international Women day, World environment Day, world Anti-tobacco day, World red Cross day, Social justice day were celebrated
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Managing committee	05-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	26-Feb-2019
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	College has purchased online admissions and college management system from software and hardware solutions with following working modules. Creating, Managing Student Profile including Registration, Rank List, Personal Profile etc.Organization Profile,Creating and Managing Staff Profile, Admission module, Auto Roll No and Section allocation,Compiled student
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photo and signature data as per University requirement, Subject Change Module, Admission Reservation Category Change Module., Fee collection with multiple installments, Fee collection through cash/cheque and Bank Challan (Bank Challan system of PNB (FCMBR) and SBI (PJPUL) already embedded)., Online Payment Gateway based fee collection (CCAvenue, EBS, SBIEPay, WorldLine, PayU already integrated and readily available)., Reappear exam fee collection module. Academic, Lower Exam Marks Records. Fee Accounts Management module. Implementation of SMS Gateway. Web enabled, with integrated dynamic website management. Various student certifications. All data downloadable in excel format. Module Level Permissions/Restrictions for each user. Student/Parent level access to request data correction, subject change, bus pass etc.. Detailed and Summary Reports in All Modules. Bus pass modules for students. Students' University registration return reports. University Registration No management. University Roll No management. University Examination Forms and cut lists. ID Card Generation (Students Staff). Student's Scholarship Records (Bank Account Details, Post Matric Scholarship etc.) Auto Promotion/carry forward all data of students to next class. Name struck off and readmission module. University Internal assessment module. Out of this faculty module and student module were customized as per our requirement.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institute accomplish its best efforts for effective curriculum delivery and transaction of curriculum provided by the university. Punjabi University designs the syllabus and makes it available to the college at the beginning of the session. It also describes the examination and assessment pattern.

University also describes the date of commencement and ending of semester/session. Our institution deploys the following well chalked out action plans for the effective implementation of the prescribed curriculum. • Time Table: At the beginning of each academic session the Academic Calendar along with the time table of Biotechnology, Arts, Commerce, Science and Computers streams is prepared according to the number of elective subjects and the

options offered to the students and the same is displayed on the Student's Notice Board. All the departments while deciding teaching work-load distribution pay due consideration to the specialization area of teachers, their experience and level of course to be handled. • Creations of sections: The Time Table committees divide different classes into sections of appropriate strength for each subject. • Course File: A well structured course file has been prepared by each teacher for the subject taught in every semester. • Classroom teaching: Term wise division of the syllabus already planned at the departmental level in the beginning is executed in best possible way. Teachers are allotted with schedule of work that includes the number of classes to be met. The teachers acquaint the students with the prescribed course content, texts and recommended relevant books. • Question paper pattern: They are well informed about the pattern of the university question paper for better understanding and mid semester question papers are also set according to university pattern. • Problem solving and doubt clearing sessions: Sufficient time is reserved for solving the problems and clearing the doubts of students along with the successful completion of the curriculum. • Optimum use of college library and Internet facility: Teachers use reference and resource books from library as well as use internet. They provide the information to students in the form of notes followed by explanation and discussion. Central Library and departmental book bank facilities are provided to students. There is student and teacher centre in the computer department where students and teachers can access internet facility. • Educational tours and trips: For certain subjects like B.Sc. Biotechnology, field visits are organized like visit to Biogas plant, Universities, Industries, Science city, etc., that not only broadens their mental outlook but also provide adequate exposure and knowledge. • Students' Interactive activities: To facilitate the learning process the students are encouraged to actively participate in group discussions. • Bilingual method of teaching: As most of our students come from the rural background so the bilingual method of teaching is adopted to enable the slow paced learners towards better understanding. • Class tests and assignments: Regular classes tests are conducted along with MSTs. Assignments are also given which are duly checked by the teachers and appropriate feedback is provided to the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Biotechnology	30/08/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course

Number of Students

0

0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Organic Farming	21/07/2019	27
HUMAN RIGHT	21/07/2019	47
TV Video Production	14/07/2019	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Business Administration	15
BVoc	Food Processing	40
BVoc	Retail management and IT	4
BSc	Biotechnology	11
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

FEEDBACK SYSTEM OF BELA COLLEGE The institution collects the feedback for the betterment of organization in diverse aspects from assorted stakeholder's viz. Students, Faculty, Alumni, Parents, and public. The practice of feedback was initiated by IQAC and to enhance transparency and accountability, feedback forms after designing are discussed in Academic council. These were represented by various criterion heads and as per suggestions of members of academic council questions were revised. Final version was submitted to Director, IQAC to do needful. Student Satisfaction Survey committee was formulated along with various committees to conduct feedback. Analysis was done by separate committee. Following types of feedbacks were taken and are being taken:

Curricular aspects: feedback is taken on the curriculum from students, faculty, alumni, and parents. **Teaching and learning methods:** Student satisfaction survey questionnaire was framed. **Infrastructure:** Feedback with respect to facilities as library, Sports, ICT, Gym, washrooms, canteen, Dispensary, Transportation, and Campus cleanliness. **Performance based appraisals:** Performance based appraisals are filled by the teaching and non teaching staff of the college. **Student support system:** questionnaire is designed w.r.t. to scholarship services, career counselling services, grievances, cultural activities. **Environment, Innovations and Best Practices:** sensitivity is checked with respect to Ragging free campus, Plastic free campus, Proper disposal of waste,

equal opportunity, Gender sensitization, innovations and best practices adopted by the college. According to demand of respective parameter different heads design different questionnaires which include diverse scales which may be multiple choice questions or Yes/No responses. Institute collects the feedback physically/online from stakeholders' viz. Students, Parents, Alumni and Teachers. Action taken report is prepared and relevant documents are uploaded on website. In Performa, following basic information is filled by student which is uniform for all types of feedback forms: Name Course Department Year/Semester.....Address Mobile Email Occupation..... Total 15 types of feedbacks are taken. Sample of forms, analysis reports and action taken are uploaded on website.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	500	413	390
BCom	Commerce	180	188	168
BBA	Business Administration	150	85	72
BCA	Computer applications	120	132	115
BSc	Hons. in Biotechnology	120	84	62
BSc	Non-Medical	100	71	57
BSc	Computer Science	100	28	20
BVoc	Food Processing	150	100	86
BVoc	Retail management and IT	150	46	40
MCom	Commerce	60	60	49
MSc	Mathematics	60	43	36
MSc	Biotechnology	60	17	17
MSc	Information Technology	60	21	14
MSc	Information technology Lateral entry	30	2	2
PGDCA	Computer applications	30	67	39
PG Diploma	Mass Communication and journalism	30	43	11

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1010	168	28	0	24

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
52	52	5	8	1	5
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system is an integral part of an institution. It plays an indispensable role in bridging the gap between the mentor and students. It creates interactive atmosphere in the college where students can speak to their teachers for career as well as personal guidance. The college organizes orientation program for the parents and the students at the commencement of the program for the new batch every year. The program would help students and parents get familiarized with the institution, curricular and cocurricular activities, facilities, rules and regulations etc. Before the commencement of the classes, the different requirements of the students are identified and addressed at the earliest by way of a strategic approach. Every year students are given training on communication skills, personality development, time management and motivational sessions. In order to motivate both the slow and quick learners workshops are organized to enhance their skills. Guest Lectures are arranged for the students to help them gain industry and practical knowledge from the experts. Advanced learners:

- High performing students are identified on the basis of internal assessment, university examination, involvement in classroom.
- Students are encouraged to be members of professional bodies and organize technical events.
- Advising to participate in group discussions, technical quizzes to develop analytical and problemsolving abilities in them and thereby to improve their presentation skills.
- Various activities are conducted by all the departments in the respective areas to mould the students in corresponding field.
- NPTEL session is conducted for tough topics in every subject.
- Bright and diligent students are motivated and inspired to get university ranks.
- Students are encouraged to take up competitive exams like CSIR NET, UGC NET, GATE, GRE, TOEFL, IELTS, CAT, PG CET etc.
- Semester toppers and university rank holders are encouraged with certificates and cash prizes by the management.

