SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

AMAR SHAEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA ROPAR PUNJAB

VILLAGE BELA, TEHSIL CHAMKAUR SAHIB , DISTRICT ROPAR PUNJAB
140111
140111
www.belacollege.org

SSR SUBMITTED DATE: 23-02-2020

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

February 2020

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Amar shaheed Baba Ajit singh Jujhar singh Meorial College is one of the oldest college in **Bet, Rural,and Backward** area of Tehsil Chamkaur Sahib and Distt. Rupnagar.The history of the college is very inimitable. **S. Hardial Singh**, who was the Chief of Singhpuria Misal and his descendent **S. Umrao Singh** donated the fort for the construction of school which is later transformed into college.College was inaugurated by former president of India, then Chief-Minister of Punjab, **S. Giani Zail Singh Ji** on **6th February, 1975**. Name of college was proposed as Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College. This name was given to commemorate the lofty sacrifices of the two sons **Sahibzada Ajit Singh and Jujhar Singh** of the great **Guru Gobind Singh Ji.** Many leading personalities supported the idea of establishing an educational institute of higher education in this area and collected funds for the construction of the college, having 5 rooms at the birth. This **co-educational institution** has proven as a boon for this rural and remote area. The institute is spread over 7 acre of land with lush green environment. The academic complex is user friendly & spacious with open space making the campus pleasant & peaceful.

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

The college is **permanently affiliated to Punjabi University, Patiala.** It is covered under **95% Grant-in-aid scheme of Punjab in 1978** and **2(f) and 12(B) of UGC in 1981**.Now college is multifaculty Post Graduate, catering to diverse sections of the society.

Vision

> **To develop as a sustainable, affordable, excellent and role model institute of global benchmark to provide quality education, training, research, innovation and to inculcate core values and entrepreneurship to rural students**

Mission

MISSION OF THE COLLEGE IS:

- **To provide outcome based education and to improve graduation outcomes.**
- **To impart professional and life skills to students.**
- **To promote linkages with society, industry and organizaons.**
- **To boost ICT based learning tools in TLP.**

- ◆ **To nurture entrepreneurship in youth.**
- ◆ **To create ecosystem for innovaons.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- ◆ A well-motivated and dedicated staff
- ◆ A reputation as the lead Institute.
- ◆ Serving to community through Unnat Bharat Abhiyan
- ◆ A long rich history: oldest college for higher education in the region and serving the society in rural background area since 1975.
- ◆ Affordable quality education to cater the needs of the marginalized section of the society.
- ◆ High reputation as innovative, progressive institution for conducting assessment, examinations and monitoring of curriculum delivery
- ◆ Adequate and reliable ICT infrastructure.
- ◆ Promoting girl education with large number of girl students.
- ◆ Teaching and Non – teaching Staff Development Scheme in place.
- ◆ Existence of a well-structured calendar of activities.
- ◆ Strong linkage with industry
- ◆ Cooperative Managing Committee
- ◆ Low faculty: student ratios
- ◆ well-structured feedback system
- ◆ Skill oriented education
- ◆ Numerous department level associations to conduct plethora of programs and events to enhance student engagement.
- ◆ Culturally diverse student body which enhances the educational experience and improves cultural awareness.
- ◆ Mentor- mentee programme to provide professional socialization and personal support to facilitate success in college and beyond.
- ◆ Several initiatives to enhance the environment within the College like green audit.
- ◆ Students motivated to conduct myriad of events for the improvement of community like rallies against drug abuse.
- ◆ Artistic and Cultural Performances like youth fest, NSS and NCC activities to link the students with their culture and traditions.
- ◆ Good track of ISR.
- ◆ Spoken tutorials for all students.
- ◆ One of the best learning management systems like Moodle.
- ◆ Conducive environment for female faculty.
- ◆ Emphasis on sustainability and "Green Campus".
- ◆ LMS, MOODLE

Institutional Weakness

Low research output.

2. Poorly resourced Research and Publication Unit.

3. Weak links with international organizations.

4. Weak commitment for policy deployment.

5. Unavailability of data on teacher issues.

6. Inadequate resources for staff

7. Lack of staff in specialized areas e.g. full-time research staff, System Analyst.

8. Inadequate use of available research materials.

9. Significant cohort of alumni to raise funds yet to be cultivated.

10. Some classrooms that are in need of enhancements; limited availability of seminar and meeting rooms.

11. Student professionalism is not fully developed.

12. Accountability

13. Ability to hire & retain faculty.

14. Less Library resources.

15. Need more funding for library and tutoring services.

16. Small college campus only 7 acre land.

Institutional Opportunity

1. Excellence itself through digital initiaves.

2. To effecively implement MIS

3. Mentoring of Colleges in their status as tertiary institutions.

4. Engaging development partners on issues.

5. Links with other institutes of better performance

6. Capacity to better research projects.

7. secure additional alumni support.

8. Continue to secure funding to establish and support training programs from external funding sources.

9. Develop quality online programs for students.

10. Develop greater collaboration between workforce and academic departments.

11. To expand interest in academic program and cultural activities.

12. Increased value of higher education completion.

13. To bridge gap between curricular & societal interests

Institutional Challenge

1. Competing Education Institutions.

2. Desire of the College for autonomy.

3. Government policies on Education.

4. Frequent transfer of competent staff.

5. Decreases in state funding.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College has **well defined Vision Mission** to cater to needs of society. College is permanently affiliated to Punjabi University, Patiala. Faulty of the college has designed various syllabi of **B.Voc. programme**. These syllabi are approved by affiliating university. Faculty members also designed syllabus of add on course of Organic Farming and TV and Video production. College has started 5 new programmes after first cycle of NAAC, which are need based, flexible and with emerging national and global trends. IQAC of the college has implemented mechanism and is monitoring to assess **Learning Outcome Based Education** system where POs, PSO, COs are defined **as per Bloom's Taxonomy** and for sensitization, information and implementation are **displayed on website**. Focus is on enhancing employability, entrepreneurship and skill development which is reflected in vision, Mission and **MOUs.** Involvement of faculty members in curricula development as members of the Board of studies of affiliating university has impact to fulfill Mission of college.

Academic calendar of the college is circulated before commencement of classes. It is mandatory for all HODs to submit Activity calendar to IQAC for Holistic Development of students before starting new Academic year. Time table is implemented as per recommendations by HODs. Yoga classes are mandatory for all. Continuous

Internal Evaluation (**CIE**) is student centric focusing to enhance skills of students. **LMS MOODLE** has been implemented for faculty and students to effectively plan and implement curriculum. Interdisciplinary approach is followed for effective implementation of curriculum. Community College has been sanctioned by UGC. CBCS system is implemented in diverse programmes. **Spoken Tutorial, IIT Bombay.** Institute is part of **SPOC SWAYAM** and **NPTEL** For holistic Development of students, Human Rights Education Certificate Course is provided to students along with 3 add on courses viz. **Organic farming, spoken English and TV and Video Production.** College has signed **MOUs** with diverse industries to enrich the students. Well-structured feedback system is established to take feedback on curriculum from faculty, students, parents and Alumni. Feedback is analyzed and processed and Action Taken Report is prepared to enhance learning effectiveness and uploaded by IQAC on its website.

Teaching-learning and Evaluation

The institution provides provisions to students hailing from different backgrounds that results into the enrichment of **socio-economic, and cultural diversity** within the institute. Equal opportunity cell functions to provide a suitable learning environment for students from SC/ST/OBC/Minority communities/First Generation Learners.

The institution organizes orientation program at the commencement of the academic session to familiarize students with the history of the institution, **program outcomes (PO) and modes of continuous internal assessment (CIE).**

The institution holds well qualified faculty who ceaselessly aspire for innovation and professional development. Faculty members use strategic approaches to identify and address different needs of slow and advanced learners, and organizes various programs such as **student's mentoring system, bridge course, remedial classes and NET coaching.** Students are also motivated to be innovative and critical in their thinking and encouraged to use out of the box ideas to accomplish assignments, projects and other deeds given to them. Faculty members have adopted various student centric methods such as experiential learning, participative learning and projects based learning according to the requirements, interests and capabilities of the pupils in various fields. Faculty members use **ICT** to make teaching and learning more efficient and effective. ICT is also integrated with **MOODLE,** an open access learning management system, to enhance experiences of learning by students.

CIE system involving assessment of student's performance is an integral part of teaching and learning process. The continuous evaluation of students is carried out by each faculty member with respect to the attendance in theory and practical classes, performance in laboratory works, assignments and unit tests. To ensure transparency, students are well aware about internal assessment mechanisms. The institution has a grievance redressal cell to solve various grievances of students well on time.

The institution has vividly stated all PO, program specific outcomes (PSO) and course outcomes (CO) for all courses on the college website and which are assessed and attained by using direct and indirect methods such as university examination results and exit surveys. Teaching and learning processes are regularly improved on the basis of students' university examination results and students' satisfaction survey outcomes.

Research, Innovations and Extension

The institute promotes research culture through various initiatives. The college has formed **Research Committee** which motivate and persuade the teachers to write research papers, publish them in various reputed Journals. College managing committee encouraged teachers with financial benefits to publish their research work in various journals. There are 51 publications of faculty in reputed Journals during last five years and 15 books/book chapters and 40 papers presented in National/International conferences/conference proceedings. Three teachers have already completed their doctorate during service and three have registered themselves to pursue research work. Faculty members regularly attend national and international conferences, faculty Development Programmes, workshops, and seminars. One of our college faculty member received a major project of amount 24.22 Lakh from **DRDO** Chandigarh in collaboration with PEC faculty, Chandigarh. The institute has necessary instrumentation facilities like **HPLC, UV-visible spectroscopy, PCR** etc. to conduct research for faculty and students. Students are persuaded to do research projects. The institution also organizes workshops on the topics like Industry-Academia Innovative practices, **Intellectual Property Rights (IPR),** Research paper writing, seminars, invited lectures, faculty development programmes etc. college has IPR which regularly organize various activities. Currently, the Institution has **21 functional Memoranda of Understanding (MOU)** with reputed organizations and **9, linkages** have been formed with other organizations. The institute has adopted 5 villages under Unnat Bharat Scheme for community Service. Our institute has two **N.S.S. units and one N.C.C.** unit for girls and boys in which approximately 300 volunteers enrolls annually. The units organizes various types of extension activities as a part of institution's social outreach, which includes gender sensitization, sweep program, blood donation camps, AIDS awareness program, awareness rallies, Tree plantation, Drug de-addiction program, visit to orphanages and old-age homes, **Swacch Bharat Abhiyan, Fit India Movement, one student one plant drive, Jal Shakti abhiyan, Swachhta Hi Seva Campaign, Summer Internship programme** etc. College has various cells like Blood donation Society, First aid society have well defined policies and procedures to serve the society. Every year faculty of the college during December month organize 7 day camp in various adopted villages.

Infrastructure and Learning Resources

The college has 13 Acre 02 Kanal and 04 Marla including 6 Acres nearby playground. The college has 48506 sq. ft. covered area for curricular transactions. The 5496 sq. ft. area is under construction on first floor. There are 27 classrooms with 12 fitted projectors, one smart classroom, one seminar hall (capacity 100 students, projector, sound system, fully AC), 13 laboratories (Computer: 4, Bio- technology & Food Processing: 4, Physics: 3, Chemistry: 2) and 89 computers. College campus is 24 hr wi fi including hostels and authorities have issued 15 laptops to faculty to make them accountable. There is 25204 sq. ft. area for outdoor games. Students use Bibi Sharan Kaur Memorial Sports Complex (Funded by UGC) and auditorium [Capacity: 700 on ground floor and two balconies (Fully Ac)] for indoor games, yoga classes and cultural activities. College has gymnasium with sound system, canteen (12 tables,70 chairs), Dispensary, Ambulance, Boys /Girls hostels (36/35 rooms), Day care centre, Warden Residence, Washrooms, Safe Drinking Water, Digital Notice Board, Suggestion Boxes, Fire Extinguisher, 24x7 security, Intercom, CCTV , Guest Room , public address system, transport facility (girls & staff) and 24 hr power supply with sound proof generators on failure of PSPCL supply,. Wall Gardening and Rain Water Harvesting System, Car Parking (area 2475 sq. ft.) facility is provided for faculty and Two Wheeler for students (area 5171 sq. ft.). Library [Area: 2637 sq. ft., (15 newspapers, 16441 text, 342 ref. 116 Rare Books and 23 Journals) partially automated, LCD: 1, Almirah: 70, seating capacity 60

students, Photostat machine-2(admin office -1)]. The library uses LIBSOFT software. College has subscription of INFLIBNET, Library provides book bank service and previous year's university question papers and syllabus for all subjects. Computer labs contain 64 systems have LAN connectivity and internet facility 100 Mbps, printers and scanners. College has LMS System. All departments and admin office have IT facilities. The management committee sanction required amount for maintenance of different items: building, furniture, lab equipment, computers, electrical goods etc. Care taker look after the complaint/maintenance register. The Management Committee has appointed Electrician, Carpenter, Plumber and Computer Technician.

Student Support and Progression

The college provides necessary support to foster Holistic Development and promote active participation in social, cultural and leisure activities to facilitate development of various skills and competencies. College has well established policies to facilitate the process. College has Guidance cell, placement cell, **ICC**, **Grievance Redressal cell** and welfare measures to support students. Specially designed inputs are provided to students by various means. Provision is for bridge and value added courses. College awards scholarship annually to economically weak students and extraordinary achievers in Scholastic and Non-Scholastic activities. College provides financial assistance through fee concession and different scholarship provided by stakeholders. Well established cells function through their policies to disseminate information and to do needful. The Donation Box is setup for the help of needy students.

Bridge courses and remedial classes are offered to the students for the improvement of their performance. The institute offers remedial, UGC-NET and human rights education to diverse students. The Institution focuses on Soft skills development, Communication skill and career counseling, life skills and ICT for students by Internal and external experts. Meditation Programmes is introduced for students. The Institution encourages students to participate in Co-curricular. **Wall magazine** is hosted for the students in college for showcasing their creativity in a convenient way.

