



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Sant Mohan Singh Khalsa Labana Girls College
• Name of the Head of the institution	Dr. Indu Vij
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9896407310
• Mobile No:	9896407310
• Registered e-mail	smskhalsacollege@gmail.com
• Alternate e-mail	rituchandnaynr@gmail.com
• Address	Sant Mohan Singh Khalsa Labana Girls College, Barara (Ambala)
• City/Town	Barara
• State/UT	Haryana
• Pin Code	133201
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated (kurukshetra University, Kurukshetra)
• Type of Institution	Women
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Kurukshetra University, Kurukshetra																		
• Name of the IQAC Coordinator	Dr. Ritu Chandna																		
• Phone No.	9416377331																		
• Alternate phone No.	9416377331																		
• Mobile	9416377331																		
• IQAC e-mail address	smskhalsacollege@gmail.com																		
• Alternate e-mail address	rituchandnaynr@gmail.com																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://smskhalsalabanacollege.com/pages/page/aqar-ssr">https://smskhalsalabanacollege.com/pages/page/aqar-ssr</a>																		
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:																			
<b>5.Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>68.75</td> <td>2004</td> <td>08/01/2004</td> <td>30/01/2009</td> </tr> <tr> <td>Cycle 2</td> <td>A</td> <td>3.06</td> <td>2015</td> <td>01/05/2015</td> <td>30/04/2020</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C++	68.75	2004	08/01/2004	30/01/2009	Cycle 2	A	3.06	2015	01/05/2015	30/04/2020
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	C++	68.75	2004	08/01/2004	30/01/2009														
Cycle 2	A	3.06	2015	01/05/2015	30/04/2020														
<b>6.Date of Establishment of IQAC</b>	01/07/2010																		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S.M.S Khalsa Labana girls college, Barara	Salaries	Haryana Government	2020/365 days	3,60,63,978
S.M.S Khalsa Labana girls college, Barara	Pension bills Submitted to DHE released on retirees	Haryana Government	2020/365 days	85,63,934
S.M.S Khalsa Labana girls college, Barara	SC Scholarship	Haryana Government	2020/365 days	40,38,925
S.M.S Khalsa Labana girls college, Barara	BC Scholarship	Haryana Government	2020/365 days	1,23,020
S.M.S Khalsa Labana girls college, Barara	Youth & Cultural Affairs	Kurukshetra University	2020/3 Days	13500
S.M.S Khalsa Labana girls college, Barara	Youth Festival	Kurukshetra University	2020/3 Days	6,00,000
S.M.S Khalsa Labana girls college, Barara	Kamlesh Memorial Poetical	Kurukshetra University	2020/1 Day	25,000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	No	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded	
<b>9.No. of IQAC meetings held during the year</b>	4	

<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
Need based training of faculty for online teaching during COVID- 19 Pandemic, Organization of online Webinar, curricular and co-curricular activities	
Testing Drives of COVID -19 in the institution	
. Upgrading Wi-Fi System	
Completion and Furnishing of Newly Constructed Building Under RUSA	
As per state government guidance, it was resolved by IQAC to adopt Preventive and Safety measures by the Teaching ,Non teaching staff and students too	
Timely Submission of AISHE	
Apart from adopting preventive and safety measures, the IQAC suggested to conduct online as well as off-line classes with 30% strength to ensure wide coverage of students	
Remedial Classes, Content development by faculty members and uploaded on YouTube channel	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	
Plan of Action	Achievements/Outcomes
1. Need based training of faculty for online teaching during COVID- 19 Pandemic	Faculty members attended different FDP on the tools and techniques for online teaching such as Google Meet, Zoom,