Slow learners:

- The Institute practices a robust student academic counseling process. During the time of admission Principal interacts with the parents and the student to assess their need and aspirations. Further during the course of study group of students are assigned to a faculty for counseling.
- The counselors monitor academic performance and interact frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success.
- The institute has a system to communicate performance and attendance of students to parents regularly. A set of students (mentee) are assigned to a faculty as mentor and personal and academic care of the student is taken care of by the corresponding mentor.
- Care is taken by faculty in monitoring the performance of slow learners. Faculty members do periodic interaction with parents about the performance of slow learners.
- Departments conduct remedial classes, provide course notes for students especially the slow learners and those students who are at the verge of dropping out due to arrear subjects.
- Such students are given regular class tests in order to improve their performance in the university exam.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1178	52	1 : 23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	0	0	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	BSC (BIOTECH) HONS.	3	24/12/2018	20/06/2019
BSc	BSC (BIOTECH) HONS.	4	13/06/2019	10/11/2019
BSc	BSC (BIOTECH) HONS.	5	24/12/2018	25/06/2019
BSc	BSC (BIOTECH) HONS.	6	13/06/2019	17/07/2019
BSc	BSC (NONMEDICAL)	1	24/12/2018	31/07/2019
BSc	BSC (NONMEDICAL)	2	13/06/2019	23/10/2019
BSc	BSC (NONMEDICAL)	3	24/12/2018	25/06/2019
BSc	BSC (NONMEDICAL)	4	13/06/2019	21/08/2019
BSc	BSC (NONMEDICAL)	5	24/12/2018	29/05/2019
BSc	BSC (NONMEDICAL)	6	13/06/2019	07/12/2019
BSc	BSC (COMPUTER APPLICATION)	1	24/12/2018	31/07/2019
BSc	BSC (COMPUTER APPLICATION)	2	13/06/2019	23/10/2019
BSc	BSC (COMPUTER APPLICATION)	3	24/12/2018	25/06/2019
BSc	BSC (COMPUTER APPLICATION)	4	13/06/2019	21/08/2019
BSc	BSC (COMPUTER APPLICATION)	5	24/12/2018	29/05/2019
BSc	BSC (COMPUTER APPLICATION)	6	13/06/2019	07/12/2019

BSc	BSC (FOODPROCESSING)	1	24/12/2018	05/03/2019
BSc	BSC (FOODPROCESSING)	2	13/06/2019	30/11/2019
BSc	BSC (FOODPROCESSING)	3	24/12/2018	27/04/2019
BSc	BSC (FOODPROCESSING)	4	13/06/2019	14/08/2019
BSc	BSC (FOODPROCESSING)	5	24/12/2018	27/04/2019
BSc	BSC (FOODPROCESSING)	6	13/06/2019	19/07/2019
BSc	BSC (RMIT)	1	24/12/2018	25/06/2019
BSc	BSC (RMIT)	2	13/06/2019	30/11/2019
BSc	BSC (RMIT)	3	24/12/2018	27/04/2019
BSc	BSC (RMIT)	4	13/06/2019	14/08/2019
BSc	BSC (RMIT)	5	24/12/2018	27/04/2019
BSc	BSC (RMIT)	6	13/06/2019	19/07/2019
MCom	MCOM	1	24/12/2018	23/07/2019
MCom	MCOM	2	13/06/2019	07/11/2019
MCom	MCOM	3	24/12/2018	07/11/2019
MCom	MCOM	4	13/06/2019	10/10/2019
MSc	MSC (MATHS)	1	24/12/2018	07/08/2019
MSc	MSC (MATHS)	2	13/06/2019	30/10/2019
MSc	MSC (MATHS)	3	24/12/2018	07/11/2019
MSc	MSC (MATHS)	4	13/06/2019	09/03/2019
MSc	MSC (BIOTECHNOLOGY)	1	24/12/2018	06/12/2019
MSc	MSC (BIOTECHNOLOGY)	2	13/06/2019	09/06/2019
MSc	MSC (BIOTECHNOLOGY)	3	24/12/2018	04/10/2019
MSc	MSC (BIOTECHNOLOGY)	4	13/06/2019	23/09/2019
MSc	MSC (IT)	1	24/12/2018	23/07/2019
MSc	MSC (IT)	2	13/06/2019	30/11/2019
MSc	MSC (IT)	3	24/12/2018	16/07/2019
MSc	MSC (IT)	4	13/06/2019	30/11/2019
MSc	MSC (IT)LE	3	24/12/2018	16/07/2019
BA	BA	1	24/12/2018	26/06/2019
BA	BA	2	13/06/2019	05/11/2019
BA	BA	3	24/12/2018	26/06/2019
BA	BA	4	13/06/2019	30/11/2019

BA	BA	5	24/12/2018	06/08/2019
BA	BA	6	13/06/2019	07/11/2019
BCom	BCOM	1	24/12/2018	15/06/2019
BCom	BCOM	2	13/06/2019	30/11/2019
BCom	BCOM	3	24/12/2018	05/08/2019
BCom	BCOM	4	13/06/2019	25/08/2019
BCom	BCOM	5	24/12/2018	06/03/2019
BCom	BCOM	6	13/06/2019	07/08/2019
BBA	BBA	1	24/12/2018	06/11/2019
BBA	BBA	2	13/06/2019	17/10/2019
BBA	BBA	3	24/12/2018	05/07/2019
BBA	BBA	4	13/06/2019	10/04/2019
BBA	BBA	5	24/12/2018	17/05/2019
BBA	BBA	6	13/06/2019	17/08/2019
BCA	BCA	1	24/12/2018	06/10/2019
BCA	BCA	2	13/06/2019	30/11/2019
BCA	BCA	3	24/12/2018	28/08/2019
BCA	BCA	4	13/06/2019	04/11/2019
BCA	BCA	5	24/12/2018	25/06/2019
BCA	BCA	6	13/06/2019	17/07/2019
BSc	BSC(BIOTECH) HONS.	1	24/12/2018	09/02/2019
BSc	BSC(BIOTECH) HONS.	2	13/06/2019	30/11/2019
MSc	MSC(IT)	4	13/06/2019	30/11/2019
PGDCA	PGDCA	1	24/12/2018	29/07/2019
PGDCA	PGDCA	2	13/06/2019	09/02/2019
PG Diploma	PGDJMC	1	24/12/2018	30/11/2019
PG Diploma	PGDJMC	2	13/06/2019	26/08/2019

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

Continous Internal evaluation system involving assessment of student's performance is an integral part of teaching and learning process. The college being affiliated to Punjabi University, Patiala coheres to the syllabus prescribed by the university. The College has taken various steps to enhance the performance of students by framing various educational strategies which are considered under Centralized Continuous Internal Evaluation (CIE) System. The reforms are as follows: 1. Orientation Programe: • In the beginning of the session, orientation programe is conducted each year to familiarize students with the courses and facilities available within the campus. • The Institute prepares an academic calendar stating the timing of many academic events going to be taken place during academic session. • Teachers prepare course files of their respective subjects including learning outcomes, lesson plans, pedagogy used and list of students (intelligent and slow learners). • Information

related each to curriculum activities is displayed on the College and Department Notice Board. 2. Academic Activities Analysis Process: • The Institute conducts two unit tests per course per semester. • Teachers prepare question banks on different topics for all subjects. • Before final examination students are advised to solve previous years question papers. • Seminars, workshops and guest lectures are organized on regular basis to give clearer view on certain topics. • Remedial classes and special tests are conducted for slow learners. 3. Result Analysis and Review Meeting: • After each unit test, Head of the department analyze the performance of the students by collecting data prepared by class in charges of respective classes. • Class incharges are advised to identify fast and slow learners to take necessary actions as needed e.g. remedial classes. • In special cases, HOD also discusses the matter with principal for the betterment of the students. 4. Progress Report and Parents Meetings: • HOD organizes parents meeting to make parents aware about the performance of their ward in the college and to take necessary steps if needed. 5. Educational Visits: • Educational visits to industry, research academic institutes and historical places are made throughout the year so that students can corelate theoretical information with practical knowledge. 6. Tech Savvy: • Each department uses WhatsApp groups to intimate students about examinations and academics activities. 7. Feedback Performa • Feedback forms are filled by learners 8. Other Activities: • Students are also encouraged to participate in cocurriculum activities like debate, quiz, poster making etc. Students are also encouraged to participate in various events of Youth festival, which is conducted each year by Punjabi University, Patiala.