The Students ambassadors are the members of different committee's (IQAC, Anti ragging, Grievance, internal complaint cell) formed for the wellness of students and institute. Different department association and societies organize academic and co-curricular programmes for students throughout the year. To address grievance of students **Anti-ragging Committee, Grievance Redressal cell, internal complaint Cell,** are properly functioning. Helplines no. are displayed at various places and at website for support of students. Annual reports are prepared by respective committees.. College has active Alumni Registered as **"Old Students Association."** The alumni meetings are conducted every year to create an opportunity for alumnus to meet and share knowledge with their friends and teachers.

Governance, Leadership and Management

Institute has well defined vision and Mission and Goals. Bela College is an agile organization where effective leadership is reflected in values and Decision Making. Through strategic leadership, efforts are done to achieve vision of the institute. Leadership model is displayed on website. **Standard Operating Procedures** are circulated among Human Resources which have been designed by participatory approach and Human resources are sensitized about their job roles from time to time. Institute operate through **democratic way** by local Managing committee involving Community, University representatives and staff representatives to improve

overall quality of the institutional provisions. **Performance Based Appraisal System** recommended by university and adopted by Punjabi university, Patiala is adopted. Efforts are done to upgrade skills and competencies of staff. The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The Governing Body delegates authority to the Principal who, in turn, share it with the different levels of functionaries in the college. The college does promote the **culture of participative activities.** The entire teaching faculty and members of the nonteaching faculty are the members of various committees for the all-round development of the college. Students are also involved as volunteers in all the functions, the college organizes.

The budget allocation to the college is made by the Finance Committee, which is disbursed by the principal/ Chairperson to different departments/committees for purchasing books, equipments, and other necessary expenditures as per prescribed guidelines. The college has well-defined policies with clear goals for improving academic quality and infrastructure. The college interacts with students through a **feedback mechanism**, besides giving participation to students as members of various administrative committees. The society inputs are obtained through teacher-parent meetings and meetings with civil society and alumni association.

The college has a **well-established IQAC**, which monitors different cells, associations and acts as catalyst to improve quality of the college. The IQAC design its own calendar to improve quality of institution and monitor other cells/committees. Various cells/committees submit their half yearly report to IQAC.

Institutional Values and Best Practices

Bela College is providing opportunities to rural students for the technological advancements through various practices and innovations in educational domains. The college has constituted **Women Cell** to ensure women safety in the campus. The college has an anti-ragging committee to strictly ban ragging in and off campus. There are number of gender equity programmes organised by college to promote girl education, and scholarships are provided to single girl child. The college has unique location in the midst of biodiversity zones. By virtue of its location, the college is promoting and maintaining its ecological diversity and generating awareness not only among college students but also among the local community at large. The college has taken up steps for green audit in campus for waste management and efficient energy use by modern Technologies etc. for energy conservation, the use of **LED bulbs** are preferred as compare to Tungsten lamps to reduce energy consumption. The building is properly ventilated and day light illuminated for efficient energy conservation. The **rain water harvesting system** is constructed in the campus for harvesting rain water. Due emphasis is given on disposal of wastes viz. solid, liquid, electronic, biomedical. The carbon neutrality of the campus is maintained by tree plantation. **Vermicomposting** unit is established and through their processing, degradable waste is processed for the production of compost. **Code of conduct** demonstrates the standard practices and procedures of the college for all students enrolling with the college. Number of courses are started to inculcate **Human Values and Professional Ethics** into students such as **Environment and Road Safety**, **Organic Farming** and **Drug Abuse**, prevention management and problems. Various numbers of activities are conducted for the promotion of universal values. The institute maintains complete transparency in its financial, academic, administrative and auxiliary functions. The Institutional distinctiveness is reflected by equitable and inclusive practice. College has earned the credit of '**Community Service**' and '**Empowerment of women**' through Best Practices. **MOU** is in practice for e-waste disposal and biomedical waste disposal.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AMAR SHAEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA ROPAR PUNJAB
Address	Village Bela, Tehsil Chamkaur Sahib , District Ropar Punjab 140111
City	Village Bela Tehsil chamkaur sahib Distt ropar
State	Punjab
Pin	140111
Website	www.belacollege.org

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	Surmukh Singh	01881-263533	9815518698	01881-263233	mail@belacollege.org
IQAC / CIQA coordinator	Mamta Arora	01881-263433	9463027367	01881-263333	aroramamta996@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	

Date of establishment of the college	06-02-1975

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Punjab	Punjabi University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	08-09-1982	View Document
12B of UGC	08-09-1982	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Village Bela, Tehsil Chamkaur Sahib , District Ropar Punjab 140111	Rural	12	10320.87

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BSc,Biotechnology And Food Processing	36	Senior secondary	English	120	63
UG	BVoc,Biotechnology And Food Processing	36	Senior Secondary	English,Punjabi	150	126
UG	BCom,Commerce	36	Senior Secondary	English	180	167
UG	BCA,Computer Science	36	Senior Secondary	English	120	114
UG	BA,Humanities	36	Senior Secondary	English,Punjabi	540	367
UG	BVoc,Management Studies	36	Senior Secondary	English,Punjabi	150	40
UG	BBA,Management Studies	36	Senior Secondary	English	150	73
UG	BSc,Physical Sciences	36	Senior Secondary	English	150	54
UG	BVoc,Physical Sciences	36	Senior Secondary	English,Punjabi	150	16
PG	MSc,Biotech	24	Graduation	English	60	16

	nology And Food Processing						
PG	MCom,Commerce	24	Graduation	English	60	51	
PG	MSc,Computer Science	24	Graduation	English	90	16	
PG	MSc,Mathematics	24	Graduation	English	60	33	
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English	30	30	
PG Diploma recognised by statutory authority including university	PG Diploma, Humanities	12	Graduation	English,Punjabi	30	12	

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				4
Recruited	0	0	0	0	0	0	0	0	2	2	0	4
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				3				45
Recruited	0	0	0	0	1	2	0	3	16	29	0	45
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				22
Recruited	17	5	0	22
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	2	0	0	5	0	8
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	18	26	0	44

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	2	4	0	6

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG Diploma recognised by statutory authority including university	Male	12	0	0	0	12
	Female	9	0	0	0	9
	Others	0	0	0	0	0
UG	Male	541	4	0	0	545
	Female	400	4	0	0	404
	Others	0	0	0	0	0
PG	Male	27	0	0	0	27
	Female	93	1	0	0	94
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	256	278	235	226
	Female	186	177	182	196
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	147	112	133	156
	Female	103	101	119	131
	Others	0	0	0	0
General	Male	299	356	412	469
	Female	197	245	297	376
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1188	1269	1378	1554

3. Extended Profile

3.1 Program

Number of courses offered by the Institution across all programs during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
560	565	564	561	558

File Description	Document
Institutional data prescribed format	View Document

Number of programs offered year-wise for last five years?

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	14	14	14

3.2 Students

Number of students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1188	1269	1378	1554	1610

File Description	Document
Institutional data in prescribed format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
612	630	666	672	624

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
367	444	510	510	377

File Description	Document
Institutional data in prescribed format	[View Document]

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
52	49	51	48	49

File Description	Document
Institutional data in prescribed format	[View Document]

Number of sanctioned posts year-wise during last five years

2018-19	2017-18	2016-17	2015-16	2014-15
52	49	51	48	49

File Description	Document
Institutional data in prescribed format	[View Document]

3.4 Institution

Total number of classrooms and seminar halls

Response: 29

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
204.51253	205.86034	256.36969	333.07346	384.03679

Number of Computers

Response: 81

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

ASBASJSM College, Bela (Ropar) is affiliated to Punjabi University Patiala, Punjab, and it follows the University prescribed curriculum. Different steps which are followed by the institute to ensure effective curriculum delivery through a well planned and documented process are as follows:-

Vision and Mission of the college: College has a well defined vision and mission which has focus on develop as a sustainable, affordable, excellent quality education institute.

Industrial Tie-ups: For boosting up the curriculum and to encourage students the college signed MoUs.

Academic Calendar: The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic session by IQAC.

Activity Calendars: Different departments, departmental associations and committees also prepare their activity charts.

Course Files: Each faculty of every department prepares a course file for term-wise subject to be taught at the beginning of session. The course files include the following:

*Mission of Department	* PO –Program Outcomes	*Lesson Plans
*Vision of Department	* CO – Course Outcomes	*Lecture Plans
*Activity Calendar of Departments	* PSO – Program Specific Outcomes	*Bi-fraction of
		*Syllabus Slow Learners and Advance Learners
	* Learning Outcomes	

Time Table: Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year and published on all Notice Boards & College website.

Effective use of ICT: Conventional classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. Projector, Online assisted learning also used for effective curriculum delivery.

Quality Enrichment & Enhancement: Classroom teaching is supplemented with the following

methodologies :-

* Industrial Training	* Presentations	* Departmental Quiz
* Field Visits	* Seminars	* Assignments
* Educational Tours	* Workshops	* Class Tests
* Spoken Tutorials	* Practicals	* MCQs
(IIT Bombay)	* Projects	* Group Discussion
		* Thought of the day

College Library & Departmental Library: The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum and provided with unique user ID for accessing NLIST. Departments have separate library for needy and slow learners.

Bilingual Method of Teaching: English, Punjabi and English

Value Added Education: The College started value added courses.

Inculcating the Core and Moral Values: college organize/ participate in various events i.e.

(i) Community Services(ii) Unnant Bharat Abhiyaan, (iii) Jal Shakti Mission, (iv) Fit India Movement,(v) Drug Abuse Rallies,(vi) Tree Plantation Derive,(vii) Cultural Activities, (viii) Youth Festival Participation, (ix) Sports Activities,(x) Participation in 'Moral Values Exam' (xi) Mentor-Mentees Sessions, (xii) Moral Lectures (xiii) Inter-department lectures (xiv) Swach Bharat Abhiyan, (xv) Swachta Hi seva hai, (xvi) Student Induction Programs,(xvii) Rashtriya Ekta Dewas, (xviii) One Student One Tree, (xix) Vigilance Awareness Week, (xx) Plastic Free Campus Campaign (xxi) Kindness Box (Donation of useful things), (xxii) Honesty Shop and lot of lectures on different social issues.

Examination: All Internal Examinations like Class test, Mid-term test, Test-Examination, are conducted according to the Academic Calendar. The progress report of each student conveyed to parents in PTMs at departmental level.

File Description	Document
Upload Additional information	[View Document](#)
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

To make it practice a committee consisting of Principal, IQAC Coordinator, Academic Council and Controller of Examinations prepare the academic calendar in lieu with HODs well in advance before the commencement of the semester. The calendar outlines the internal examination schedule and schedule for continuous internal evolution methods adopted by college.

The academic calendar is designed with the motive to accomplish the learning based objectives defined with each course of different programme and contains various events for this purpose.

The organization always believes in effective time management and timeliness. To achieve this, the constituted committee prepares academic calendar consisting the following:

- Working Days
- Holidays
- Registration Date
- Orientation Program
- Semester Commencement Date
- Quiz Competition
- Assignments
- Seminars
- Sessional Examinations
- Formative Evaluation
- Workshops
- Industrial Visits
- Student Eligibility (MST marks and Attendance Compilation)
- Feedback Form Filling
- National Festivals/Days

The finalized academic calendar is displayed on the notice boards of the departments and also in the institution website. Any changes in the academic calendar due to the unforeseen developments are communicated to the students using notices or class-wise whatsapp groups. Based on the academic calendar, all the faculty members prepare course files, topics to be handled, and ensure unit wise completion as per internal exam dates. Faculties must strictly adhere to the academic calendar. For any deviation, proper alternate arrangements are done which are also mentioned in the class registers by the faculty. However, all efforts are made by the Institute to adhere to the academic calendar for CIE.

1. Preparatory Exams are conducted every semester before university exams.

2. Every teacher conducts regular class tests on the related topic.

3. Assignments, Seminars, Group Discussions are conducted by teachers.

The college also sticks to the academic calendar published by the Punjabi University, Patiala for respective courses which allows the teachers and the students to space out their teaching and learning assessments.

Head of the departments are responsible for the working as per academic calendar. IQAC monitors the uniform coverage of events mentioned in calendar. It has prepared a standard format for collecting the

records and evidences of each event.

The information is reviewed by College Academic Council in its meetings and following measures are suggested in case of any obstacle (unforeseen causes, personal reasons of the concerned teacher, understanding level of the students of a certain class etc.) in the coverage of the syllabus:

1. Substitution classes at the flag end of the semester for students involved in sports/training/youth festival etc.

2. Extra hours for the subject which is lagging behind (Saturdays)

3. Remedial Classes/ Special Tests/ Assignments

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

  1. Academic council/BoS of Affiliating university
  2. Setting of question papers for UG/PG programs
  3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
  4. Assessment /evaluation process of the affiliating University

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 35.71

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

Response: 5

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	[View Document](#)
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 2

1.2.2.1 **How many Add on /Certificate programs are added within the last 5 years.**

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	3	0	0

File Description	Document
List of Add on /Certificate programs	[View Document](#)
Brochure or any other document relating to Add on /Certificate programs	[View Document](#)
Any additional information	[View Document](#)

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.58

1.2.3.1 **Number of students enrolled in value added courses (beyond the curriculum) offered year-wise during last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
51	53	61	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Gender Sensitization: The college ensures equal ease of access to resources and opportunities regardless of gender, including economic participation and decision-making; and the state of valuing different behaviors, aspirations and needs equally, regardless of gender.

Extension lectures and seminars are organized to create awareness about Gender issues like health and to promote gender equity by Women Welfare Cell and Internal Complaint Committee(ICC).

Environmental and sustainability: A qualifying and mandatory paper entitled "Environmental and Road Safety awareness" is mandatory for all the streams of undergraduate levels. This paper covers topics such as Renewable and Non Renewable resources, Environmental Pollution and its effects, Social issues, Environmental laws and Road Safety awareness.