	Google Class room, How to use google Class Room
2. Testing Drives of COVID -19 in the institution	Testing drives were conducted for teaching, non-teaching and support staff
3. Upgrading Wi-Fi System	Sucessfully Upgraded
4. Completion and Furnishing of Newly Constructed Building Under RUSA	Likely to be Completed in next sesion
5.As per state government guidance, it was resolved by IQAC to adopt Preventive and Safety measures by the Teaching ,Non teaching staff and students too	Following the recommendations of IQAC masks sanitizers were made available in the college. The campus was sanitized frequently for the safety of the teachers and students.
6. Timely Submission of AISHE	DATA submitted on 13.01.2022
7. Apart from adopting preventive and safety measures, the IQAC suggested to conduct online as well as off-line classes with 30% strength to ensure wide coverage of students	Off-line classes were started along with online classes at the same time in college campus
8. Remedial Classes	Faculty assess the needs of students and special classes were held for week students
9.Organization of online Webinar, curricular and co-curricular activities	Webinar and different competitions were conducted during the session
10.Organisation of zonal youth festival	Zonal youth festival was organized on 16th, 17th, 18th February 2021
11. Exam reforms at institutional level	Successfully Implemented
12.Content development by faculty members and uploaded on YouTube channel	Dr Diljit Kaur and Dr Ritu Chandana developed E-content under "Pramarsh Scheme" under DGHE
13.Whether the AQAR was placed before	No

<b>statutory body?</b>	
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020--21	13/01/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1

7

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**2.1 768

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 561Number of seats earmarked for reserved category as per GOI/ State  
Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 226

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**3.1 30

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 19

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>7</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>768</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>561</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>226</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>30</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>



3.2	19
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	Rs 4 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	97
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college has a well planned and documented process for effective curriculum delivery .Departments are asked to give their workload prior to the beginning and new academic session for preparing time fallen of the college before the commitment of the classes. The Heads of the Departments conduct the meetings to plan the activities of the department and to review the completion of syllabus .

Due to COVID 19,curriculum was delivered online.For the effective implementation of the curriculum following activites were performed by Faculty members :

- Time Table inchargeprepares Online -Offline Time Tables after discussion with Departments heads.Lesson Plans were prepared by every Department.
- E-content was developed by the faculty members in the form of PDFs. PPTs. audios and videos.

- The material was shared with the student during the live classes on Google meet and Zoom meet.
- WhatsApp groups of the classes were created by the teachers to share assignments, updates and to facilitate communication.
- Teachers also participate in various seminars and conferences and get their papers published to stay updated. The knowledge thus acquired proves beneficial in teaching-learning process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of each session, Kurukshetra University Kurukshetra notifies an academic calendar for all the programs, which contains date of commencement of semester examination. College follows the calendar issued by the University strictly and plans all activities including the conduct of continuous internal evaluation (CIE). The academic calendars help faculty members to plan their respective course delivery, research work, academic and monitor the competition of the syllabus as per to the lesson plan prepared by faculty members syllabus coverage for each CIE is decided well in advance.

The college however follows its own pattern of frequent class test to arrive a better assessment of students progress. Frequent class tests along with the mandatory scheduled monthly test are taken on regular basis to assess the progress of students.

The mechanism of CIE is timely and effectively implemented under the supervision of Head of Departments and IQAC. University rules regarding the internal assessment are strictly followed. Internal assessment tests and assignment, Quiz and presentations are part of Internal Evaluation (CIE) of students, subject wise two assignments are taken from the students from each semester. College uses ongoing assessments to inspire students to improve. They regularly monitor students' progress to better understand their learning levels.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data**

**requirement for year: (As per Data Template)**

21

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

630

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

630

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The college demonstrates a robust commitment to addressing multifaceted issues such as gender equality, environmental sustainability, and professional ethics across its curriculum. Courses across various disciplines incorporate these themes, ensuring that students engage with them from different perspectives. For instance, subjects like Environmental Studies delve deeply into sustainability issues, while disciplines like Political Science, Commerce, and English embed discussions on human values and professional ethics.

Furthermore, the institution extends this commitment beyond traditional coursework by integrating these themes into co-curricular and extracurricular activities. Initiatives such as

tree plantation drives and sustainable development programs under the National Service Scheme (NSS) showcase the college's dedication to environmental protection and sustainable practices.

Moreover, the celebration of significant events serves as a platform to reinforce patriotic and moral values among students. Through activities like voter awareness programs and road safety campaigns, the college actively fosters civic engagement and responsible citizenship.