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

College prepare its academic calendar which have been uploaded on its website. The college being affiliated to Punjabi University, Patiala coheres also to the calendar prescribed by the university. The Institute prepares an academic calendar for undergraduate and postgraduate courses stating the timing of many academic events going to be taken place during academic session. The academic calendar along with activity calendar is prepared which consists of examinations schedule, dates of major events such as faculty development programme, zonal youth festival, conferences and many national level days. The college begins the new session with orientation programme to make students familiarize with the facilities available in the college. Time table displaying work load of each faculty of each department is made before the commencement of the session and showcased on the notice board of the college and department. It is mandatory for all the teachers to prepare course file consisting of course outcomes, learning outcomes, syllabus, pedagogy used, textbooks and reference books, sample question papers, question bank and list of students. The Institute conducts two MSTs per course per semester whose schedule is shown in academic calendar. List of Holidays are also displayed on website. Working days are calculated and strategies are deployed.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.belacollege.org/downloads/2019/protected/Programme_outcome_programme_specific_outcome_protected.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
	BBA		14	12	85.7
	BCA		20	10	50
	BSc	Biotechnology	23	11	47.82
	BSc	Non-Medical	24	13	54.2
	BSc	Computer application	8	4	50
	BVoc	Food processing	19	2	90.5
	BVoc	Retail management and IT	4	3	90
	MSc	Biotechnology	12	9	75
	MSc	IMathematics	14	14	100
	PGDCA	computer application	22	8	36.36
	PG Diploma	Mass communication and journalism	10	9	90
	MCom	Commerce	14	12	85.7
	BCom		40	29	72.5
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.belacollege.org/FeedbackForm>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	3	DRDO TBRL Chandigarh	24.33	7.3
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on introduction of marketing in Ebranding	Management	14/09/2019
Workshop on new ideas in an entrepreneurship	Management	08/10/2018
Workshop on how to manage	Managemnt	12/02/2019

Eservices		
Innovative partices in Digital marketing	Management	11/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Commerce	5	5.87
International	Science	3	3.74
International	Mathmatics	2	5.87
International	Management	3	5.87
International	Biotechnology and Food Processing	2	0.99
International	Computer	10	5.87
International	Humanities	8	5.87
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Humanities	5
Commerce	1
Biotechnology	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Fingerprint profile of an important therapeutic plant of <i>Astavarga cerpidium acuminatum</i> synthesized by HPTLC	Dr. Mamta Arora	Asian Pac.J. Health Sci	2018	0.14	ASBAJSM college bela	0
Acidic ionic liquids: an alternative to HF for (001) reactive facet controlled synthesis of anatase titania	Dr. Satwant Kaur Shahi	The new journal of chemistry	2018	2	ASBAJSM college bela	2
Investigation of morphologies, photoluminescence and photocatalytic properties of ZnO nanostructures fabricated using different basic ionic liquids	Dr. Satwant kaur shahi	Journal of environmental chemical	2018	4	ASBAJSM college bela	4

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Acidic ionic liquids: an alternative	Dr. Satwant Kaur shahi	Royal Society of chemistry	2018	5	76	ASBAJSM college bela

tive to HF for (001) reactive facet controlled synthesis of anatase titania						
Investigation of morphologies, photoluminescence and photocatalytic properties of ZnO nanostructures fabricated using different basic ionic liquids	Dr. Satwant Kaur Shahi	Journal of environmental chemical engineering	2018	5	76	ASBAJSM college bela
Fingerprint profile of an important therapeutic plant of <i>Astavarga cerpidium acuminatum</i> szech by HPTLC	Dr. Mamta Arora	Current trends in Biotechnology and Pharmacy	2018	4	58	ASBAJSM college bela

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	6	0	0
Attended/Seminars/Workshops	5	40	0	0
Presented papers	0	26	0	0

[View File](#)

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such

		activities	activities
Independence day	A.S.B.A.S.J.S.M.Col lege	50	245
youth festival	A.S.B.A.S.J.S.M.Col lege and Punjabi University Patiala	50	800
Cycle rally on drug deaddiction	.S.B.A.S.J.S.M.Coll ege and old student association and Cycle association, Shri Anadpur sahib	20	103
Community program under Unnatt Bharat Scheme	A.S.B.A.S.J.S.M.Col lege and Unnatt Bharat Scheme	15	135
Celebration of Republic Day	A.S.B.A.S.J.S.M.Col lege	50	256
Foundation Day Celebration	A.S.B.A.S.J.S.M.Col lege	45	900
Celebration of international women day	A.S.B.A.S.J.S.M.COL LEGE	12	107
Celebration of international mother language day	A.S.B.A.S.J.S.M.COL LEGE	10	123
Job fair	A.S.B.A.S.J.S.M.COL LEGE and Govt. of Punjab	30	500
National confrence on Human rights and social justics	A.S.B.A.S.J.S.M.COL LEGE	52	45
National science day	A.S.B.A.S.J.S.M.COL LEGE	15	95
Celebration Annual sports day	A.S.B.A.S.J.S.M.COL LEGE	45	305
National red cross day	A.S.B.A.S.J.S.M.COL LEGE	10	172
Free Spoken course and basic computer course	A.S.B.A.S.J.S.M.COL LEGE	12	151
Workshop on Intellectual property right	A.S.B.A.S.J.S.M.COL LEGE	25	82
Celebration of water saving day	A.S.B.A.S.J.S.M.COL LEGE	10	175
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
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Community program under Unnatt Bharat Scheme	5 Apprication letter	Gram panchyats	100
Job fair	2 Apprication letter	employment office ropar	200
kisaan kalyan karajshala divas	1 Appreciation letter	Agricultural department, Shri chamkaur sahib	50
Antim Ardaas	2 Appreciation letter	Local villager	0
Seminar on Drug and traffic Awarness	1 Appreciation letter	SubDivision saanjh kander, Shri chamkaur sahib	80
Lecture on traffic rules	2 Appreciation letter	Traffic Police Roopnagar	100
Drug awarness under DAPO Program	1 Appreciation letter	subDivision magistrate, Shri chamkaur sahib	70
Sweep Program	3 Appreciation Letter	subDivision magistrate, Shri chamkaur sahib	150
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Tree planation	NSS	Tree Planation drive	15	59
Swacchh Bharart abiyam	NSS,NCC	Swach bharat abiyam	7	100
Aids awareness	NSS,NCC	Aids awareness	10	36
Gender issue	NSS,NCC	Gender issue	10	367
Sweep Program	NSS	Sweep rally	10	73
Stubble burning	NSS,	Stubble burning issue rally	6	97
Drug deaddiciation	NSS,NCC	Rally	8	123
pulse polio	Civil hospital, shri Chamkaur SahibCivil hospital, shri Chamkaur Sahib	Pulse polio	4	45
Blood donation in the remembrance of shaheed bhagat singh	NSS, NCC and Youth club Ropar	Blood donation camp	65	155

Social Awareness	NSS	Rally	12	105
Blood Donation dedicated to martyrdom day shaheed bhagat singh	NSS,NCC, Red cross and Youth club ropar	Blood Donation camp	60	103
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Faculty exchange	2	Management committee of A.S.B. A.S.J.S.M.COLLEGE and pharmacy	5
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Social welfare club, Kotla Nihang, Tehsil and Distt. Ropar 140001 (Pb.)	16/07/2019	Our collegestudents and staff helped inRestoration of flood affected people in the vicinity of Ropar	45
Sant Baba Shyam Dass Wrestling Akhara Akbarpur (Mangrou), Tehsil and Distt. Ropar 140001 (Pb.)	19/07/2019	Five students of our college do regular practice at wrestling Akhara	5
The Morinda Primary Cooperative Agricultural Development Bank Ltd., Morinda, Tehsil Chamkaur	29/07/2019	One day Bank visit by students of B. Voc RET department to learn about bank processes	20

Sahib, Distt. Ropar 140101, (Pb.)			
Kakkar Hospital, Morinda, Ropar 140111 (Pb.)	31/07/2019	Students of science department interacted with the doctors and other supporting staff of Kakkar hospital	32
NonGovernment Organization "Sankalp" Society	17/06/2019	community work in five adopted villages by NSS volunteers	70
The Ropar Central Cooperative Bank Ltd., Bela branch, Ropar, Punjab	18/06/2019	One day Bank visit by students of commerce department to learn about bank processes	23
Sant Kartar Singh Youth Welfare Club Bhairon Majra, Ropar 140111 (Pb.)	25/06/2019	Rehabilitation of flood affected people in the surrounding villages of Ropar by our college students and staff	50
Sembhi Hospital, Machhiwara, Ludhiana (Pb.)	08/07/2019	Students of Biotechnology department interacted with the doctors and other supporting staff of Sembhi hospital	32
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
872375	872375