Human values: A add on certificate course introduced for undergraduate classes is "Human Rights Education"

Drug Problem: Another qualifying and mandatory paper entitled "Drug Abuse: Problem, Management and Prevention" is mandatory for all the streams of undergraduate levels through which students are educated about the ill effects of drugs.

Moral and Ethical Values: Value added enrichment Programs offered for the holistic development of students are:

1. NSS units nurture a spirit of social service and a sense of fellow feeling among the students.

2. NCC imparts military training and inculcates a sense of discipline in life.

3. Community orientation programs like blood donation camps and various awareness rallies are organized.

4. Youth Festivals organized by university every year to enrich the students with extracurricular opportunities.

5. Departmental Associations of nominated students by per class are established by all departments which organizes various events for the department. Its helps to inculcate organizational and decision making ability, team work and team leader qualities.

6. Professional ethics into curriculum: To enrich the curriculum all departments of the college organize industrial visits, workshops, seminars on communication skills, personality development and aptitude test.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.96

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
32	31	31	24	16

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 30.72

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 365

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*
E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

   1.Feedback collected, analysed and action taken and feedback available on website
   2.Feedback collected, analysed and action has been taken
   3.Feedback collected and analysed
   4.Feedback collected
   5. Feedback not collected

E. Feedback not collected

D. Feedback collected

C. Feedback collected and analysed

B. Feedback collected, analysed and action has been taken

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 65.5

2.1.1.1 **Number of students admitted year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1188	1269	1378	1554	1610

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2040	2100	2220	2240	2080

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.1.2 Average percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
612	630	666	672	624

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

- ⬥ **Orientation Programme:**

Each department of the institute organizesorientationprogramme for thestudentsatthe commencement of the academic session for the new batch every year. The programme would help students get familiarized with the history of the institution, facilities available, curricular and co-curricular activities and various rules and regulations implemented within the institute etc.Before the commencement of the classes and during the progress of the class, the different needs of the students are identified and addressed at the earliest by way of a strategic approach.

- ⬥ **Identification of Slow and Advanced Learners:**

- ○ Advanced and slow learners are identified on the basis of marks obtained in unit tests, internal assessment and university examination.
- ○ Each department has its own association which conducts various activities to identify the capabilities of the learners in corresponding field.
- ○

- ○ **Special programs for slow learners**

- ○ **Academic counseling:** At the time of admission Principal and senior faculty members interact with the students and their parents to assess their needs and aspirations.
- ○ **Mentor Mentee Program:** Mentoring system is an integral part of an institution. It plays an indispensable role in bridging the gap between the mentor and learners. In this system, a set of students (mentee) are assigned to a faculty as mentor. The mentor monitors academic performance and interacts frequently to understand and assist the mentee with issues that affect their ability to learn or impede their academic success.
- ○ **Bridge course:** The institute organizes one month free bridge courses for the first year students of undergraduate programmes and 10+2 pass students in different subjects such as Basics of Computer, Spoken English, Tailoring and Food Processing. The main objective of the bridge course is to bridge the gap between the subjects studied at pre-University level and the subjects they would be studying in the graduation. The syllabus for the course is framed with special care taken for slow learners so that they can acquire basic knowledge on the concepts which are helpful during learning through graduation.

- **Remedial classes:** Different departments conduct remedial classes and provide course notes for students especially the slow learners and those students who are at the verge of dropping out due to arrear subjects.
- **Spoken Tutorial:** Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College Bela Ropar is an associate partner of Spoken Tutorial program, IIT Bombay. Slow learners are advised to first to join basic course to enhance their skills.

- **Special programmes for Advanced Learners**

- **UGC NET Coaching:** Advanced learners are encouraged to take up competitive exams like UGC NET. Department of Biotechnology & Food Processing provide free UGC NET coaching to students.
- **Rewards:** University rank holders and semester toppers are encouraged with certificates by the management.
- **Spoken Tutorial:** Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College Bela Ropar is an associate partner of Spoken Tutorial program, IIT Bombay. Advanced learners are encouraged to join advanced courses.
- They are also motivated to participate in national and international level conferences and seminars.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 22.85

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

STUDENT CENTRIC METHODS

The teaching learning process revolves round the requirements, interest and the capabilities of pupils in various fields. According to the requirements, numerous methods have been adopted by the faculty members which are mentioned below:

1. **Peer to peer teaching:** It involves the individual students to learn by themselves. This can involve various approaches such as preparation of presentation, problem solving ability and delivery methods. It is participative method of learning where students present themselves in front of an audience to present their subject topics. It improves the communication skills as well as presentation skills of the students.

2. **Learning by doing:** The teacher motivates students to take practical experience on daily basis and ultimately they learn new techniques and methods by doing different practical's by themselves under the supervision of their teachers.

3. **Project method:** The best way to master a subject is by doing projects. Through a project the students not only get a deeper understanding of the subject but also gain hands-on practical experience. By doing a project, the students will understand their subject better, get practical experience, have a chance to showcase their skills and learn team work, communication skills and responsibilities.

4. **Industrial visits:** These visits are an integral part of the education system during which learners get exposure to internal working environments of the company. This results into sensitization of learners to the practical challenges existing in organization .

5. **Training:** The main objective of this training is to give optimum exposure to the practical side of course. The students of B.Sc Biotechnology, M.Sc Biotechnology, B.Voc Food Processing and B.Voc Retail management & IT have to undertake trainings in institiutes and industries to accomplish their degree.

6. **Brain storming method:** It plays a crucial role in development of students by taking part in various subject quiz and educational games. Learners used their brains with winning attitude and apply their energy to gain more knowledge.

7. **Creative activities:** In this approach tutors assigned creative work to students. Learners put efforts to make models and charts, they include information about subjective topics.

8. **Flipped classroom:** In this method teacher uses online resources in which students can learn outside from their classroom.

9. **Student seminar method**: In this method learners prepare their individual presentation on academic topic and present in front of their classmates and teacher which enhances their confidence and communication skills.

10. **Demonstration method:** The teachers stimulate the mental ability of their pupils and polish their educational skills by doing experiments of various topics in the laboratories. Teaching through visual aids and exhibitions, give more exposure and confidence to learners.

11. **Group discussion:** Tutors make learning more interesting for students to evolve them in different group discussion, role-play, News analysis and discussion on current affairs etc.

12. **Teacher seminar method:** As part of academic development, teachers of all the departments prepare lectures throughout the year on topics of syllabus, career oriented lectures, and research areas periodically.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information Communication Technology (ICT) tools are indispensable in contributing to high quality lessons as they have ability to enhance motivation, self-confidence and self-esteem among students by connecting students to diverse information sources. Teachers of the institute are digitally literate and trained to use ICT tools. Teachers of the institute are using a varying set of ICT tools such as computers, laptops, notebooks, smartphones, LCD projectors, internet (You tube, Wikipedia, Google docs, Google earth, Slide share, Blog etc.) to generate, communicate, distribute, store and manage information. The use of ICT tools has become an integral part of teaching learning process which prepares the present generation of students in the institute to adapt to latest environment of workplace where ICTs are inescapable. Students have acquired various skills through the usage of ICT tools such as blogging, tagging, uploading, twittering, designing, bookmarking, searching, editing, linking, commenting, subscribing, editing and experimenting.

- **Facilities available within the campus:**

  ICT enabled teaching facility in almost all departments.

  Wi-Fi , LAN connectivity

  Well-equipped computer laboratories with dedicated internet connection.

- Teachers have created WhatsUp groups where students of one class are added to communicate with students and to circulate e-content.
- **MOODLE**- an open source Learning Management System (LMS) software is installed to facilitate blended learning. Special training sessions have been conducted for the faculty on using LMS-MOODLE. Teachers upload and share course materials such as relevant pdf, presentations, and web-link which are accessible to students anytime and anywhere. https://belacollege.in/.
- **SWAYAM:** .Swayam is a program initiated by Government of India. Our college is spoc swayam. The students of our college are benefited by using free data of these programs by getting latest information of their courses. https://swayam.gov.in/.
- **E- PATHSHALA**: Students are getting access of educational material including text book audio, videos through E-PATHSHALA. The link of E-Pathshala is available on college website. http://epgp.inflibnet.ac.in/
- **SWAYAM PRABHA**: It is group of channels which are telecasting educational programs. The link is available on college website. https://swayamprabha.gov.in/.
- **SPOKEN TUTORIAL**: Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College Bela Ropar is an associate partner of Spoken Tutorial program, IIT Bombay. The college has made tremendous contribution in this ICT based teaching learning methodology for students.
- **NPTEL:** Teachers are using online courses of NPTEL for teaching.

File Description	Document
Upload any additional information	[View Document](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View Document](#)

2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

Response: 23.29

2.3.3.1 Number of mentors

Response: 51

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 11.21

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	5	6	4

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 5.37

2.4.3.1 **Total experience of full-time teachers**

Response: 279.13

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Mechanism of continuous internal assessment:-

Continuous Internal evaluation system involving assessment of student's performance in scholastic and non-scholastic field is mandatory part of teaching and learning process. Intensive efforts have been done to implement mechanism of internal assessment with respect to transparency and robustness in terms of frequency and mode.

Some attempts are enlisted below:

- The college being affiliated to Punjabi University, Patiala coheres to the syllabus prescribed by the University. In the beginning of the session, orientation program is conducted to familiarize students with the courses and components of internal assessment.

- Students and faculty are sensitized about guidelines pertaining to continuous internal evaluation which are displayed on college website and updated frequently.http://www.belacollege.org/downloads/2020/Other/CIE_GUIDELINES.pdf.
- Schedule of Sessional Examination and assignment is given in Academic calendar (on prospectus and college website) which is displayed well in advance before commencement of session. Link of academic calendar http://www.belacollege.org/AcademicCalendar.
- Examination Reforms Committee has been created in the college to achieve sufficient transparency and accountability in examination system and also to maintain uniformity in all aspects of examinations i.e. question papers, award list, assessment, lecture statement etc.http://www.belacollege.org/ExaminationReformsCommittee.cshtml.
- Marks distribution for internal assessment varies from one department to another and also for different subjects. However, the criteria employed for assigning marks for internal assessment is uniform and based on many parameters such as sessional test marks, assignments, class participation (group discussion, seminar, workshop, and competitions), behavior and attendance
- Sheets of internal assessment are signed by students to ensure transparency. The marks obtained by the students in internal assessment test are uploaded periodically on the university web portal along with their attendance.
- Mid-Sessional tests II are centralized. Teachers prepare two question papers per course and controller of examination randomly choose any of the question paper. After evaluation, answer booklets are shown to students and answers are also discussed with students. Students after satisfaction put sign on answer booklets providing sufficient transparency and accountability. After each sessional examination, Head of the department analyze the performance of the students by collecting data prepared by class in-charges of classes. Teachers teaching specific course are advised to identity advanced and slow learners to take necessary actions as needed e.g. remedial classes. All data is centralized in examination center and monitored by IQAC for quality enhancement.
- Teachers provide assignment topics to students for each course and the students have to submit two assignments before deadline mentioned in Academic calendar. After evaluation, assignments are shown to students for their information and get signed by the students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The institute has a Grievance Redressal cell to maintain a harmonious educational and democratic environment in the institute. The cell is also responsible to solve various personal grievances along with educational related grievances of teacher-trainees. The Grievance Redressal Cell

(http://www.belacollege.org/Grievance-Redressal.cshtml) of the college monitors status and progress of Grievance Redressal and furnishes report on Grievance Redressal position to the Principal. The cell deals with Grievances received in writing from the students about any of the following matters:

- **Academic matters:**

  ○ **Internal examination grievances:** It includes matters related to examination like unable to attend sessional because of medical issues,   and other examination related matters. These grievances are resolved in collaboration with Head of department of concerned student.
  ○ **External examination grievances:** It include matters such as correction of names in detailed marks sheet, delay in results, discrepancy in   marks (internal assessment) and other examination related problems. The college take these issues seriously and, immediately take necessary steps by sending letters to University at its earliest for actions**.** After the declaration of results of final examination, if student is not   satisfied, student can apply directly for revaluation and verification of marks to the university after paying some fees.
  ○ **Financial matters:** It includes matters related to fees concessions, dues and payments for various items from library and hostel. These problems are resolved with the help of management committee.
  ○ **Accommodation matters:** It includes matters related to problems in hostel and is resolved with the help of Chief hostel warden.
  ○ **Other matters:** It includes matters related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, etc.
  ○ **Grievance redressal at departmental level:** The continuous evaluation of students is carried out by faculty of the department in respect to the attendance of theory and practical classes, performance in laboratory works, assignments and unit tests. On the basis of evaluation, internal assessment marks are assigned and shown to the student. In case, student has any grievance, HOD and faculty of the department solve the problem as soon as possible.
  ○ **Mentor Mentee Program**: Mentoring system is an integral part of an institution. It plays an indispensable role in bridging the gap between the mentor and learners. In this system, a set of students (mentee) are assigned to a faculty as mentor. The mentor monitors academic performance and interacts frequently to understand and assist the mentee with issues that affect their ability to learn or impede their academic success.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

- The college has vividly stated all program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) for all courses in the college. PO, PSO and CO are displayed on college website and are made known to the students and teachers. University authorities, management and Principal of the college are responsible for monitoring the process of evaluation of the learners and implementation of any changes in the syllabus. Continuous Internal evaluation system involving assessment of student's performance is an integral part of teaching and learning process and is indispensable for the attainment of PO, PSO and CO. The college has Examination reform committee which deals with the implementation of the evaluation reforms needed for the accomplishment of PO, PSO and CO Mechanisms used by the institution to communicate PO, PSO and CO are as following:

- Hard copies of syllabi and PO, PSO and CO are available in the library and department for faculty and students.
- Soft copies of both are available on college website (http://www.belacollege.org/POsPSOsCOsCSOs) where they can be downloaded at any time.
- IQAC members in every meeting communicate importance of PO, PSO and CO to faculty.
- During orientation program, students are also informed about PO, PSO and CO.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)
Past link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

- Program outcomes (PO), program specific outcomes (PSO) and course outcomes (CO) are displayed on the college website as well as available in hard copies in the library and department.
- University authorities, management and Principal of the college are responsible for monitoring the process of evaluation of the learners and implementation of any changes in the syllabus.
- Continuous Internal evaluation system involving assessment of student's performance is an integral part of teaching and learning process and is indispensable for the attainment of PO, PSO and CO.
- The college has Examination reform committee which deals with the implementation of the evaluation reforms needed for the accomplishment of PO, PSO and CO.
- The college also involves students in N.C.C. and N.S.S. activities, many collegiate and inter-collegiate competitions and youth festival.
- The college also organizes programs on Health awareness, communication skills, personality development and life skills development.
- Moreover sportive skills are inculcated among the students through various zonal and inter-zonal

sports competitions.