Addressing gender issues is also a priority, with departments and the women's cell spearheading various initiatives aimed at promoting gender equality and awareness within the college community. Overall, the college's holistic approach ensures that students not only receive academic knowledge but also develop a strong sense of social responsibility and ethical consciousness

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

1120

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

335

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

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

At the entry level, class 12th scores are taken as the initial indicator of students learning ability. Further judgement of the students in subsequent years is based on their Academic performance, participation in class ,mid- semester assessments and other activities .These are augmented by observations made by subject teachers and mentors .Only after that a student is recognised as a slow or advanced learners.Measures are taken accordingly, to address the needs of students with different levels of competence.

Special programs for advanced learners: Advanced learners are encouraged to prepare for higher studies. paper presentations are envisaged to foster self reflection among advanced learners. Various types of special programs such as conferences, seminars, webinars, quizzes and proficiency exams are conducted at different intervals. Various kinds of scholarships are provided to brilliant students. Special programs for slow learners: College arranges special classes and differential skill development programmes for slow learners.Regular mentoring is done to address the needs of slowlearners .Counselling and academic advice whenever required and self learning material is provided to students extra classes and special consultation sessions are organised to clarify doubts in free period.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
768	30



File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

The college has significantly increased its focus on fostering a participatory learning environment, where students are encouraged to actively engage with their education and surroundings. Various support systems, such as career counseling and placement cells, as well as departmental clubs, have been established to provide necessary assistance to students.

To promote effective teaching, classrooms are designed to be learner-friendly, and students are encouraged to undertake projects to gain practical experience. Additionally, there is a strong emphasis on academic preparation and timely syllabus completion. The campus-wide Wi-Fi availability ensures access to e-resources, and smart classrooms are equipped to enhance the learning experience.

To facilitate active learning, students are provided with advance information about upcoming topics, encouraging them to come prepared for engaging discussions with teachers. Critical thinking skills are honed through thought-provoking questions posed during lectures, while guest lectures by experts from diverse fields offer valuable insights.

The library serves as a hub for self-directed learning, and students are encouraged to participate in discussions and debates on contemporary issues, fostering reflection and analysis. Overall, the college is dedicated to empowering students to become well-rounded individuals capable of tackling real-world challenges

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Following ICT tools are being used in the college by the faculty:

1. ICT enabled smart classrooms having desktops ,projectors, scanners help in e-Learning process. 2. Automated library provides accessibility to e- resources vide INFLIBNET to Teachers and Students. 3. Teachers share reading materials, notes ,e-books and e- contents through Google meet, Zoom meet, YOUTUBE, WhatsApp groups, E-mail etc. 4. During the academic session 2020 21, when the whole education system switch to online mode, teachers at SMS Khalsa Labana(girls) College,Barara took no time to adapt to the new technology, They used virtual meeting apps like Google meet ,Zoom, Microsoft teams etc. to take online classes .Various FDP's were conducted to familiarise the teachers with these platforms . Further added quality to the lecture delivery ,some faculty members created online Digital Repositories for lectures on platform like YouTube.

5.Teachers prepare and present PPT's in classrooms which help them to have an interactive conversation with the students and also helps in imparting new information.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

**2.4.1 - Number of full time teachers against sanctioned posts during the year**

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

267

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is an affiliated college of kurukshetra University and is governed by the regulations formulated by University in all matters pertaining to syllabus examination and evaluation .

- College has a transparent and continuous internal assessment system .20% marks in each theory paper are reserved for Internal assessment, while the remaining 80% are awarded by University on the basis of performance of students in semester examination.
- Students are informed about the criteria for internal assessment and continuous evaluation during regular classes.
- Continuous evaluation is incorporated into teaching plans .The department holds meetings to ensure that the teachers take regular class tests ,assignments, presentations etc. as a part of the initiative taken by the college for effective evaluation of the students.The distribution of 20% internal assessment marks is as follows :
- 25% marks are awarded on the basis of class tests being conducted by the concerned teachers. Students are informed about date and syllabus of the test in advance. Evaluated answer sheets are shown to the students and suggestions for improvement are given by the teachers .
- 50% marks are awarded on the basis of two handwritten assignments submitted by students in each subject or paper.
- 25% marks are awarded on the basis of attendance in the class.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

SMS Khalsa Girls College is affiliated with Kurukshetra University, adhering to its examination guidelines. Each semester concludes with a final exam, which holds 80% weightage and is externally assessed, while 20% comprises internal assessment marks.