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
LIBSOFT	Partially	8.3	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
e-Journals	6000	5750	0	0	6000	5750
Text Books	15118	18185789	150	81342	15268	18267131
Reference Books	299	157957	43	158286	342	316243
e-Books	27000	5750	0	0	27000	5750
Journals	15	53183	0	0	15	53183
CD & Video	228	0	0	0	228	0

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	59	4	11	47	4	3	7	100	1
Added	30	0	0	0	0	0	0	0	0
Total	89	4	11	47	4	3	7	100	1

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3	3	1	1

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Policies and procedures have been framed and uploaded on website for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, and classrooms. Library advisory committee and Library maintenance committee perform their job roles for updating and up keeping library and library services. In library along with Librarian, 3 other staff members execute their job roles. Photocopy facility has been provided in the library which is operated by dedicated fellow recruited for operating photocopy machine. To provide quality services, Memorandum of understanding have been signed during purchasing with RICOH for regular maintenance of the machine till the life of Machine. Standard operating procedures are displayed for instruments. Laboratory attendants and technicians are recruited for maintenance and up keeping of various laboratories. Job roles of each person are defined and communicated to them. Laboratory instruments are also maintained through contract with different firms. Various registers and log books are maintained. Permanent employees have been recruited Viz. Electrician, Care Taker, carpenter, plumber, Gatekeepers, Gardener, security staff. Sweepers. To upgrade and utilizing facilities various committees have also been formulated. These are Healthy Environment Committee, Discipline Committee, water Conservation Committee, Waste Management Committee, Say No to Plastic Committee, Slogan committee, standard Operating procedure Committee, Job Role Framing Committee, Paper Saving Committee, Campus Beautification Committee and Renewable Energy Committee. Due emphasis is given to make campus ecofriendly so that every stakeholder can be nurtured in the campus. Green audit of the college is under process. 3R strategy is adopted by faculty and students. To address health needs, Dispensary service, ambulance service, gym etc. are provided. College has multipurpose hall which is also utilized by local people and administration of the district. Registers are maintained to provide congenial services to stakeholders. Time to time waste is disposed off as per standard and defined guidelines. Vermicomposting practice is followed to address biodegradable waste. Mentoring of students is done to bring behavioural changes for utilizing facilities. Electronic waste, laboratory hazardous waste is given to certified vendors. College has started practice of honest by opening "Honesty Shop" to inculcate values to remove the problem of maintenance and utilizing facilities at core level. To motivate students slogan are displayed in campus and in classrooms. Social values are inculcated by conducting various programs. Students are motivated to opt for NSS, Swachhta Internship, NCC, Unnat Bharat Scheme etc. College has participated in Swacchta Ranking survey for institutes. For up keeping of sports facility DPE and ADPE are recruited. As college is located in rural backward area, it faces electricity problem, to compensate the same noise noiseless Generator set are maintained from time to time. Diesel waste is given to authorised persons. Meters are installed on water Pumps. The college has appointed Security person and a gun man (during night hours) to constant vigil and to ensure perfect discipline in the campus. Managing Committee is also very enthusiastic for maintenance and proper utilization of facilities. College also share physical facilities with sister institute such as Medicinal Garden and Research lab Instrumentation facility.

<http://www.belacollege.org/Policies>

CRITERION V – STUDENT SUPPORT AND PROGRESSION**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEE CONCESSION	196	665150
Financial Support from Other Sources			
a) National	Post matric scholarship for SC/OBC	287	7798077
b) International	0	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
CSIR NET COACHING	13/07/2018	23	FACUTY OF BIOTECH DEPARTMENT
YOGA PHYSICAL HEALTH	16/02/2019	55	Dr Deol Prof. Jagjeevan Sharma, Punjabi University, Patiala
MEDIATATION CAMP	25/04/2019	82	FACULTY OF COLLEGE
SPOKEN ENGLISH	15/05/2018	86	FACULTY ENGLISH DEPARTMENT
BASIC COMPUTER COURSE	15/05/2018	86	FACULTY COMPUTER DEPARTMENT
REMEDIAL COACHING	15/04/2019	25	A. PROF. GAGANDEEP KAUR
REMEDIAL COACHING	15/04/2019	20	A. PROF. TARANJEET KAUR
REMEDIAL COACHING	15/04/2019	90	A. PROF. SUNITA RANI
REMEDIAL COACHING	15/04/2019	45	A. PROF. MANDEEP KAUR
REMEDIAL COACHING	15/04/2019	28	A. PROF. AMANDEEP KAUR
REMEDIAL COACHING	15/04/2019	17	A. PROF. ISHU BALA
REMEDIAL COACHING	15/04/2019	17	A. PROF. SHARANJEET KAUR
INDUSTRIAL VISIT	26/11/2018	35	VERKA MILK PLANT
BASICS OF GST	08/10/2018	34	FACUTY OF COMMERCE DEPARTMENT
WORKSHOP ON PERSONALITY	25/02/2019	26	FACULTY

DEVELOPMENT			
INVESTOR AWARENESS PROGRAMME	15/02/2019	42	Mohinder kumar (Reliance company)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CSIRNET	23	42	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
00	0	0	00	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	10	BSC.BT	BIOTECHNOLOGY	A.S.B.A.S.J. S.M. COLLEGE, BELA PUNJAB UNIVERSITY, CHANDIGARH	M.SC. BIOTECHNOLOGY
2019	10	BCA PGDCA	COMPUTER SCIENCE	A.S.B.A.S.J. S.M. COLLEGE, BELA CHANDIGARH UNIVERSITY, GHARAUN MATA GUJARI, COLLEGE,	MCA M.SC.IT M.SC.IT (LATERAL ENTRY)
2019	29	BCOM	COMMERCE	A.S.B.A.S.J.	M.COM MBA

			DEPARTMENT	S.M.COLLEGE, BELA RAYAT,ROPAR BAHRA UNIVERSITY, KHARAR	B.ED. PGDCA
2019	22	BA	HUMANITIES DEPARTMENT	A.S.B.A.S.J. S.M.COLLEGE, BELA RAYAT,ROPAR BAHRA UNIVERSITY, KHARAR	PGDCA PGDJMC MA ENGLISH MA PUNJABI MA POLITICAL SCIENCE M.SC. MATHS
2019	8	BBA	MANAGEMENT	RAYAT, ROPAR CORDIA COLLEGE, SANGHOL	MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
MIME	INTER COLLEGE	7
VAAR GAYAN	INTER COLLEGE	2
SPEECH COMPETITION	COLLEGE	6
QUIZ COMPETITION	COLLEGE	17
PHOTO CAPTION COMPETITION	COLLEGE	21
MARBLES COMPETITION	COLLEGE	9
ESSAY WRITING	COLLEGE	19
MEHENDI	COLLEGE	12
POSTER MAKING	COLLEGE	7
NUKKAD NATAK	INTER COLLEGE	9
BHAND	INTER COLLEGE	2
MIMICRY	INTER COLLEGE	1
KROSHIYA	INTER COLLEGE	1
RASSA VATAI	INTER COLLEGE	1
ONE ACT PLAY	INTER COLLEGE	9
MITTI THE KHIDONE	INTER COLLEGE	1
TOKRI BUNAI	INTER COLLEGE	1
CHHHIKU	INTER COLLEGE	1
PAKHI BUNANI	INTER COLLEGE	1