Evaluation process of attainment of PO,PSO and CO

The institute carries out evaluation of PO, PSO and CO through direct and indirect methods.http://www.belacollege.org/AboutNAAC

Mode of Assessment	Assessment tool
Direct Method	Final University Examination
Indirect Method	Student Exit Survey

Direct method: At the end of each semester, University conducts final examination and the marks obtained by students in each course including marks of theory and internal assessment are used to calculate CO and PO attainment.

Indirect method: At the end of graduation and post-graduation, student exit survey is conducted to measure our students' accomplishments and attributes after completion of degree.

PO attainment (%) = (weightage: 80 %) X (Average attainment in direct method) + (weightage: 20 %) X (Average attainment in indirect method).

PO attainment Level: Level 1= 35% to <50 %

Level 2= 50% to <60 %

Level 3= >60 %

Success of our students: Many students of our college have achieved gold medal in final university examination.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 70.05

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
207	266	328	367	381

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
325	407	485	492	415

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 3

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
24.22	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 2.86

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2018-19	2017-18	2016-17	2015-16	2014-15
7	7	7	7	7

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Our Institution has created an eco-system for new ideas, creations and innovations and other initiatives for creation and transfer of knowledge for students as well as for the faculty members.

Eco-system for innovations:

MOU with RCED: ASBASJSM College, Bela has College signed Memorandum of Understanding (MOU) with Regional Centre Entrepreneurship Development (RCED). RCED collaborate with the colleges in conducting programmes in various skill development activities sponsored by the Department of Sciences and technology, Govt. of India. Different Entrepreneurial awareness camps are conducted by RCED for the students of our college.

IPR Cell: The College has established an IPR Cell to aware the students and the faculty members of different departments of the college about the Intellectual property rights. The IPR Cell of our College conducts time to time seminars and workshops to create awareness about the different IP Rights.

Trademark: We have successfully filed device mark for college logo as trademark in class 41.

Designed Syllabus: Faculty members of our college designed the syllabus for the newly introduced courses such as B.Voc RET (Renewable Energy Technology), Bio-Tech (Honors) and B. Voc RMIT (Retail Management and IT) as per the guidelines issued by Punjabi University Patiala.

Community College: To promote research and innovations activities, our college collaborated with the community college ASBASJSM College of Pharmacy, Bela. In Collaboration with this, various research related activities such as sharing of knowledge and research facilities, Faculty Development Programmes were organized to promote innovations.

Financial Assistance for Publication: To encourage faculty members to write research and review papers, Our College Management decided to provide financial assistance to the faculty members to enhance their new ideas related to research and update their knowledge to provide quality education to the students.

Research Committee: The College Research Committee has been formed to create and maintain research environment in the college whereby the members will support, assist and encourage the college staff and students to undertake research. The specific function of the research committee is to promote research activities within various departments and fulfill the research aspects of the college.

Transfer of Knowledge:

Internship and Industry linkage: According to the syllabus of the University (PUP), our College has signed MOU's with different industries to provide internship to the students to enhance their practical skills as well as hands on training.

Start of B.Voc. program: In session 2018-19 3 new B.Voc. Courses (Skill Oriented Programs) are introduced in our college to provide skills oriented education to the students which is the requirement of the time.

Spoken Tutorials: Association of knowledge partner Spoken Tutorial Program, IIT Bombay with ASBASJSM College Bela. The program is a part of the National Mission on education through ICT, MHRD. Govt. of India to spread IT literacy all over the India.

SWAYAM: 18 Faculty members of our college are enrolled with ARPIT courses through SWAYAM.

MOU's: Our College have signed 21 MOUs with different Govt. and non-Govt. organizations.

NPTEL: 9 Faculty members of our college have successfully cleared NPTEL courses.

File Description	Document
Upload any additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 2

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description	Document
Report of the event	[View Document]
List of workshops/seminars during last 5 years	[View Document]

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document]

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.94

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
24	6	5	3	9

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document]

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.72

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
6	3	7	12	8

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

Extension activities are an important aspect of our policy which is significant for community services. With the help of these activities institution promotes institute-neighborhood-community network and contribute to overall growth and development by encouraging students to participate in activities like NSS, NCC.

Activities of NSS Unit: NSS unit organized camps in which lectures were delivered on various topics like health and hygiene, woman rights, child labor etc. Volunteers of NSS work patiently in college campus and around to learn the valuable lesson of dignity of labor. NSS volunteers and college organized rallies to spread awareness among the people regarding problems like: drugs, pollution, female foeticides, etc.

Activities of NCC Unit: NCC cadets apart from attending camps organized by their respective directorates, undertaking training which make them disciplined. NCC cadets take stands against social evils like corruptions, child marriage. Female foeticide etc.

Utilization of Bio-degradable Waste: College has Vermi-composting unit, by which students learn how vegetables and waste food can be changed into organic matter.

Activities of Sports Department: College sports department encourage the students to participate in games such as boxing, hockey, wrestling, Taekwondo, badminton etc.

Scholarship for Students: The college provides approximately one Crore fee concession to poor students

to encourage higher education in the area during last five years.

Efforts of different Departmental Association to promote experiential learning: Apart from that, certain departments like physical sciences, biotechnology, food processing, mathematics, management, humanities, commerce undertaking educational trips and activities to promote scholastic development of student.

Unnat Bharat scheme: Community service is the essential part of the education. It is a non paying job performed for the benefit of the community. Our institute has adopted five villages. Teachers and students of our institute have organized different awareness activities for the community.

Social Awareness programs: Social Awareness program organized in our college. That was based social issues like farmer suicide, Child Labour etc.

Blood Donation camp: Blood Donation camps are organized every year in the college.

Cycle rally against drug addiction: Cycle rally was organized in our college from Bela to Chamkaur Sahib to aware community against drug addiction and smuggling.

Plantation Drive: Orientation of students and staff for eco-friendly plantation drives and environmental conservation and issues like stubble burning.

Gender Sensitization: Extension lectures on gender sensitization, women empowerment, health and hygiene, etc.

Create Awareness about Traffic rule: our college organizes different awareness programs and activities such as traffic rules.

Water harvesting plant: Water harvesting plant is set up at our college by Ambuja Cement factory, Ropar

Impact of Extension and Outreach Programs:

- Extension and outreach programs instill volunteerism and philanthropy in the students
- A deeper understanding and commitment to the community is developed in students.
- Experience gained through extension and outreach program helps students make better decisions, adapt to change, improve their self esteem and better prepare for their career among other benefits.

File Description	Document
Upload any additional information	[View Document]()
Paste link for additional information	[View Document]()

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 13

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
9	0	0	2	2

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]()
e-copy of the award letters	[View Document]()

3.4.3 Number of extension and outreached Programmes conducted by the institution through NSS/ NCC/ Red Cross/ YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc.) and / or those organised in collaboration with industry, community and NGOs during the last five years.

Response: 68

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
23	5	12	15	13

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)
Any additional information	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 160.03

3.4.4.1 **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1188	1171	1378	1544	1433

File Description	Document
Report of the event	[View Document](#)
Average percentage of students participating in extension activities with Govt or NGO etc	[View Document](#)
Any additional information	[View Document](#)

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 9

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	6	2	5

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 21

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
15	0	0	0	6

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

24-02-2020 08:51:47

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The college has 27 spacious classrooms. All classrooms are equipped with green/ blackboard/white sufficient number of fans and tube lights and some are with projectors. A seminar hall is also ICT enabled. Science Departments have spacious laboratories. We always have facilities which fulfilling the emergent needs of students.

Administrative office: Office is located at ground floor. Office is fully air conditioned.

Managing committee rooms: College Management Committee has separate rooms for president, manager, secretary and meeting hall.

Classrooms: The total of 27 formal lecture spaces provide comfortable seating for 1200 students in regular classes.

Science laboratories: All science departments have an independent wing. There are eight laboratories.

Computer laboratories: There are four computer laboratories namely Computer lab1, Computer lab2, Computer lab3, Hardware lab.

Medicinal garden and animal house: There is a medicinal garden and animal house in sister institute in which our students go to study related their course.

Seminar hall: The College has a seminar with ICT facility which accommodate 70 persons .

Auditorium: The name of auditorium is **Bibi Sharan Kaur Memorial sports complex and auditorium .**

Library: Area of library is 2637 sq.feet.The seating capacity of library is 60 students. Library is named as **Late S. Chattar Singh Tehsildar Memorial library**.

Hostel facility: There is a facility of hostel for boys and girls. There are 35 rooms in girls' hostel and 36 rooms in boys hostel.

Faculty and staff rooms: Faculty room with air conditioning facility is available on ground floor which is common for all staff members.

Dispensary: Our institute was established a Dispensary and **ambulance** for college students.

Canteen: College has a canteen and mess with 70 chairs and 12 tables. It includes a well-ventilated open kitchen or preparation of certain food items.

Washroom facility: Authorities have given different washrooms for Boys, Girls & faculty.

Guest room: Guest room on ground floor which is next to principal office.

Security cell: The College has appointed Security person and a gun man (during night hours) to constant vigil and to ensure perfect discipline in the campus.

Fire extinguisher: College has fire extinguisher in labs and in campus.

Parking: College provide parking of two wheels for students and car parking for faculty members.

Honesty shop and Box of kindness:College has opened honesty shop in campus and a box of kindness in campus.

Water harvesting system: Water harvesting system is there in college campus to mention ground water level.

Vermi composting unit: There is a vermi composting unit to prepare organic green gold in the campus.

Electricity: All rooms have natural light, electric light, fans and essential plug points are available.

Special units: Our institution has some special units to help the students. Helpline numbers for these special units are displayed in all over the campus.

Counselling Room: There is counselling room in the college campus available on ground floor.

 Facilities for physically Disabled: College provide wheelchair for physically disabled students and have two ramps on ground floor for the same.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga etc.

Response:

1. Physical Education and Sports Department: Physical Education and Sports department was started to develop students physically, Mentally, intellectually and emotionally well.
2. Teams of different games were sent to Inter-zonal sports competition. The College has provided sufficient ground for athletes. Players play various games like kabaddi, volley-ball and individual

     games like 100 m running, shot put, long jump, discus throw, javelin throw, hammer throw, long jump etc.

3. There is a department to play indoor games like badminton, carom and chess.
4. Information and yoga practice is taken on the occasion of 'World Yoga Day' for healthy life.
5. Cultural Activities: College has adequate facilities for Cultural activities. Our students have been participated in the 'Youth Festival Competitions' organized by Punjabi university Patiala every year.

Sports: The College encourages sports and the vast campus provides number of fields for different sports and games.

Sports facility include: volleyball court (1), handball court (1), cricket ground(1), hockey ground(1), kabaddi court(1), track and field's (1) ,gymnasiums(1) and indoor stadium(1)

Details of infrastructure or sports	Description of activity	
Sports ground	Activities: Volley ball, handball, cricket	kab
	wrestling (free style, Greco-roman), hockey, all	
Gym	Twister, treadmill, abdomen press etc.	
Other indoor facilities	Badminton court, table tennis, judo, tie co	man
Yoga centre	Yoga, meditation and asana	

NCC (National cadet corps): Our institution has a full unit of NCC. The name of battalion is 23-PB BN .The total number of participants are (Boys-67, Girls-33).There is a separate office for NCC. The weekly training to NCC cadets by JCO(junior commanding officer). Semi-annually every cadets has to attend the camp for referral training.

NSS (National service scheme): NSS volunteers work from diffused spaces across the campus. NSS unit enrolls 100-150 every year and work for nation.

Cultural programs: The College organizes many annual events such as Cultural programmes, Literacy & Debating events and Theoretical events. There is an interzonal youth festivals organized by Punjabi university Patiala every year.

College conducted talent hunt in the beginning of each year to identify various talents and abilities of students. Main events in youth fest are [Dramatics, Dance, Music (vocal and instrumental), Fine Arts and Photography].

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 29

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 22.29

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
20.10049	92.84885	23.72000	115.94161	47.90895

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Library is working on partially automated software. It is available in both off-line and on-line version. This software has Version 8.3 and this software is automated in our college in the Year 2012. It is Easy to use for data entry in available for different sections like Books, References, Periodicals, Journals,

Newspapers, e-media etc. It is also useful to prepare reports: Accession Register, Circulation Registers, Member List, stock verification etc. Bar Code Function: Barcode label for each book and member card save the time and typing work. Internet facility Wi-Fi 100 Mbps bandwidth speed from BSNL is available in the library. Operating System Software Windows 10, Microsoft Office -2016, Library software from LIBSOFT, Quick Heal Antivirus, battery Back-up having capacity of 6KV is installed for computers in Library.

Year wise details of Library Automation:

Sr. No	Year	Name of ILMS Software	Nature of Automation	Version
1	2014-2019	LIBSOFT	Partially automated	8.3

- **Total Area** :2637 sq.ft.
- **Seating Capacity**:60 Students
- **Working Hours**

All P.G Students: 9.15 AM to 6 PM

Staff & Faulty: 9.15 AM to 6 PM

ABOUT DigitalLIBRARY:

The Library of College situated at first Floor. The Library partially Computerized and there is OPAC for Electronically Accessible .library Have Digital Library Unit consist Of membership of NLIST Programme Under INFLIBNET support E resources. Library also registered their members with NDL.