WESTERN INSTRUMENTAL SOLO	INTER COLLEGE	1
WESTERN VOCAL SOLO	INTER COLLEGE	1
LOK SAAZ	INTER COLLEGE	1
CULTURAL QUIZ	INTER COLLEGE	3
GIDHA	INTER COLLEGE	12
LOK GEET	INTER COLLEGE	1
RAVAETI LOK GEET	INTER COLLEGE	1
LOON MYANI	INTER COLLEGE	8
PITHOO	INTER COLLEGE	10
RASSA KASSI	INTER COLLEGE	8
SKIT	INTER COLLEGE	7
BHANGRA	INTER COLLEGE	12
RASSA TAPNA	INTER COLLEGE	1
ELOCUTION	INTER COLLEGE	1
BEST OUT OF WASTE	COLLEGE	8
RANGOLI	COLLEGE	6
SWIMMING 100 MTR STROKE	INTER COLLEGE	1
SWIMMING 200 MTR FREE SYTLE	INTER COLLEGE	1
SWIMMING 50 MTR BUTTERFLY	INTER COLLEGE	1
WRESTLING 92 KG FREE STYLE	INTER COLLEGE	1
WRESTLING 125 KG FREE STYLE	INTER COLLEGE	1
WRESTLING 130 KG FREE STYLE	INTER COLLEGE	1
WRESTLING 97 KG FREE STYLE	INTER COLLEGE	1
JUDO	INTER COLLEGE	2
HOCKEY	INTER COLLEGE	22
CRICKET	INTER ZONE	12
JUDO	INTER ZONE	3
KABBADI	INTER COLLEGE	12
SPOON RACE	COLLEGE	42
THREE LEG RACE	COLLEGE	40
SHOT PUT	COLLEGE	26
LONG JUMP	COLLEGE	53
100 MTR RACE	COLLEGE	34
200 MTR RACE	COLLEGE	22
400 MTR RACE	COLLEGE	26
800 MTR RACE	COLLEGE	18

1600 MTR RACE	COLLEGE	16
TRIPLE JUMP	COLLEGE	6
TUG WAR	COLLEGE	96
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	50 MTR BUTTERFLY STROKE	National	1	0	4383334549 79	Banpreet kaur
2019	BACK STROKE	National	1	0	4383334549 79	Banpreet kaur
2019	FREE STYLE SWIMMING	National	1	0	4383334549 79	Banpreet kaur
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representative committee of the college is formed with the objective to provide students an opportunity to develop leadership qualities by organising carrying out various activities and to work for student welfare, under the guidance of college authorities. The student council helps to share student ideas, interests and concerns with teachers and higher authorities. It work towards resolving students grievances and other issues related to human welfare. Student council of A.S.B.A.S.J.S.M.College, is the representative body of entire student community. It organises various activities with the guidance of faculty at college level such as • Farewell party for final year students. • Environment campaign for preserving environment. • Campaign on consumer awareness. • Actively participated in organising university's Ropar zone youth festival in college. Student council is involved in various decision making processes related to students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

College Alumni continues its interaction with students after they left college through an active and vibrant alumni named "OLD STUDENT ASSOCIATION" which has been formed and registered (act of registration dated: 2nd May 2005. OSA gather every year on 6th Feb, Foundation Day of college. To construct an Alumni house to provide a common place for meeting of the members of the association. In this year Alumni organising cycle Rally to show their unity, Equality and strength on 20th January 2019 The objective of OSA is to promote and encourage the members to take active progress of alumni and promote family relation among members of association and college. It has been organising different activities right from its establishment. It has been conducting programmes for the betterment of youth. Alumni share their professional experience with college and give feedback about infrastructure and academic process. Members of Association extend their helping hands to present students when where required. They also decided that the students who will stand first in each class of all

streams would be awarded separately by the Alumni. The members regularly contribute to the Annual College Magazine. Moreover, Alumni contribute for significant development of organisation. Tremendous Efforts lies behind organising and executing such events in the college

5.4.2 – No. of enrolled Alumni:

1254

5.4.3 – Alumni contribution during the year (in Rupees) :

16500

5.4.4 – Meetings/activities organized by Alumni Association :

MEETING : 1. 20th DECEMBER 2018 Meeting of OSA of college organised on 20/12/2018 to discuss different general concerns among alumni. 2. 17th JANUARY 2019 OSA meeting is held on 17/1/19 to plan and organise cycle rally on 20th Jan 2019. ACTIVITIES • Cycle rally is organised to spread awareness among youth against sensitive issues like drugs.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela is a multidisciplinary Coeducation, Govt. aided college under 2(f) and 12(B) of UGC, having various self-financing courses institute is located in rural backward area of Punjab. Institute can fulfil its vision by practicing decentralization and participative Management strategies. Following are mentioned two practices in each area.

DECENTRALIZATION PRACTICE 1: EMPOWERED HEAD OF THE DEPARTMENTS: College is running various Post Graduate and Undergraduate courses. Each department has a head who is senior most person in that department. He /She conduct mid semester examination at departmental level. He/she is head of association of their respective departments. Activity calendar is prepared by HODs and is accepted as such for publication in the prospectus. All academic decisions are taken by meetings with HODs. College has academic council where all HODs are members. Similarly in IQAC HODs of departments are members. Teaching load and subject wise distribution is done by respective HODs to faculty of their departments.

DECENTRALIZATION PRACTICE 2: BRAIN DRAIN CREW/KRUMBALAN/SWACHTA HI SEVA: College has 38 committees which have convener, faculty members and student members. Respective committees decide their aims, objectives, activity plan and active participation of students is appreciated.

PARTICIPATIVE MANGEMENT PRACTICE 1 IQAC: Bela college has local Managing committee members along with representatives from university, and staff also. In fact acronym which is used for college is "College is of the community, by the community and for the community". As per notification of UGC two adherents of 20 fellow are members of IQAC, however all members enthusiastically participate and discharge their roles for effectiveness of IQAC. They play positive and effective role for the betterment of college although college do not pay remuneration to them. They perform constructive role in IQAC as following:

- by creating a culture of praising and appreciating members for doing their level best
- by resolving conflicts to ensure a productive resolution
- by Presenting topics for discussion that help members to develop their presentation skills
- by remaining consistent in the interpretation
- By asking others to give their honest feedback concerning how management is carried out
- By recognize individual needs and skills when delegating tasks to the workers

2. PARTICIPATIVE MANAGEMENT PRACTICE 2: BETI BACHAO, BETI PADAQ: Management at various levels i.e. governing body, principal, Head of the

departments, Faculty, nonteaching staff, and other employees are playing very constructive role to promote girl education. Our college is sensitized towards girl education and adopting various policies to fulfil the same like establishment of internal complaint cell, Free ship and Scholarships, Girls hostel facility, empathy for widow/divorcee, displaying helpline no. at various places etc. zero tolerance to ragging. This is evident from the strength of girls' students 508 in the college. College is located in rural backward area where girls are not much allowed to move out for studies. Therefore this practice is playing a vital role as we believe in If you educate a woman, you educate a family, if you educate a girl, you educate the future.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	College is affiliated to Punjabi University, Patiala. A no. of teachers of college are members of UG/PG board of studies in different subjects. Our faculty sent model curriculum of B.Voc. Food Processing to University which have been implemented for session 201920. feedback is taken from faculty on curriculum and suggestions are communicated to university. Faculty of the college has also designed syllabus of B.Voc. Renewable Energy Technology for session 201920. One month skill oriented courses were conducted during summer vacation. Syllabi of these courses were designed by faculty of respective departments. Effective implementation of curriculum is monitored by IQAC. To enrich curriculum departments organise various academic activities.?
Teaching and Learning	To strengthen Teaching Learning Process activity calendar of individual departments are published in college prospectus. Every year at least one faculty Development program is organised to upgrade skills of Faculty. NET coaching/remedial classes are being organised. Through Spoken Tutorial we have tied up with IIT Delhi for quality education of students. Faculty was motivated to enrol in NPTEL and SWAYAM. Emphasis is given on students communication skills through Language lab. Course are upgraded in each semester. Mentor Mentee is implanted as per UGC guidelines. Stress is on LMS. Examination and Continuous Internal Evaluation reforms are

	<p>implemented. Advance learners and slow learners are identified by various strategies and remedies are given accordingly.</p>
<p>Examination and Evaluation</p>	<p>Examination reform committee regularly conduct meetings to frame and implement various reforms in examination. First sessional internal exams are accompanied at departmental level whereas second sessional exams are conducted centrally to reduce malpractices. Rules of examination are displayed for students. Results are communicated to parent. Answer sheets are shown to the students and signed by them. Internal evaluation assessment is publicized to students.?</p>
<p>Research and Development</p>	<p>Research committee has been formulated to promote research in the campus. In order to motivate faculty Rs. 2000/ per publication were given to faculty in UGC approved journal. To attend seminars/conference/Workshop/Symposia/FDP etc. duty leave is sanctioned to the faculty. Faculty is encouraged to do research and improve their qualification (Arrangements are done accordingly).</p>
<p>Industry Interaction / Collaboration</p>	<p>To keep relation on going, institute has signed MOU with various industries. industrial visits are mandatory for professional classes. Entrepreneurship programs are regularly organised. college has long term relations with Regional centre for Entrepreneurship development centre Chd. which work with various govt. organisations. institute is interacting with various industries to strengthen the relations. industry Institute programs are organised annually in college to make partnership successful.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Policies and procedures have been framed and uploaded on website for maintenance of Library, physical Infrastructure and instrumentation. Library advisory committee and Library maintenance committee perform their job roles for updating and up keeping library and library services. Standard operating procedures are displayed for instruments. Job roles of each person are defined and communicated to them. permanent employees have been recruited as Electrician, Care Taker, carpenter, plumber, Gatekeepers, security staff,</p>