Procedure for procurement of books:

Staff members themselves purchase the books according to the requirement of the students with the permission of the Principal Sir.

After Books receive in the college gate Entry Is done by the Security Guard and Library entry are made in accession register and the Bills are send to the Admin Department.

Year	Cost of Books	Cost of E Resources(RS.)
2014-15	133912/-	25200/-(for Two Years)
2015-16	68304/-	
2016-17	105156/-	25200/-(for Two Years
2017-18	265919/-	
2018-19	77643/-	25200/-(For Two Years)

Amount Spend on Books:

E resources Downloaded:

Year	E Resources Downloaded/ ■
2014-15	177
2015-16	0
2016-17	0
2017-18	708
2018-19	165

Books written Off:

Year	No. of Books
2013-14	15
2016-17	41
2018-19	23

Specialized services provided by the library:

1. **Reprography services**:
2. **Reference Service:**
3. **Book Bank:**

CMS for E learning:

Library subscribe the INFLIBNET and NDL for E- learning which includes E books and E journals. Students have Access with the User ID and Password provided to them.

Link to Access E resources:

1. INFLIBNET

https://nlist.inflibnet.ac.in/user/login.php

1. NDL

Support Provided by the Library Staff:

Library Can engage students with learning in Many Ways.

Library Staff help the users in accessing of E resources available in the library. They also Push the students towards the books and magazines which help them to grow their career. Librarian help students learn the best ways to access and use quality information and resources, help them to enhance their study and research skills.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

E. None of the above

D. Any 1 of the above

C. Any 2 of the above

B. Any 3 of the above

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.42

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
1.25	2.85	1.11	0.91	1.53

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students during the last completed academic year

Response: 51.77

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 242

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Mission of IT infrastructure is to educate students who can meet the challenges if 21st century information age; conduct leading-edge research integrating people, information and technology and carry out service activities that address global problems and challenges. At the planning stages, the Institute started a Computer Department started during session 2009-10 before with 9 Pentium computers. Now there are three Computer Labs in the college equipped with state-of-the-art technology with 81 computers having LAN connectivity and internet facility 100 Mbps for students and teachers. These labs are also equipped with teaching aids such as projectors, multifunction network printers and scanners.. In addition to this, Administrative Block is equipped with 3 computers (LAN connectivity), 3 Printers, Xerox Machine. All computers are interconnected through LAN. In order to cater to the needs of students of different branches, the college has procured a number of licensed software. The college provides Internet facility through high

speed Internet broadband connections. Faculty and students can avail the facility of ultra-modern computer labs equipped with hi-tech computers of latest configuration. The college has a post graduate department of computer science. Computer Applications is also offered as a subject option for undergraduate arts and science students. All department rooms are fitted with computers and printers. All senior faculty members have been issued Desktops/Laptops. Wi–Fi network connectivity is available 24 hours a day in the campus. The Girls hostel of the college is also fully Wi–Fi enabled. The learning activities and technologies deployed by the institution place the student at the centre of teaching-learning process and render the role of a facilitator to the teacher by adopting the following measures: Smart classrooms give the students access to ICT enabled learning spaces. The college provides its students 4 internet enabled computers in the library provided with printer, scanner and photo copier facilities. Students use this facility for presentations and project work. College has created one server in IQAC, which control all the systems in our college.

College has following IT Infrastructure:

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Lapt
Total	81	4	100Mbps	1	1	13

List of Xerox Machines

Sr. No	Name of Article	Quantity
1	Xerox Machine	2
2	Wi-Fi	5
3	Lease Line	1
4	Projectors	12
5	LCD	4

List of Printers:

Sr. No	Printer	Quantity
1	Computer Dept.	1
2	Library	1
3	Office	3
4	IQAC Cell	1
5	Examination Branch	1
6	Chemistry Dept.	1
7	Bio-Tech Dept.	1

8	Scholarship Cell	1

Network Information:

Sr.No.	Networks	Location
1.	2.5G-APHN905B1351	Library
1.	2.5G-APHN905B5B4F	Computer Dept.
1.	2.5GAPHN846B24ED	Office
1.	2.5-APHN905B1799	Biotech Dept.
1.	LEASE LINE	Seminar

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 14.67

File Description	Document
Upload any additional information	[View Document](#)
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution
E. < 05 MBPS

D. 05 MBPS – 10 MBPS

C. 10 MBPS – 30 MBPS

B. 30 MBPS – 50 MBPS

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 21.5

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
13.07384	96.57188	19.27900	115.83366	45.78595

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

1. For maintaining & utilizing physical & academic infrastructure, Budget Committee of the College receives budget estimates from all the Co-coordinators for different purposes like Annual Athletic Meet, Youth Festival, Newspapers, Lab Equipments, Sports Equipments, etc. After receiving proposals, approved from the Principal and the Managing Committee of the college give permission. For utilizing this budget proper procedure for sanction is followed by the respective departments. A committee is formed by the Principal for proper & effective utilization to fulfill the

purpose.

2. Routine complaints of electricity, water & infrastructure of various departments are entertained on priority basis. The annual expenditure for maintenance of the College infrastructure is Rs. 470973/- for session 2017-18. There is a caretaker deals with systems and procedures for maintaining and utilizing physical, academic and sports facilities. All the requests regarding maintenance & upkeep of the college campus are processed through this wing.

3. The college has a well qualified technical staff to take care of the equipment and instruments. They are continuously engaged in the upkeep and maintenance of the equipments. The Institute has an arrangement with service providers to call them whenever required for keeping the equipments always ready to use. All the problems related to computers are handled by the technician.

4. College Management Committee has separate rooms for president, manager, secretary and meeting hall.

5. The college has appointed one electrician for maintenance of electrical equipments.

6. The college has appointed one car-painter for maintenance of furniture equipments.

7. The college has appointed one plumber for maintenance of water supply and sanitary equipments.

8. Authorities have given different washrooms for Boys, Girls & faculty.

9. General cleanliness of all classrooms, labs, offices, Dept. rooms and corridors etc. is done by the staff appointed for this purpose under the supervision of the Office Superintendent.

10. The Physical education Dept. of the institute has been provided with its own permanent staff to look after the college ground and for the maintenance of the sports equipments

11. To ensure effective utilization and proper maintenance of Science labs such as Physics, Chemistry, food processing, Life Sciences (Biotechnology) and Computer, the concerned labs have lab attendant. They all work together to ensure that students' requirements are met satisfactorily.

12. Central Library has its own permanent supporting staff to look after and for maintaining library infrastructure.

13. The college has appointed Security person and a gun man (during night hours) to constant vigil and to ensure perfect discipline in the campus.

14. To maintain the discipline in the campus, gate-keeper keep check identity cards of students and note down the number of four wheelers entering in the campus.

15. All the main departments of College, Principal Pharmacy College and Principal Maharani Satinder Kaur Sen. Sec. School in same campus are inter connected with 11 Intercom connections.

16. All the concerned in-charges e.g. canteen, staffroom, common room etc., register their problems in the maintenance register. The technician after contemporizing with the concerned problems sets to resolve them.

17. The college has 24 hour power supply when PSPCL (Punjab State Power Corporation Limited) lights gets off, college provides electricity with sound proof generators.

18. The college campus has three electric water cooler fitted with candles to provide students low TDS drinking water at appropriate temperature

19. College has fire extinguisher in labs and in campus.

20. College provide parking of two wheels for students and car parking for faculty members.

21. College has a canteen and mess with 70 chairs and12 tables.

22. College has opened honesty shop in campus. Stationary goods are displayed with concessional rates in open Almeria. Students can take any good from Almeria and put mentioned cost in side box.

23. Wall gardening done in college campus with waste cold drink bottles and waste tires to anchorage students for water, environment savings and use of waste materials

24. Water harvesting system is there in college campus to mention ground water level.

25. There are 10 CCTV installed in PG college campus to maintain discipline.

26. College campus has three well mentioned grass lawns with beautiful plants for students.

27. There are two stages one auditorium contain open for cultural activates and functions.
28. College has placed suggestion boxes in each department which are opened monthly. Suggestions given by students are given to Principal Sir.
29. Previous years University Question Papers are collected in Library. Students and teachers can take guidance.
30. College has a waiting room for guest those who want to meet Management and Principal.
31. There is a vermi composting unit to prepare organic green gold in the campus.
32. There is dispensary in the college to provide first aid to students and staff.
33. Management provide AMBULANCE in the college campus to help Students, staff member and any person around Bela.
34. There is scholarship cell to help SC/BC/Minority students.
35. There is a public address system in college control in Principal office for urgent announcements.
36. Every department has separate Notice Board for departmental activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 26.2

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
287	284	354	403	529

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 14.81

5.1.2.1 **Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
196	139	130	289	299

File Description	Document
Upload any additional information	[View Document](#)
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1. Soft skills
    2. Language and communication skills
    3. Life skills (Yoga, physical fitness, health and hygiene)
    4. ICT/computing skills

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	[View Document](#)
Any additional information	[View Document](#)
Link to Institutional website	[View Document](#)

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 10.7

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
154	20	193	0	402

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 34.01

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
69	85	92	90	67

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 132.6

5.2.2.1 **Number of outgoing student progression to higher education**

Response: 484

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT/JAM/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 0

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, *etc.*)) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
2	6	2	1	4

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Upload supporting data for the same	[View Document]
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document]
Any additional information	[View Document]

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 100

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2018-19	2017-18	2016-17	2015-16	2014-15
27	21	19	16	17

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document]
e-copies of award letters and certificates	[View Document]
Any additional information	[View Document]

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

Student representative committee of the college is formed with the objective to provide students an opportunity to develop leadership qualities by carrying out various activities and to work for student welfare, under the guidance of college authorities. The student representative committee 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 representative committee 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 representative committee is involved in various decision making processes related to students.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 5.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	5	5	7

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

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 gathers every year on 6th Feb, Foundation Day of college. In 2015 meeting was conducted to inform the Alumni about the highlight of the college .A new big Auditorium& sports complex was inaugurated on this day and Name of this complex"Bibi Sharan Kaur Hall" .All the important events organized in 2015-16 session. Alumni had Organized an event in which Alumni was congratulated the students for winning gold medal . In 2018 college Advised logo for association "Lead, Connect and make an impact" is finalized. Alumni take an initative to conduct events like cycling, de-addiction camps, Marathon run and grow plants. In this year Alumni organizing 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 organizing 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 . Moreover, Alumni contribute for significant development of organization. Tremendous Efforts lies behind organizing and executing such events in the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)
E. <1 Lakhs

D. 1 Lakhs - 3 Lakhs

C. 3 Lakhs - 4 Lakhs

B. 4 Lakhs - 5 Lakhs

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	[View Document]()

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

A. VISION 2030

To develop as a sustainable, affordable, excellent and role model institute of global benchmark to provide quality education, training, research, innovation and to inculcate core values and entrepreneurship to rural students.

Mission of college

· To provide outcome based education & to improve graduation outcomes.

· To impart professional & life skills to students.

· To promote linkages with society, industry & organization.

·   To boost ICT based learning tools in TLP.

·   To nurture entrepreneurship in youth.

·   To create ecosystem for innovations.

B.   To keeps the governance reflective of and in tune with the vision and mission of the institution one of the practices accepted by the management committee is through making perspective plans for the institution. These perspective plans help the college to identify their goals, creating road maps, uncover problems, adding professionalism and attaining clear perspective. The link for the perspective plan of the college is provided.

C.   In addition, the college governing committee motivates the teachers to play active role in decision making process formation of different committees by which teachers need to feel they have more to offer to the college than just teaching within their classroom. Through these committees the teachers are involved in the processes of identify the problem, clarifying the objectives, identifying the alternative methods, analyzing the consequences and making the right decision by conducting meeting and taking adequate actions for the development of the institute.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, is a
multidisciplinary Co-education, 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. College management committee consists of 16 members, who are performing undaunted efforts to deploy effective and efficient leadership through the following activities to fulfill its vision and mission of the institution.

1. DECENTRALIZATION PRACTICE: To execute the practice of decentralization, management committee of college has distributed the powers at department levels to form myriad of associations to deploy effective and efficient leadership, and for the overall development of students, faculty and society. IT Society is such an intiative of leadership deployment by management committee which organizes several extracurricular activities and events under the guidance of faculty. The activities reports are uploaded.

1. PARTICIPATIVE MANAGEMENT PRACTICE: The institution promotes the culture of participative management at the strategic level, functional level and operational level.

Strategic level: The Principal, governing body, Teachers' council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Management committee and Principal motivate faculty members and students to participate in joint research and to publish papers. Operational level: The Principal interacts with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities. Celebrating Guru Nanak's 550th birthday is one of the examples of participative management by management committee. The management committee celebrated this day by involving faculty, students and society. On this day a calendar was released by the management committee. Punjabi association krumbla stared a new plantation program Guru nanak bagichi. A poetry competition, poster making competition, seminar on teachings of guru nanak dev ji, free medical camp were also held on that day. The activity report is uploaded (page no. 66-71) in the attchment file.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

ASBASJS Memorial College executes the practice using perspective plan while performing all the activities for the overall development of institution. Our institution has various perspectives and strategies in their best part. Management committee prepares and implements their perspective plans through principal, academic counsel and IQAC. To implement the perspective plan and to achieve the desired results respective committees conduct different meetings and prepare supporting plans. Youth festival is one of the events used as example.

Youth festival 2018: Principal S.Surmukh singh announced that host college for the youth festival 2018 will be the A.S.B.A.S.J.S.MEMORIAL COLLEGE BELA, this was the first time when youth festival was planned to be conducted for 4 days because of the addition of "LOK MELA". And the days and dates finalized from 27 September to 30 September 2018.

On 30th august 2018 our principal sir conducted one meeting with the staff members of our college and congratulated them. Motivating staff he says to give their best with all the possible efforts that they can made for the success of this event.

- Rules and regulations were finalized.
- Team numbers were allotted to the colleges.
- Coordinator of the youth festival was decided.
- Youth festival committee was formed.
- Duties and responsibilities were given to the staff members.
- Venue / stages were finalized.
- Chief guests were selected.

1. **Duties:**
   - In charge of youth festival (Dr. Satwant Kaur Shahi).
   - Finance secretary (Prof. Mamta Arora).
   - Youth coordinator (Prof Sunita Rani).
   - Co- coordinator (Dr. Harpreet Kaur).
2. **Venue/Stages:**
   - Stage 1:- Giddha, Classical Dance, Theatre, Fashion show, Bhangra, etc.
   - Stage 2:- Classical Vocal, Group Song, Vaar Gyan, Skit, Mime, etc.
   - Stage 3:- Look Geet, Quiz, Debate, General Quiz, Nukar Natak, Bhand, etc.

1. **Chief Guests:**

Sr.no	Date	Time	Names
1	27 sep 2018	09:00 am	Dr. Gurdeep Singh Batra (Dean academic, exam controller PU Patiala).
		1:30 pm	S. Navreet Singh Virk (PPS, DSP) Shri Chamkaur sahib.
2	28 sep 2018	09:00 am	S. Mankamwal Singh Chehal (PPS, SDM) Shri Chamkaur Sahib

		1:30 pm	Dr. Jasbir Singh sembhi (Chairman Sembhi Ho Behrampur Bet Machhiwara)	spita
3	29 sep 2018	09:00 am	Dr. Manjeet Singh NIjjer (Registrar PU Patiala)	
		1:30 pm	Dr. Jaspal Kaur (DeanCollege Development And Researc PU Patiala)	
4	30 sep 2018	09:00 am	S. Harbans Singh (PCS,SDM Shri Anandpur Sahib)	
		1:30 pm	Dr. B.D.S Ghuman (Vice Chancellor PU Patiala)	

Media Coverage:-

Media coverage of youth festival was done by JALANDHER DOORDARSHAN and you tube channel ROPAR TV.

Overall Trophy:-

Overall trophy of youth festival 2k18 goes to S.G.T.B khalsa college Shri Anandpur Sahib.

Under the supervision of Principal S.Surmukh Singh and with the hard work of all staff members the function was successfully finished.

File Description	Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

The Governing Body of the college practice effective and efficient functioning through 38 committees formed by it which prepare and implement several policies for the overall development of the institution. The policies of different committees are uploaded. For better administrative setup the college management committee works in close cooperation with the Principal to regulate and maintain a congenial and academic environment. The Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implement the decisions and policies of the management.

The image of the Organizational Structure of Institute is uploaded.

- The entire organizational structure is based on the principle of collective decision-making and individual responsibility.

- Different tasks are assigned to different committees and there is an efficient

Mechanism of co-ordination while monitoring various activities of the institution.

- At the beginning of the academic session, the leadership team forms Admission Committees which guide the students to take up relevant subjects as per their interests.
- The Youth Services Club along with NCC and NSS units organizes blood donation camps,

Awareness programmes, rallies, poster exhibitions and workshops and participates in various activities at the national and state level.

· Attempt is always made to extract and polish the inherent abilities of students through various channels like music, dance, theatre items, literary items, fine-art items etc. Every year a number of students participate in Zonal Youth Festival & further move for Inter-Zonal Youth Festival.

For appointments, service rules and procedures the college follows all the guidelines provided by the UGC & Punjabi university Patiala. The link for the above information in given.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP (Enterprise Resource Planning) Document	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

To enhance work efficiency and provide job satisfaction to its employees, the institute is indulged in various welfare activities enumerated below:

Teaching staff:-

- Contributory Provident Fund for management faculty as per Punjab Government/Punjabi University rules. Even the adhoc staff is provided handsome salary.
- Promotion for teaching staff wherever possible is ensured to keep them committed and

motivated.

- Maternity leave.
- Flexi-timings provided for medical reasons.
- In case of death of an employee, suitable employment opportunity is provided to the family member of the deceased employee on compassionate ground depending upon his/her qualification and experience.
- Gratuity as per rules.
- Employees state Insurance.
- Housing facility/Hostel facility as per requirement and availability.
- Earned Leave as per rules
- Laptop facility to HODs/administration to promote ICT and quality enhancement
- Sponsorship for paper publication.
- Sponsorship for paper publication.
- Medical leave.
- Earned leave wherever applicable.
- Provision of festival bashes to all staff.
- Friendly greetings on occasions.
- Provision of proper ventilation and lighting of classrooms and offices, air conditioner in offices, clean urinals and ROs.
- Refurnishing of cabins, department rooms as well as class rooms.
- In case, any employee needs financial help, the staff arranges funds for such person under the

guidance of the Principal.

- Advance to meet emergency expenditure of faculty members.
- Transport facility at subsidized rate

Non teaching staff:

- Contributory provident Fund/Employee provident fund.
- Gratuity as per rules.
- Employees state Insurance.
- Maternity Leave.
- Medical Leave.
- Housing facility/Hostel facility as per requirement and availability.
- Interest free Wheat loan.
- Advance as per rules.
- Subsidized transport facility for staff.
- Festival bonanza.
- Free uniforms.
- Giving recognitions and Awards

Session	No. beneficiary staff	
2014-15	6	
2015-16	6	
2016-17	9	
2017-18	7	
2018-19	4	

File Description	Document
Upload any additional information	[View Document](#)

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 25.47

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
45	0	0	0	20

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.4

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	1	0	0

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 54.31

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
38	14	31	22	31

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The institution has Performance Appraisal System for teaching staffs following UGC regulations 2010 (and the two amendments thereafter). Candidates may offer themselves for assessment for promotion, if they fulfill the minimum API scores indicated in the appropriate API system tables by submitting an application and the required PBAS (Performance Based Appraisal System) proforma (Old or Revised, as may be applicable time to time by the UGC) as per the UGC Career Advancement Scheme guideline (which also includes Second Amendment of UGC Regulation titled Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and measures for the maintenance of Standards in Higher Education). Performance of teachers is evaluated and assessed on the basis of Self Appraisal Performa filled by them every year towards the close of academic session. An internal self appraisal report is also filled by teachers at the end of every semester designed by the institute itself. Teachers fill their Self Assessment Performa on the basis of following points:-

- Teachers' Personal Profile.
- Innovation in teaching learning methodologies.
- Updating of subject knowledge, courses taught and work load.
- Participation in co-curricular activities.
- Participation in seminars, workshops and conferences.
- Participation in Orientation Programmes/Refresher courses, etc.
- Research projects undertaken.
- Research papers published indicating titles and names of Journals in which published.
- Guidance rendered to Research Scholars.
- Service to community-Adult education extension service.
- Examination duties performed.
- Contribution to various committees of the college.
- Performance of duties assigned by the Principal.
- Counseling to students.
- Use of audio-visual aids.
- New teaching methods used by teachers i.e. holding seminars and quiz contests, encouraging questions in class, etc.

Performance of non-teaching is evaluated and assessed on the basis of the details mentioned in the ACR Performa and on the basis of feedback from teachers and students. ACR of Superintendent of Non-teaching

staff is evaluated by the Principal of the institute whereas that of other non-teaching staff members is assessed and evaluated by the Office Superintendent.

The specimen Self Assessment Performa and specimen feedback form of non teaching staff are uploaded.

The following factors are deeply analyzed in the appraisal system for non-teaching staff

1. Experience.
2. Skill up gradation through Orientation Programs, Refresher Course, Short Term Courses and Faculty Development Programs.
3. Higher Studies.
4. Feedback from HOD and Principal.
5. Active participation in team work.
6. Work Discipline.
7. Outstanding Achievements in their studies.
8. Participation in Community services.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

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 authenticates 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 up-to-date 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.

- The College follows a regular and standardized system of internal and external audit. 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 duly appointed by the College for this purpose. He helps in preparing Receipt and Payment Accounts and verifies Tax Deducted at Source (TDS) as well.

The external audit is conducted by the Accountant General (Audit), Indian Audit and Accounts

Department, Punjab. The external audit of the institution is up-to-date and it was last conducted in 2018.

The scope of the internal audit programme encompassed working of various compliances under appropriate laws and rules and regulations framed there under, sufficient systems and procedures are in place for adherence of institutional policies, physical verification of assets, consumables, stores, inventory, spare parts, and other assets, proper books of accounts, vouchers along with supporting documents are maintained, confirmation of balances from debtors, creditors and other parties are obtained periodically at the year end and proper systems and procedures are in place for internal control at the various department levels.

Mechanism for settling audit objections:

In case of audit objection of any kind, the Principal directs the dealing hand for settlement of the same. Then the dealing hand gets the raised objection removed after seeking the permission of the Management. The final reports are sent to the concerned Audit department.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 564200

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	5.2	0.21	0.21

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Institution has a transparent and well planned financial management system in which Government and Management are the main sources of funding. The mobilization of funds in the college focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing body coordinates and monitors the optimal utilization of the funds to promote learner-centric ecosystem, ensure growth and development in a planned and phased manner, to take into account sustainability as a major concern at every level, to tailor every plan to suit the vision and objectives of the college, to list priorities and to provide periodic strategic planning for mobilization, allocation and utilization of resources.

- The Institution ensures honorary governance with the members of the management committee to make sure that the income generated is spent optimally in the institution itself.
- Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centers
- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities
- Scholarships and free ships to the deserving students
- Provident fund(PF) and Employee State Insurance(ESI) benefits are provided to the Management appointed staffs
- Financial Resources of the institution are
  - Tuition fee
  - Corporate grant
  - Hostel Fee
  - Government funds-UGC
  - Alumni Contribution
  - Building on rent
- Government funds are optimally used for which it is sanctioned.
- Funds of the college are also utilized for

- community service

- purchase of books

- purchase and maintenance of apparatus

- sports

- youth festival

- salary of employees

- Seminars, workshops, lectures, conferences and other events organized by the college

- activities organized by the associations of different departments

- important the campus environment

- improving the campus building

- purchase and Improvement of infrastructure

- electricity, water, internet website and telephone bills

- Transparency and accountability is ensured by conducting an annual audit of the statements
- Financial support provided by the government agencies are audited by the respective Government Departments

For the smooth flow of finance the college, the administration reviews the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds to act accordingly for the betterment of students, professors and non – teaching staff.

File Description	Document
Paste link for additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

PRACTICE 1: EMPHASIS ON OBE (OUTCOME BASED EDUCATION)

Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on measuring student performance i.e. outcomes at different levels.

ASBASJS Memorial College has a cell named IQAC (internal quality assurance cell from year 2012. It has contributed for the quality assurance for teaching by making course files of particular subjects of each teacher for each semester.

Course file contains mission and vision of the department, time table of department, academic calendar, and syllabus of particular subject of that course file.

CO'S AND CSO'S: Course outcomes/ course specific outcomes:

CO's and CSO's are the statements clearly describing the specific type and new learning techniques for students. These learning outcomes describes the learning that will take place across the curriculum made in a specific and measureable terms of what students will know and /or be able to do as the result of having successfully completed the course.

PO'S AND PSO'S: PROGRAM OUTCOMES AND PROGRAM SPECIFIC OUTCOMES:

MAPPING OF COURSE OUTCOMES WITH PROGRAM OUTCOMES:

PO's and PSO's describe what students are expected to know and be able to do by the time of graduation. These relates to the skills, knowledge and behaviour that students acquire as they progress through the program.

PO's PSO's CO's and CSO's are there in the course files to explain the program outcomes and course outcomes of the subject.

ATTAINMENT OF GOALS:

Action plans, teaching learning process or techniques, remedies for advance and the slow learners are there in the course files. The process which is written in course file is followed by the teachers to achieve or attain their goals for quality improvement in teaching.

PRACTICE 2: EMPOWERED FACULTY

FDP'S AND SEMINARS:

Course files are the other part for the quality assurance of teaching. ASBASJS Memorial College is always ready to take steps for the enhancement of quality of teaching. This organisation organizes a number of FDP's, like one week FDP in every year, seminars by the well known personalities from education sector are time to time organized.

NPTEL COURSES (NATIONAL PROGRAM ON TECHNOLOGY ENHANCED LEARNING) OF SWAYAM:

Teachers are always motivated to enroll in the online courses for the betterment of teaching like NPTEL courses (national program on technology enhanced learning) of Swayam. These online courses are very beneficial for the faculty as teachers can get the latest knowledge of subjects like any change in the terms or policies and principles of the subjects.

SPOKEN TUTORIAL IN COLLABORATION WITH IIT BOMBAY:

Our organisation start one program named spoken tutorial in collaboration with IIT Bombay. This is an online course in which all the students of the college are enrolled and they attend this course for free of course. College has paid the entire fee of this course.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

PRACTICE 1:- STRUCTURED FEEDBACK SYSTEM PRACTICE

- **CIURRICULUM FEEDBACK** is taken from:

1.FACULTY

Feedback is obtained from the faculty members in our college on curriculum and other facilities.

The feedbacks are properly analyzed and revised to update the syllabus or enhance the infrastructure.

1.**PARENTS**

Parents are important stake holders of this institution and play a key role in the feedback system.

Parents meeting is periodically conducted in the college at department level and their suggestions are regularly obtained and analyzed.

1.**STUDENTS**

Students' feedback on staff received after every academic session.

Students' feedback on curriculum is utilized while framing and revising the syllabus.

1.**ALUMNI**

This college enjoys a strong and healthy association with the Alumni association.

As the alumni is found to be the brand ambassador of our institute, the feedback, of the alumni is given, due considerations.

- INFRASTRUCTURE FEEDBACK.
- FEESBACK ON ENVIRONMENT & GREEN PRACTICES.
- FEEDBACK OF LIBRARY STAFF FROM FACULTY.
- FEEDBACK OF LIBRARY STAFF FROM STUDENTS.
- FEEDBACK OF PEONS FROM STUDENTS.
- FEEDBACK OF PEONS FROM TEACHERS.
- FEEDBACK OF ADMIN FROM STUDENTS.
- FEEDBACK OF ADMIN FROM TEACHERS.
- FACULTY FEEDBACK ON CURRICULUM.