	<p>Lab technicians, Lab Attendants and Photocopy Machine Operator. MOU of photocopy machine have been done with RICOH, Ludhiana for maintenance of machine till life of machine which is functional since last 5 years.</p> <p>Laboratory instruments are also maintained through contract with different firms. Time to time waste is disposed off as per standard and defined guidelines.</p>
Human Resource Management	<p>Faculty members are encouraged to enhance their academic and administrative skills by attending /enrolling in FDPs/Orientation courses/refresher courses/Short term courses. Various committees have been formed and are monitored for their work. One week program is organised in adopted villages. Extracurricular activities are organised to enhance personality. Educational visits /trips are organised to inculcate social values. Various types of leaves are sanctioned to staff members. Various benefits are given to manage human resources. Job roles of each person are communicated to them</p>

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

E-governance area	Details
Administration	<p>Management Information software has been purchased for better implementation of e-governance. Administration block is computerized. For attendance of staff, biometric system is used. College website is used for hosting information and notices from time to time. Activities are uploaded on university Activity Monitoring portal of UGC. Newsletter of IQAC is published to showcase and communicate to various stakeholders regarding area of operation.</p>
Student Admission and Support	<p>college prospectus is published regularly having information for admission and support services. Online admission for the first year students of UG courses is as per rules of Punjabi University, Patiala. The student admission and support is under automated on website portal. All data related with admission is uploaded through MIS. Scholarship forms for SC, BC, OBC and minority are submitted online as per govt. directions. Helpline no. are displayed in the campus for any</p>

	type of query or emergency/Grevances/an tiragging/internal Complaint Cell committee Feedback is taken on line.students are also updated through social media and SMS servies.
Examination	For accountability and transparency, examination reform committee is working and monitored from time to time. .various reforms are implemented as per UGC guidelines. Continuous Internal evaluation is transparent having different componnets assessing different aspects of a student. External examination is conducted as per affiliating university.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Challenges in Higher Educations	Nil	23/07/2018	28/07/2018	30	0
2019	Pursuit of excellence in teaching and learning	Nil	12/07/2019	13/10/2019	37	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Introduction to Professional	2	15/01/2019	15/02/2019	1

scientific communication				
Enhancing Soft Skills and Personality	1	15/02/2019	15/04/2019	2
Principles of Human Resource Management	1	15/01/2019	15/03/2019	2
Bioinformatics: Algorithms Applications	1	15/01/2019	15/04/2019	3
Human Molecular Genetics	1	15/01/2019	15/02/2019	1
Cell Culture Technologies	2	15/02/2019	15/03/2019	1
Health Research Fundamentals	1	15/01/2019	15/03/2019	2
Medicinal Chemistry	1	15/01/2019	15/04/2019	3
Teaching Pedagogy in digital Age: Opportunities Challenges	21	04/05/2019	04/05/2019	1/ 30=
Classroom Teaching, attitude of Teachers general Startegies to increase the effectiveness of classes	6	20/07/2019	20/07/2019	1/31
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
44	44	22	22

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Contributory provident Fund/Employee provident fund 2. Gratuity as per rules 3. Employees state Insurance 4. Maternity Leave 5. Medical Leave 6. Housing facility/Hostel facility as per requirement and availability 7. Advance	1. Contributory provident Fund/Employee provident fund 2. Gratuity as per rules 3. Employees state Insurance 4. Maternity Leave 5. Medical Leave 6. Housing facility/Hostel facility as per requirement and availability 7. Interest	1. Life Insurance 2. Scholarships 3. Concession to needy/deserving students 4. Fee in instalments 5. Post matric scholarship scheme as per Govt. norms 6. Free Remedial classes/NET Coaching 7. Subsidized transport

as per rules 8. Laptop facility to HODs/administration to promote ICT and quality enhancement. 9. Subsidized transport facility for staff 10. Sponsorship for paper publication 11. Festival bonanza 12. Earned Leave as per rules	free Wheat loan 8. Advance as per rules 9. Laptop facility to HODs/administration to promote ICT and quality enhancement. 10. Subsidized transport facility for staff 11. Festival bonanza 12. Free uniforms 13. giving recognitions and Awards	facility 8. Fitness through Gym 9. Ambulance service 10. Dispensary 11. Free industrial visits 12. Free/Subsidized educational/ visits 13. Free books to needy students 14. Free yoga classes/computer literacy classes 15. Subsidized Add on courses
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College follows a steady and consistent system of auditing. Audit is an exercise to ensure that all procedures designed for making the payments are duly followed keeping in view the guidelines issued by the concerned competent authorities. The internal audit is performed by a Chartered Accountant He helps in preparing Receipt and Payment Accounts and verifies Tax Deducted at Source (TDS) as well. The internal auditor authenticate receipts and payments with vouchers along with supporting documents. He also ensures that all payments are duly approved. The external auditor conducts legal audit at the end of financial year. It is conducted by the Accountant General (Audit), Indian Audit and Accounts Department, Punjab. The external audit of the institution is uptodate and it was last conducted in 2018. The scope of the internal audit programme embrace working of various compliances under laws and rules and regulations. Sufficient systems and procedures are in place for observance of institutional policies, physical verification of assets, consumables, stores, and other assets, proper books of accounts, vouchers along with auxiliary documents are maintained, confirmation of balances from debtors, creditors and other parties are obtained periodically and procedures are in place for internal control. Mechanism for settling audit objections In case of audit objection of any kind, the Principal along with senior superintendent leads the team for settlement of any issue. Then the final reports are sent to the concerned Audit departments.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Donations	30200	welfare
View File		

6.4.3 – Total corpus fund generated

4860627

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	By Internal academic Audit Committee

Administrative	No		Yes	By Internal administrative Audit committee
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA is in under process for registration. PTA activity calendar has been prepared by PTA committee. Parents Teacher meetings are conducted by respective departments to enhance overall growth of students and to make them more useful for the society.

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

1. Nonteaching staff can pursue higher studies at free of cost. 2. Hosted Internal training sessions 3. Mentoring of employees 4. By adopting the approach of multiskilling/multitasking 5. By developing soft skills of support staff

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

?IQAC took initiative as per suggestions provided by PTV. Various strategies were adopted during last six years after first accreditation to enhance grading of Institute. Some of initiatives are: 1. started skill oriented courses from UGC which included B.Voc. Food processing, B.Voc. Retail Management 2. To make institute more sustainable, started self financed courses which include B. Com., M. Com., M.Sc. Mathematics 3. Created new infrastructure by applying to UGC and got funds for Sports Training Complex, Construction of classrooms, washrooms. 4. Construction of commerce wing, Biotechnology Labs, Management Block were done by Managing committee of the college. 5. Laboratories and ICT Facility upgraded which included purchasing of new equipment of International standards issuing to laptops to all HODs, Projectors in various classrooms, Purchasing of new computers, photocopy service, and other ICT equipment. 6. To make the campus ecofriendly Building safety, green audit, Green practices, rainwater harvesting system, vermicomposting, plastic Free campus strategies and policies are adopted. 7. By keeping, SWOT Analysis as base, tremendous work has been done since last six years continuously to enhance quality education of the institute.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	National seminar on Human Rights and Social Justice	03/02/2019	21/02/2019	21/02/2019	80
2018	Faculty Development Program on Challenges in Higher	16/07/2018	21/07/2018	27/07/2018	52