- STUDENTS FEEDBACK ON CURRICULUM.
- PARENTS FEEDBACK ON CURRICULUM.
- ALUMNI FEEDBACK ON CURRICULUM.
- STUDENT SUPPORT PROGRESSION FEEDBACK.
- FEEDBACK FOR NON-TEACHING.
- FEEDBACK OF SUPPORT SERVICES.

PRACTICE 2:- AUDIT PRACTICES

A.S.B.A.S.J.S.M College follows two internal audit practices once in a year. These two practices are:-

1. ACADEMIC AUDIT.

2. ADMINISTRATIVE AUDIT

- **Objective of the Academic Audit**

The purpose of an academic audit is to evaluate and ensure the education quality processes, the activities required to produce, assure, and regularly improve the quality of teaching and learning. Audit is based on the analysis of document supporting different educational and other schemes supporting student growth.

1. CURRICULAR ASPECTS
2. ACADEMIC PROGRAMMES
3. TEACHING, LEARNING AND EVALUATION
4. RESEARCH, CONSULTANCY AND EXTENSION
5. STUDENT INVOLVEMENT IN EXTRA-CURRICULAR & CO- CURRICULAR ACTIVITIES
6. INFRASTRUCTURE IN COLLEGE
7. EXTENSION ACTIVITIES
8. MOU SIGNED
9. NEWSLETTERS AND MAGAZINES
10. PLACEMENTS
11. SWOC ANALYSIS

ADMINISTRATIVE AUDIT

Objective of the Audit

The purpose of the audit was to ensure that the practices followed in the campus are in accordance with the Administrative Policy adopted by the institution. With this in mind, the specific objectives of the audit were to evaluate the adequacy of the management control framework as well as the degree to which the Departments are in compliance with the applicable regulations, policies and standards. During the initial planning of the audit, an analysis was conducted on the methodologies of the administrative policies.

Method of Operation

The Administrative Audit process started with a fruitful meeting of the Administrative Audit Committee and then with all the Branch heads of the College. The Branch heads presented an overview of the College with specific emphasis on its progress and achievements in the last five years i.e.2013-18.

The Academic Audit of the college is done by considering these points in view:

1. General Administration Branch
2. Accounts Branch
3. Teaching Staff & Non teaching
4. Purchase & Store Branch
5. Scholarship Branch
6. Controller Examinations
7. Canteen
8. Hostels
9. Sports
10. Security check
11. Infrastructural review

File Description	Document
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Gender equity means providing equal opportunity to all the students without discrimination and to demolish the gap between men and women. For this, our college has taken certain steps. We provide fee concession and scholarships to students, especially to girl students so that they should not be devoid of the right to education because of limited resources. We provide single girl child scholarship to promote education. We have a 'Women Cell' comprising of female teachers, to whom girl students can discuss their problems regarding home-violence and eve-teasing. The contact numbers of these teachers are given in prospectus and displayed at various important locations of the college; so that girls should easily access those numbers during emergency. We organize seminars and rallies to create awareness among girls about women rights, to educate and create awareness regarding hygiene and their issues related to adolescence. We regularly organize awareness programs for local community and make them aware about women rights and also educate them to stand against female feticides and sexual harassment. In our college we run vocational courses for girls to become successful in life. We provide ragging free campus to our students and timely check upon it to make sure about our facilities. To make sure that girls who have taken admission in our college should complete their studies successfully. We keep the track record of attendance as well as their performance. If we find anything unusual, we enquire about it from the student and sometimes call her parents and try to redress the problem so that student should concentrate on her studies. In our college, we invite young and dynamic successful women in order to motivate girls and we provide open discussions for girl students to provide knowledge about various serious issues and cope with those problems. To make sure that maximum number of girls get higher education, our college teams visit the schools of rural and urban areas to motivate students especially girls with the help of evidences of women empowerment through presentation. We have Day care centre facility for children that provide supervision and care of infants and young children during the daytime, particularly so that their parents can hold jobs. This care centre plays a crucial role in life of female facility members of our institute by helping them to hold their job and they easily look after their children in their free time and complete their job duties and responsibilities at same time. We especially concentrate on girls of minority sections of society like SC, ST, and OBC.We have separate common room for the girls, so that they can utilize their free time by doing different creative activities like indoor games and discussions with their friends regarding future goals or syllabus. We have separate toilets and washrooms for girls and boys. We have hostel for girls in campus that provide secure environment for students with proper facilities like water coolers, washrooms and TV room.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

    1. Solar energy
    2. Biogas plant
    3. Wheeling to the Grid
    4. Sensor-based energy conservation
    5. Use of LED bulbs/ power efficient equipment

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- ◆ **Solid waste management**
- ◆ **Liquid waste management**
- ◆ **Biomedical waste management**
- ◆ **E-waste management**
- ◆ **Waste recycling system**
- ◆ **Hazardous chemicals and radioactive waste management**

Response:

Waste management is the action or activities required to manage the waste for its final disposal. This

includes the collection, transport and proper disposal with monitoring the violation of guidelines insured by the Indian Government. Waste management committee has been formed in our institution to ensure proper handling of waste (solid, liquid, biomedical and E-waste) generated in the college without imposing any harm to human health and environment. Maximum efforts are made to minimize the use of single use plastic (non-biodegradable) items in the college campus to prevent environmental pollution. There is proper waste collection bins placed at every corner of the campus with different color codes. (Blue for dry waste and green for wet waste). The plastic items are sent for recycling purpose. Moreover, the waste plastic bottles are being utilized for gardening and decorative purpose in the college campus. Organic waste such as the waste from college mess (non-edible part of vegetables, fruits), leaves etc. from the campus is subjected to vermicomposting for production of organic manure.

Hazardous solid biomedical waste generated from the laboratories is collected in separate colored coded bins with proper marking chart. All the anatomical and lab waste including body fluids, blood bags, biotechnological waste (contaminated culture media), blood collection tubes are chemically treated or decontaminated using autoclave before their final disposal in yellow colored bags. All the contaminated culture plates (pre-treated with ethanol, 10% phenol as disinfectant, bleaching agents etc.) and gloves are collected in red colored bags. Infected/used sharp items like needles, syringes with fixed needles, lancets are collected separately in white translucent puncture proof containers. Other biomedical/Biohazard solid waste like broken glass waste, glass bottles, vials and ampoules etc. was separated in cardboard boxes with blue marking. For the proper disposal of biomedical waste, our association has signed an MOU with 'M/s RAINBOW ENVIRONMENTS (A unit of M/s Radical Builders (INDIA) Pvt. Ltd) that works as an 'OPERATOR' who functions as a collector of biomedical waste twice a week.

Every effort is made to save water in the college campus. Waste water from the laboratories and from the hostels are treated separately and then released. The hazardous liquid waste from the laboratories that including chemicals is collected in separate pits where it is chemically treated with 10% sodium hypochlorite solution having 30% residual chlorine for 20 minutes before its final release into the sewage. The waste water from water coolers is directed towards the fields,lawn, or the garden area.

The e-waste that includes obsolete computers and other electronic gadgets, which are not in working condition is collected in a separate storage room for sending to the vendor for their proper disposal. Our institute has venture towards e-waste management ensuring that no obsolete computer or printer are lying idle in the office premises. Such discarded electronic items are either sent for repair or sold to 'E-waste Recyclers India- A commitment for Green Earth' Environmental protection organization (New Delhi) within 15-30 days.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Disabled-friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

E. None of the above

D.1 of the above

C. 2 of the above

B. 3 of the above

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Inclusive environment in which student feel respected by and connected to one another. In an inclusion environment, students and staff of all cultural orientations can freely express their own opinions and points of view.All the members and students of college contribute to the formation of the main goals and to the realization of those goals. For these goals we celebrated our Foundation Day of college every year. The main objective of celebrating this foundation day is that, college was established on 6th February, 1975 and to remember the dreams of the founders of college management committee, we celebrate this day. All old students of the college and important personalities around the college are invited on 6th February every year. This foundation day celebration engaged all students and staff toward spiritual values and teaches them how to work together in various activities and duties towards their college.

Cultural harmony connects the students of different colleges in terms of social behavior, religion, knowledge, language etc. This is the idea of a positive change and it teaches us to accept with respect the moral-cultural behavioral ways of others. The students of college participated in Youth Festival every year. Youth Welfare Department, Punjabi University, Patiala was established in 1966 with the aim to preserve and promote Punjabi Culture. Cultural programmes, talent hunt, theatre, music, dance, kavi darbars,folk games, personality development programmers. Instead of this, our students and staff members participated and celebrated Lohri festival every year on 13 January, which is the main festival of farmers and Punjab. This Lohri celebration aware students about their culture and create an inclusive environment among students and staff members. Other cultural activities and events are organized to develop cultural harmony among all participants and these activities teach them to work in a team and live in a healthy relation with others. Linguistic, the study of language, concerns itself with all aspects of how students use language and what they must know in order to do so in communication. Students are motivated to participate in competitions to encouraging the use of Mother Tongue language, Punjabi through meaning, sound and rhythm language by the mean of various competitions like quiz, poem recitation,essay and speech competitions were organized by college to promote the proper usage of Punjabi Language. It builds

confidence in students to memorize, speak, render and express themselves in their mother tongue.Inclusive environment enables all students and staff to get the maximum academic, personal and social benefit. Our college is giving free course of Computer Skills, Spoken English Training among students to enhance their skills. The purpose of these free training programmes is that most of the students are belonging to economically weak families. So, by these free training they are getting skills additional to their daily classes and the objective of such free programme is that this step will help them and make them to stand in competition and prepare them for interviews in future. All these efforts are made to make our students self dependent.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

A citizen is one of the dominant pillars of the country. They are entitled to enjoy all the legal rights and privileges granted by a state to the people encompassing its constituency and are obligated to obey its laws and to attain his or her duties as called upon. India is a democratic country where its denizens live freely. Democracy in the country can function only when its citizens have both rights and responsibilities. Rights and responsibilities are two sides of a coin that goes hand in hand with us in whatever home, society, state, or country we live in. A responsible citizen abides by all the law and order of the country like to *abide by the Constitution and respect its ideals and institution,* the National Flag and the National Anthem; to cherish and follow the noble ideals which inspired our national struggle for freedom; to uphold and protect the sovereignty, unity and integrity of India; to defend the country and render national service when called upon to do so; to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women; to value and preserve the rich heritage of our composite culture; to protect and improve the natural environment including forests, lakes, rivers, wildlife and to have compassion for living creatures; to develop the scientific temper, humanism and the spirit of inquiry and reform; to safeguard public property and to abjure violence; to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement. *Keeping in mind the constitutional obligations Amar Shaheed Baba Ajit Singh Jujhar Memorial College Bela has organized several* Book Fairs, rallies, seminars, lectures, campaigns, conferences to inculcate plethora of provide the students and teachers different ethics like to inculcate reading habits amongst students to unite them with literature and community, developing spirit of kindness and empathy for society amongst students, to respect and abide by the Indian constitution, to curb corruption from society, to promote peace and encourage pluralism amongst diverse population of India, to eradicate food wastage in society, to eradicate modern maladies from society, to promote sustainable agriculture in society, to inculcate water saving habits amongst students, to promote healthy lifestyle to curb and fight fatal diseases in society, to realize importance of freedom in life, to inculcate honesty and truth amongst society, to make the students realize the importance of water in life, to eradicate menace of drug abuse, to eradicate social evils from

society, to promote character of selfless aid amongst society, to develop and encourage students with spirit of sports, to encourage and empower women in society, to promote importance of science and technology, to promote importance of mother language in society etc.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

E. None of the above

D. 1 of the above

C. 2 of the above

B. 3 of the above

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

National Festivals and International days are celebrated with enthusiasm in A.S.B.A.S.J.S. Memorial College without compromise to recall our history, values and culture. Our students, with a mission towards better India, come together breaking the boundaries of religion, sex, creed, traditions and caste. The institution celebrates days of National and International Importance every year with fervor and festivity. We celebrate 26 January, our Republic Day, so that our students understand the value of fundamental rights and duties of being citizens of free India and implement those values in their daily lives for better future. On this day, the Manager of the college unfurls the tricolor flag of India followed by a speech to encourage the students about their rights as Indian citizen. The NCC cadets of the college take part in the parade organized by the district administration. Similarly, we also celebrate 15th August, our Independence Day. On this day, the principal of the college with managing committee unfurls the tricolor flag of India followed by a speech in which all the students of the college are motivated. They get to know about the struggle of freedom fighter and torment endured by the people at the hands of separation. Various cultural events are presented by the students. Birth and Death anniversaries of great personalities are also celebrated meaningfully in our institute. ASBASJSM College celebrates Gandhi Jayanti on 2nd October, Children Day on 14th November, birth anniversary of Dr. Sarvapalli Radhakrishnan on 5th September as Teachers' day and birth anniversary of Shaheed Bhagat Singh on 28th September. Children day is celebrated with all students by cake cutting ceremony and shows special bond between teachers and students. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. National Science Day is celebrated on every year on 28th February. On mother tongue day, various competitions like poetry recitation, essay writing and elocution are being organized for students and winners get prizes. International Yoga day is also celebrated every year. The thoughts of great Indian personalities are sowed into the young minds through the programs conducted on these days, because yoga and meditation helps to improve health at mental and physical level. International Women's day also celebrated in our college on 8th march every year to celebrate the social, economic, cultural and political achievements of women and to mark a call to action for accelerating gender parity. We celebrate Voters Day in our college and organize different activities for students, so that students should know the value of vote especially through seminar and they use their vote for better India. We celebrate Hindi divas in our college to show our respect towards our national language. It helps every citizen to show their thoughts to another person with clarity. These days motivate students to learn new skills and get influenced to become successful in their lives. These days are also mentioned in our academic calendar for future reference.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICES

1. **Title of the Practice-**

   SERVICE TO COMMUNITY, SERVICE TO GOD

2. **Objective of the practice-**

Ø Providing required educational facilities for children and adults as well as recreational facilities.

Ø To develop a responsive village leadership, village organization and institutions.

Ø To develop village people so that they become self-reliant and responsible citizens.

Ø Organizing training programs for voluntary local leaders.

3. **The content-** Community service is a non-paying job that is performed by a group of people for the community benefit. It is distinct from volunteering, as it is not performed on a voluntary basis. It enables students to acquire life skills and knowledge, as well as provide a service to those who need it most. Participating in community service not only makes a difference to the organization and people being served, but also makes a difference to every student's career prospects.

4.   The Practice-

Ø   **Flood rescue operation-** In August 2019 our neighbor village, Phoolkurad have suffered from flood conditions. Our institute has taken initiative to take part in flood rescue operation. Most of the students and faculty members had done voluntary work of cleaning.

Ø **Unnat Bharat Abhiyan-** Our institute has adopted six rural villages i.e. jattana, ferozpur, bhairomajra, bela and balrampur under the central government scheme. Teachers and students had organized awareness programs, rallies, blood donation camps, extension lectures on drug abuse, gender sensitization, women empowerment etc in adopted villages to aim at the holistic development of students and community. These programs help to establish understand between the rural community and the students.

Ø **Jal Shakti Abhiyan-** Ministry of Jal Shakti, Government of INDIA aims to accelerate implementation of water resource management. The main objective is to create awareness, motivate people to conserve rain water; encourage new volunteers to keep water safe from wastage and renovate the water bodies for the storage. Our institute has established the rain harvesting system having primary aim to conserve rain-water for future use.

Ø **Blood Donation Camp-** The main aim is to create awareness among individuals the importance of blood donation that can protect lives and health. College had organized the blood donation camps in the college with collaboration to Youth Club Ropar. The doctor's team with supporting staff came from PGIMER Chandigarh for the smooth functioning and working of camp. More than 150 units of blood was collected at the camp.

Ø **Swachh Bharat Abhiyan-** The 'Swachh Bharat Abhiyan' campaign was launched by Government of INDIA aims to fulfill the mission, vision of 'Clean INDIA' and accomplish various goals that includes eradication of open defecation, conversion of insanitary toilets to pour flush toilets etc.

Ø **Hall Utilization-** Our College has well established community hall named 'Bibi Sharan Kaur Memorial Hall' which is utilized by communal people for organizing various activities. This auditorium is provided to organize various events like 'SVEEP programme' by Sub-magistrate, Shri Chamkaur Sahib; 'Abuse and Traffic Awareness Programme' by Sub-Division Saanjh Kander, Shri Chamkaur Sahib etc.

Ø **Street Light Donation-** Our College had installed street lights outside the campus on the main road of the college with main motive to help the communal people and the vehicles passing-by in the dark environmental conditions. The electricity bills and maintenance of the street lights are given by the college administration.

Ø **NIOS-** It involves various vocational, life enrichment and community oriented courses National institute of open schooling is started in college that run certificate courses in computer application, Indian embroidery, cutting, tailoring and dress making to encourage students to gain knowledge about computer skills, learn tools and machines used for cutting and tailoring.

Ø **Box of Kindness-** The 'Box of Kindness' was inaugurated with primary aim is to inculcate the habit of donation among students and faculty. It involves the donation of clothes, shoes and other basic needy things required for living in association with native NGO.

Ø **Honesty Shop-** The main motive is to make the students aware the habit of honesty.

Ø **Memorandum of Understanding (MOUs) -** Our institute has signed many Memorandum of Understandings with different organizations to increase the interest in experiential learning and to inculcate the moral values in the students. Various associations has signed MOUs like Naina Jeevan Jyoti Club (2019) etc.

Ø **Bridge Courses-** The bridge courses are started to enhance confidence and skills in students. One month free bridge courses are organized in the college for the higher education and graduate students in different subjects. Around 180 students are enrolled in these courses which are benefitted through lectures, presentations and laboratory works.

5.   **Evidence of Success-** http://www.belacollege.org/BestPractices

6.   **Problem encountered and resources required**

Ø   It was difficult to approach local people and spread awareness among them regarding various schemes and projects.

Ø   Our team members faced difficulty to convince local persons to accept the present situation of our system and put efforts to resolve the issues.

Ø   The quality of education was deteriorated.

Ø   The skills shortage and poor infrastructure were major problems to achieved targets.

Ø   Actual data was not identified due to lack of monitoring and resources.

Ø   Regular monitoring was time consuming process and it becomes major drawback for project development and evaluation.

1.   **Title of the Practice**

GENDER SENSITIZATION AND WOMEN EMPOWERMENT

2.   **Objectives of Gender Sensitization and Women Empowerment:**

Ø To create an environment of gender justice where men and women study and work together with a sense of personal security and dignity.

Ø To make the girl student feel safe and sound in and around the college campus.

Ø To create social awareness about the problems of the women and regarding gender discrimination in particular.

Ø To develop and enhance the self-confidence and self-esteem of girl students, women faculty and staff in the college i.e., to develop multi-disciplinary approach for the overall personality development.

3.   **The Context**

The women students, in the beginning were not enthusiastic to participate in the deliberations.As the gender sensitization programmes designed revealed several disparities and inequalities, that we might not have noticed earlier, people especially the other gender, argued discussing gender and gender roles would break up families and destroy society. Under these circumstances, the college has thought it appropriate to forge ahead with the objective implementations the objective for which an exclusive cell is created**.**

4.   **The Practice**

Internal Complaint Cell (Women Cell) - Our institute has established internal complaint cell aiming to empower and sensitize the females about their social and intellectual upliftment by sensitizing them through lectures, seminars on gender sensitivity, health, hygiene and other welfare activities etc.

Ø Poster making competition on the theme "Be bold for Change". Harmanjot Kaur got 1st position, Khushboo got 2nd position.

Ø One day Workshop on women health and wellness was organised.

Ø Hold Rally on National girl's day dated 24th Jan., 2019.

Grievance Cell- The grievance redressal cell was actively working in the college since 2nd August, 2010. The main motive is to find solutions of problems encountered by students, staff and other secured bodies. Problems involves sexual harassment, regarding classroom teaching etc. that are conveyed by writing letter and drop it in the suggestion box.

Anti-ragging Cell- Our College has constituted anti ragging cell aiming to make our college ragging free and maintaining the well-being of the students. These aim is achieved by making students aware using banners, seminars, counselling etc.

Road Safety Awareness Programme – This program is organized to inculcate knowledge among students about the rood safety, rood signs & marking, driving attitude and gears used for the driving. Presentation followed by physical teaching of two wheelers driving is done among the female students and staff.

Mental Health Awareness & empowerment of women- Our institute has collaborated with IIT Ropar on a social initiative regarding mental health awareness and women empowerment. This is done by providing adequate remedial help to alleviate and empower them.

5. Evidence of Success-http://www.belacollege.org/BestPractices

6. Problems Encountered and Resources Required

Ø The modest and diffident students were reluctant to cross their academic borders affecting the successful conduct of awareness programs.

Ø Ensuring the support and participation of women teachers in the programs is a tough task.

Ø Women students' impulsiveness in the matter of love in the adolescent age is a sensitive issue to be dealt with by women teachers.

Ø Organizing various programs during working hours, sometimes, has led to sacrificing the class work.

Ø Sometimes, the participants were put to disappointment as the resource persons did not turn up for the camp.

Ø Implementation of the annual plan and its monitoring has become a tough task in view of tight academic schedule in the systemic ambience.

File Description	Document
Link for Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

INSTITUTIONAL DISTINCTIVENESS

'EQUITABLE AND INCLUSIVE QUALITY EDUCATION'

Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela, Ropar (Punjab), commonly known as 'BELA COLLEGE' is located in Backward, Bet and Rural area of Punjab, established in 1975 to commemorate the supreme martyrdom of Sahibzada Ajit Singh and Sahibzada Jujar Singh, elder sons of the Tenth Guru, Guru Gobind Singh Ji, who was not only a great warrior but also a poet and philosopher. The college came into existence to pay tribute to Sahibzadas with honorifics as 'Amar Shaheed Baba' who sacrificed their lives in the battle of Chamkaur Sahib in 1704 for the cause of humanity, independence, righteousness and justice. Sahibzadas attained Shaheedi against tyranny and falsehood at their tender teen age. The foundation stone of the college was laid down by Giani Zail Singh Ji, Former President of India, and then Chief Minister of Punjab on 6 Feb 1975, with the efforts of MLA, S. Gurbachan Singh. This historic education institute is situated in village Bela which was founded by S. Hardial Singh of Singhpuria Misal, Chief of Manauli state. He adopted S. Umaro Singh and S. Umrao Singh's daughter married to Raja of Zeend, Maharani Satinder Kaur donated the fort of Bela for noble deed for educational purpose which is working and growing profoundly with clear vision and mission till date.

PARAMETERS OF INCLUSIVE EDUCATION

The major goal of this college is to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. Inclusive education values diversity and the unique contributions each student brings to the classroom. In a truly inclusive setting, every student feels safe and has a sense of belonging. College and management along with teachers have the training, support, flexibility, and resources to nurture, encourage, and respond to the needs of all students. Our college is putting great

emphasis on SC, OBC, minority, girls and First Generation Learners. Before establishment of this college, only two girls moved for higher education from this Bet area and now approximately 506 girl students are studying in academic year 2019-2020.Institute is a boon for First generation Learners in Chamkaur Sahib Constituency. Institute is a temple of knowledge especially for **Disadvantaged section**, such as **SC, OBC, GIRLS, First Generation Learners, Minority and rural students.** College has contributed immensely in Nation development which has been summarized in a book available on amazon etc. Therefore we can confirmly portray the performance of Institute in Practice 'Equitable and inclusive Quality Education.' To its priority and thrust area, which is a national agenda of new education policy also.

PERFORMNACE OF INSTITUTE DISTINTIVE TO ITS PRIORITY AND THRUST.

1. **Catering to rural youth:** Data has been presented of last five years to showcase no. of rural students versus total no. of students, enrolled for higher education in this institute.http://www.belacollege.org/InstituteDistinctiveness
2. **Catering to Minority Students:** Since college is located in backward area, a number of students enrolled in this institute are from minority community, Data has been presented of last five years.http://www.belacollege.org/InstituteDistinctiveness
3. **Catering to Girls Education:** Institute is a boon for Girls education. This area is flood prone area, which is surrounded by Siswan Canal (Siswan Nadi), Budhki Canal (Budhki Nadi), Sirhind Canal and Satluj River on its spheres . Transportation facility was not satisfactory to get Higher Education in nearby cities. Therefore, institute emerged as place of worship to provide higher education to Girl child. Hereby data of last five years is presented to showcase the results alongwith enrolment in Post Graduate classes.http://www.belacollege.org/InstituteDistinctiveness
4. **Catering to first Generation Learners:** Due to rural, backward, bet, flood prone area, a lot of first Generation learners come for Higher education in this institute. Here data has been presented for academic year 2019-2020.http://www.belacollege.org/InstituteDistinctiveness

To make inclusive education feasible, number of initiatives have been taken by our college, some of which are outlined below.

1. **MOODLE** is the platform designed to provide educators with a single robust, secure and integrated system to create personalised learning environments. It is beneficial for both teachers and learners. https://belacollege.in/
2. **EQUAL OPPRTUNITY CELL** has been established in college to provide equal opportunities to girls as compare to boys.http://www.belacollege.org/EqualOpportunityCell.cshtml
3. **REMEDIAL CLASSES**-Different departments conduct remedial classes and provide course notes for students especially the slow learners and those students who are at the verge of dropping out due to arrear subjects. http://www.belacollege.org/AboutNAAC
4. **MENTOR-MENTEE PROGRAM**-Mentoring system is an integral part of an institution. It plays an indispensable role in bridging the gap between the mentor and learners. In this system, a set of students (mentee) are assigned to a faculty as mentor. http://www.belacollege.org/AboutNAAC
5. **INTERNAL COMPLAINT CELL-**This cell is established to create secure physical and social environment for girls. 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. http://www.belacollege.org/InternalComplaintCell.cshtml

6. **GRIEVANCE CELL-** The institute has a Grievance Redressal cell to maintain a harmonious educational and democratic environment in the institute. The cell is also responsible to solve various personal grievances along with educational related grievances of teacher-trainees.http://www.belacollege.org/Grievance Redressal.cshtml

7. **SWAYAM ARPIT & NPTEL COURSES-**These courses enables the students along with teachers to directly engage and learn from the best faculty in the country in that particular subject. http://www.belacollege.org/default

Above mentioned efforts are some initiatives to cater to needs of society. Institute is a non–profitable organization constructed on land donated by noble person, Maharani Satinder Kaur. Later on a number of eminent personalities contributed in their own way to spread light of knowledge in this area. This college is a role model college, and commonly called Bela College in Ropar district.

File Description	Document
Link for appropriate web in the Institutional website	[View Document]()

5. CONCLUSION

Additional Information :

College will strive to"Mission Nalanda"

Concluding Remarks :

Amar Shaheed Baba Ajit Singh Jujhar singh Memorial College, Bela is an institute "**Of the Community, By the Community and For the community"**. it has served marginalized society since 1975 in rural backward and Bet area of Punjab. Institute has proven as boon for this area since this region is surrounded on its all sides by rivers and canals. Stakeholders have emotional attachment with the institute since noble personalities has contributed for the development of this college. Foundation stone was laid by Former President of India, S. Giani Zail Singh Ji. It is non profitable organization spreading its branches from 5 rooms, to moving towards second cycle of accreditation and aiming towards Autonomy.

We have done a lot in providing equitable and inclusive quality education to our students, but what remains to be achieved is much more than what we have achieved till now. It is not easy to make the college courses, curriculum, and infrastructure cope with the changing demands of contemporary education and the job market. Our record till now, fills us with confidence. But we are comforted more by the Word of God, which assures us that "He who began a good work in us will bring it to completion." We know this by faith that future generations of stakeholders will enable the college to fulfil the mission that was envisioned by Founder members. We would like to conclude with Thoughts of Malcolm X **"Education is the passport to the future, for tomorrow belongs to those who prepare for it today".**

24-02-2020 08:51:47