	Education				
2018	Sensitization program on road accidents	05/09/2018	28/11/2018	28/11/2018	150
2018	waste Mangement: Stubble burning issues in Punjab	05/09/2018	12/09/2018	12/09/2018	120
2018	Addressing social issues: Community service program	27/11/2018	21/12/2018	24/01/2019	489
2018	celebration of girl Child day	26/12/2018	30/01/2019	30/01/2019	600
2019	international Language Day	21/01/2019	27/02/2019	27/02/2019	123
2019	paying tribute to Sir Raman: celebration of science day	21/01/2019	28/02/2019	28/02/2019	500
2019	Workshop on Health and fitness	05/02/2019	16/02/2019	16/02/2019	120
2019	Service to Humaity is service to God: Ambulance service	05/02/2019	09/03/2019	09/11/2019	72
2019	gender sensitization: international women Day	05/02/2019	09/03/2019	09/03/2019	210
2019	Bridge Course/Skill Courses/Life Skills	16/04/2019	15/05/2019	15/06/2019	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the	Period from	Period To	Number of Participants
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programme			Female	Male
National Balri Divas	30/01/2019	30/01/2019	276	103
International women day	08/03/2019	08/03/2019	267	90
Awareness rally to promote gender equity	31/01/2019	31/01/2019	490	58
awareness program by Internal complaint Committee	23/09/2019	28/09/2019	517	104
lecture on Women Rights	25/02/2019	25/02/2019	98	27
Beti Bachao, Beti Padao	30/01/2019	30/01/2019	489	49

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyanganjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	08/03/2018	1	international Women day	women empowerment and equality	100
2018	1	1	15/05/201	1130	Bridge	Enhanceme	140

			8		courses	nt of computer skills and spoken english	
2018	1	1	04/05/2018	1	Kissan Mela	Awreness regarding environme nt protec tion	200
2018	1	1	17/09/2018	4	Induction programme	career co unselling	350
2018	1	1	08/09/2018	1	blood donation camp	Serve the humanity	150
2018	1	1	21/11/2018	1	Drug abuse seminar	aware about bad effects of drugs	200
2019	1	1	30/01/2019	1	National girl child day rally	Women security and empow erment	250
2019	1	1	05/06/2019	1	world env ironment day	environme nt protec tion and sustainab ility	60
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Students' Handbook on code of ethics	10/05/2019	Code of conduct demonstrates the standard practices and procedures of the Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial college, Bela for all students enrolling with the College. It is incumbent upon students to obey this Code and the rights, responsibilities and restrictions flowing from it. The College can take cognition of all acts of misconduct including sexual harassment physical assault custody or use of weapons or destructive devices manufacture, sale or

distribution of prohibited drugs etc. or any other activity which has a negative impact on reputation of college.

This code also demonstrated powers of different committees of the college which they are allowed to use in case of any breach of this code.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Van Mohatasav	08/08/2018	08/08/2018	60
Republic day	26/01/2019	26/01/2019	50
Mother Language Day	28/02/2019	28/02/2019	75
Independence Day	15/08/2018	15/08/2018	250
Rally on save environment	22/01/2019	22/01/2019	100
Seminar on traffic rules	28/11/2018	28/11/2018	150
Foundation Day of college	04/02/2018	06/02/2018	1500
inauguration Ceremony	21/08/2018	21/08/2018	1123
Fit india	12/09/2018	12/09/2018	154
tribute to Martyr	13/09/2018	13/09/2018	145
celebration of 550 birth anniversary of guru Nanak dev ji	28/11/2018	28/11/2018	67
Social justice Forum	21/02/2019	21/02/2019	82
Ambulance service to society	09/03/2019	09/03/2019	550
No file uploaded.			

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

Plastic Free Campus: The students are advised not to make use of polythene and other non biodegradable materials. They are motivated to use paper bags and fabric bags.

Promotion of Cycles: Local students are motivated to use cycles instead of petrol driven vehicles for health, fitness, saving of petrol and precious foreign reserves, check on pollution and cleaner environment. To popularize the use of cycles, the college has waived off the parking fees on cycles.

Paper Saving Drive: The College has taken a lead to educate the students as well as its staff to save paper by minimizing its use. One sided paper sheets are reused to make full use of paper. Documents for proof reading are sent as

soft copies instead of printouts.

Generator Sets: installed by the college are noiseless and have low levels of carbon emission that keeps the surrounding clean and healthy

Use of Public Transport: A large proportion of students and employees prefer to commute through public transport. Many students as well as faculty, also try to have car pools to reduce carbon emission.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Response Best Practice 1: Gender Sensitization and women empowerment Our institution was started in 1975 with motive of providing quality education in backward area. Our aim is to achieve the objective of right to education and to cater to the needs of economically weak but meritorious and deserving students, especially girl students. By providing assistance to girl students our college is also working for women empowerment. There are number of initiatives started by college for promoting girl education and safety of girl students. **Women Cell:** Our college has established a women cell in the college with the aim to empower girl students, to sensitize all issues related to the women, both students and faculty and to make the college campus a safe place for women, students and faculty members. Our cell provide a platform to young women to voice their thoughts and opinions and share their views and experiences. Our cell helps the young women to improve their personality so that they perform well in diverse fields. The women cell has been very active in working towards gender sensitization and empowerment of our young women. Aiming at social and intellectual upliftment of the female students, the cell stands for facilitating women's empowerment through guest lectures, seminars, awareness programmes on gender sensitivity, health and hygiene and other welfare activities. The ultimate aim of the women cell is to prepare our young women as an active fusion of tradition and modernity. Also, if the students face any type of harassment, then they can complain at our women cell. The members will look into the issues, gather the evidence and take necessary action against the guilty. **Antiragging Committee:** To follow the UGC regulations against ragging, ASBASJS Memorial College Bela, (Ropar) has constituted AntiRaging Committee. To make ragging free institute, AntiRagging Committee take timely initiative for the wellbeing of the students especially female students and make them aware against the ragging by displaying antiragging banners in the campus. On the displayed banners it has been clearly mentioned that Ragging within or outside the institute is prohibited and punishments are also displayed noticeably. Helpline numbers of Principal and senior teachers have been displayed on banners in case of any activity related to ragging occurred. As per UGC Regulation, ragging involves any of the following acts: ? Whether by any words spoken / written which has the effects of teasing, treating or handling with rudeness a fresher or any other student (especially girl student). ? Any act of physical abuse like : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harms or any other danger to health would termed as ragging. ? The act of abuse by words, emails, posts, public insult, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student will amount to ragging. **Gender empowerment and gender sensitization Programmes:** With a view to ensure effective awareness on women's rights, problems, prospects, sensitization, challenges that will transform and inspire overall development and empowerment of women,our college organised various activities and seminars on timely basis. We organized international women's day on 8th March,2019. It was inaugurated by gynecologist Dr. Jasleen Kaur Mavi of government hospital, Sri Chamkaur sahib. Principal Surmukh Singh welcomed Chief Guest Dr. Jasleen Mavi and discussed about the history of international women's day. Dr. Jasleen Kaur Mavi discussed about the

women diseases. She also gave information regarding breast cancer, uterus cancer and anaemia. She encouraged the girls to take care of their health and body and also made aware of microbial diseases. Activities conducted for women empowerment:

- We organized poster making competition on the theme "Be bold for Change". Harmanjot Kaur got 1st position, Khushboo got 2nd position.
- 10 girls of our college participated in "Mehendi competition". Simranjeet Kaur (B.Sc N.M3rd) and Simranjit Kaur (B.com2nd) got first position and Ruchika Joshi (B.Com1st) and Mandeep Kaur (M.Sc. Math2nd) got second position in this competition.
- Rangoli competition was organized on women's day. Simranjit Kaur and Harjasmine Kaur from B.Sc. (N.M1st) got first position. Pooja Kumari, Jaspreet Kaur (M.Sc. Math 1st) got 2nd position.
- One day Workshop on health and Wellness.
- Hold Rally on National girl's day on 24th Jan., 2019. Best Practice 2: Service to Community Our college is working continuously to serve community for the betterment of individuals. As our college is situated in rural area so there are number of initiatives taken by our college to help local residents by doing different activities

1. Foundation Day: Each year foundation day is celebrated on 6th February. Money is collected from shopkeepers, students of both colleges and school children before starting of "Shri Akand Path Sahib". All the preparations and the "langer" is prepared using that collected amount. So, this tradition brings the feeling of "for the society ,by the society".
2. Blood Donation Camps: Blood donation camps are organised by the college to serve the community. In year 2018-2019, two blood donation camps were organised. The purpose of this donation is to raise the awareness among people that individuals can save lives and improve the health of others by donating blood. It gives donor a free medical checkup and satisfaction of helping others. Blood donation is important because maintaining a regular supply of blood in our community secures blood transfusion for patients. Blood donation can maintain the Iron levels, excess iron level may lead to cardiovascular disease. Above all it saves lives.
3. Hall Utilization: Our college has "Bibi Sharan Kaur Memorial Hall" which is utilized by community people for organising various activities. Our college provides auditorium with all facilities such as siting arrangement, good sound system, ventilation, airconditioning and water system without any monitoring charges. Different events were organised such as "SVEEP programme" by Subdivisional Magistrate, Shri Chamkaur Sahib, "DAPO programme" to prevent drug abuse by Subdivisional Magistrate, Shri Chamkaur Sahib, Drug "Abuse and Traffic Awareness Programme" Sub division Saanjh Kander by Sri Chamkaur Sahib, "Atma Scheme" for farmer benefits by agriculture department, "Traffic awareness programmes" by district traffic staff, Roopnagar.
4. Bridge Courses: The main objective of the course is to bridge the gap between subjects studied at Preuniversity level and subjects they would be studying in Graduation. The syllabus for the course is framed in such a way that they get basic knowledge on the concepts which are helpful during learning through graduation. This year one month free bridge courses were organized by the college from 15th May 2019-15th June 2019 for the secondary school and graduate students in different subjects such as Basics of Computer, Spoken English, Tailoring and Food Processing. This course helps students from rural background to improve their academic knowledge and skills. Bridge courses are the foundation classes organized for first year students in undergraduate and post graduate programs. Around 180 students are enrolled in above mentioned courses. They are benefitted through lectures, power point presentations and laboratory works.
5. NIOS: National Institute of Open Schooling (NIOS) formerly known as National Open School (NOS) was established in november, 1989 as an autonomous organisation by the ministry of Human Resource Development (MHRD), Government of India. NIOS involves in providing a number of vocational, life enrichment and community oriented courses besides general and academic courses at secondary and senior secondary level. The National Institute of Open Schooling (NIOS) has been pursuing its mission to provide opportunity for continuing education to those who have missed the

opportunity to complete school and developmental education In our college, national institute of open schooling run certificate courses in computer application, Indian embroidery and cutting, tailoring and dress making. Through these courses, students are able to gain knowledge about computer skills and learn tools and machines used for cutting and tailoring. By acquiring these skills, they can utilize those certificates for their career growth.

6. Swachh Bharat Abhiyan: Swachh Bharat Abhiyan (SBA) or Swachh Bharat Mission (SBM) is a nationwide campaign in India for the period 2014 to 2019 that aims to clean up the streets, roads and infrastructure of India's cities, towns, urban and rural areas. Our college is working on this project to promote sanitation and cleanliness, waste collection and disposal in college and nearby colleges. In year 2018-2019, students of biotechnology and food processing department of our college participated in Swachh Bharat summer internship programme run by government of India. Students successfully completed the programme and facilitated with appreciation certificates.

7. Drug Abuse Rallies: College has organised various rallies against drug abuse. The main purpose of these rallies is to give messages about the disastrous effect of drugs on individual and society's health and economy. The rallies were flagged off by President Sangat Singh Longia, Principal Surmukh Singh of Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, which then passed through market, bus stand before returning to the starting point. Students of various departments participated in the rally and raised slogans against drug abuse and carried placards cautioning the younger generation against drug abuse.

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

<http://www.belacollege.org/BestPractices>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Community service is the fundamental and essential part of the education of our youth. It is a non-paying job performed for the benefit of the community by a person or group of people. Value based education is the major focus of this institution. Apart from imparting basic knowledge and skill based education, greater emphasis is laid on inculcating human values in students to make them better citizens through community work. Participating in community service not only makes a difference to the institute and people being served, but also makes a difference to every student's career prospects. Participating in community service activities can have a lot of positive effects on students, such as, to develop civic and social responsibilities skills, service, humanity, self-discipline, better understanding of the value of the teamwork, decision making skills, gain of practical skills, time management and finding solution for problems. In other words, these activities improve their communication and social skills while enhancing their awareness level. Our institute has adopted six rural villages, namely Bela, Jattana, Pirozpur, Bhaironmajra, Manjeetpura and Balrampur under Unnat Bharat Abhiyan, which is a centre government scheme. Under this scheme, teachers and students of this institute have organized different awareness programmes and activities in adopted villages to aim at the social issues and holistic development of the students and the community.

Aims and Objective: ? To make the people aware about various problems in a community. ? To motivate the community people and to work for the community welfare and betterment of the society. ? To work for all sided development of the community such as in education, environment, health etc. ? ? To help the people to motivate themselves, to help one another and use their resources to make their life comfortable. ? To bring reforms in a community by eradicating social evils. ? To provide equality among people

because programmes would be for the utilization of all, which gives equal opportunities to use facilities and resources. ? To solve problems faced by the community people in the affected areas. ? To create interest of people for community welfare and to mobilize the people attitude towards collective work for the community and environment. One week community service awareness program on use of Medicinal Plants was organized by Amar shaheed Baba Ajit Singh Jujhar Singh Memorial College Bela at following adopted villages: 1. Bhaironmajra 2. Ferozpur 3. Jatana 4. Balrampur 5. Manjeetpura Members organized one week community service program in adopted villages to aware people about their health and to persuade them for the use of medicinal plants. Faculty member Dr. Gurinder Singh discussed the importance of medicinal plants and home remedies such as aloe Vera, Ginger, Sundh, Stevia, Flax seeds, Holi basil, Spearmint (Pudina), Cordifolia (Giloy), Curry leaves (Meethi Neem), Carom (Ajwain), Mustard seeds, fenugreek (Methi), Ashwangandha, lemon grass etc. He also discussed methods to prepare sundh from Ginger.

Provide the weblink of the institution

www.belacollege.org

8.Future Plans of Actions for Next Academic Year

FUTURE PLAN OF ACTION FOR SESSION 2019 20 Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College Bela Ropar Punjab has mounted 'VISION 2030', which has been engraved as "To develop as a sustainable, affordable, excellent role model institute of global benchmark to provide quality education, training, research, Innovation and to inculcate core values and entrepreneurship to rural students." Based on this vision, future plan of action for session 201920 has been prepared as following: Curricular Aspects: Institute will work on quality of curriculum enrichment by providing Valueadded courses. Institute has planned to start yoga classes. Structured on line feedback will be taken from various stakeholders will be evaluated to upgrade quality education of institution. Additional prominence will be given on Filed projects and internships. Teaching Learning and Evaluation: To stimulate the academic environment for promotion of quality in teachinglearning, efforts will be done to engage students in higher order 'thinking' and investigation skills, through the use of interviews, focused group discussions, debates, projects, presentations, experiments, practicum, internship and application of ICT. For this regular monitoring of course files of faculty and implementation of LMS, SWAYAM, eresources, Spoken Tutorial, Swayam Local chapter will be done by IQAC. To enhance competencies of faculty they will be motivated to enrol in ARPIT courses. Research Innovation and Extension: Serving the community through extension, is a social responsibility and a core value of the institution. The institution will create IPR cell to conducts workshop/seminars on Intellectual Property Rights (IPR). To enhance IndustryAcademia Innovative practices, collaboration will be sought with national institutions or industry or other agencies of social relevance. Faculty will be encouraged to publish paper in UGC recognized journals. Sensitization programs will be carried out. Infrastructure and Learning Resources: Automation of library using the ILMS, use of ejournals and books will be monitored. Importance will be given to utilization of e resources efficiently. The institution will adopt policies and strategies for adequate technology deployment and maintenance. These will be displayed on website. The ICT facilities will be progressed. Student Support and Progression: Strategy will be developed to identify slow learners and advance learners. Mentor Mentee program will be implemented, Induction program as per UGC guidelines will be conducted.The institution will nurtures the alumni to facilitate them to contribute significantly to the development of the institution Governance, leadership and Management: Efforts will be made to upgrade the professional competencies of the staff. Performance appraisal of staff will be given due importance. External agencies will be involved in conducting external audit. Institutional values and Best practices: The institution display

sensitivity to issues like climate change and environmental issues and takes necessary actions such as solar panel installation, waste recycling, carbon neutral and green practices. The institution explicit concern for human values and professional ethics by celebrate 550 anniversary of Guru Nanak Dev Ji, by observing all days of national importance, and by conducting outreach programmes.