Students have the opportunity to review their answer sheets from

internal class tests and assignments after evaluation. They can verify their marks and approach the respective teacher for clarification or resolution of any discrepancies. Attendance records, including lecture shortages, are regularly communicated to students by their subject teachers.

The head of the department reviews the final internal assessment marks to ensure fairness and transparency across subjects and papers. Necessary measures are implemented to uphold transparency and objectivity in the assessment process.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college ensures effective communication of course outcomes (COs), program outcomes (POs), and program-specific outcomes (PSOs) through various channels. These include displaying soft copies of syllabi and outcomes on the college website and providing hard copies in departments for easy access by both teachers and students. Teachers are briefed on the significance of COs, POs, and PSOs during staff council meetings and IQAC sessions. Similarly, students are informed about these outcomes through classroom sessions and mentorship periods.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://smskhalsalabanacollege.com/pages/page/cos-pos-psos">https://smskhalsalabanacollege.com/pages/page/cos-pos-psos</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Various resources, guidance and opportunities are provided to the students by the college to facilitate the attainment of program outcomes, program specific outcomes and course outcomes.

**Evaluation process:** The outcomes are assessed through University examination, class test, assignments, presentations, quiz, group discussions and class performance. Observance of student knowledge and skills against measurable course outcomes are ability throughout the year by teacher incharges and head of the departments. Methods of measuring attainment :

- Semester End University Examination
- Internal and external assessment
- Feedback Evaluation
- Placements
- Higher studies
- National and international webinars
- Extension lectures
- Poster/slogan/Essay/ Quiz, Declamation and other competitions
- Active participations in clubs /committees activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

167

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://smskhalsalabanacollege.com/pages/page/student-satisfaction-survey>

## 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 in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

Nil

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

#### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

##### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

#### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

##### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution

**during the year**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year



Various extension activities are conducted across different platforms such as NSS, Youth Club, Youth Red Cross Society, Red Ribbon Club, Rotaract Club, Road Safety Club, Eco Club, Career Counselling Cell, and various college departments to promote the holistic development of students and sensitize them to social issues. These activities strengthen the bond between the institute, the neighborhood, and the community, fostering the values of selfless service among students. Active participation in social awareness activities cultivates a sense of responsibility towards society, empathy, and a sense of belonging to the larger community. Various awareness programs like cleanliness, green environment and tree plantation are organised. The college also Made a great contribution during pandemic towards the society by involving its students and staff. The students of the college sensitized the people in the neighbourhood community about covid-19 .They made the people aware about the importance of masks and preventive measures that can be taken during Corona. Many departments of the college distributed free masks. Engaging in such activities also helps students develop leadership qualities as they take on various roles within organizing teams. Additionally, students gain environmental awareness, motivating them to contribute to addressing environmental challenges. Collaborating towards common goals fosters camaraderie, unity, a willingness to live in a community, tolerance, and a secular outlook. These extension activities aim to cultivate a human resource pool of organized, cultured, disciplined, trained, and motivated youth who can positively contribute to nation-building efforts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

24

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs 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 organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

44

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

2549

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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.

The college campus is spread over 5 acres and is well connected with railway station and bus stand and has following state of an art resources to provide quality education to students of the community . State of the Art resources:

- Wi-Fi campus
- Seminar hall with latest ICT equipments

- Audio -visual room with ICT and latest sound system
- Library with open shelf system
- Auditorium with latest ICT equipments
- ERP
- Teaching- Learning Resources
- ICT enabled smart classrooms ( 13)
- Chemistry lab (1)
- Physics lab (1)
- Dark room (1)
- IT and computer labs(3)
- Fashion designing lab(1)
- Cosmetology lab (1)
- Mass communication lab (1)
- Indoor stadium(1)

#### Support services infrastructure

- Career guidance and placement cell
- NSS office
- Controller of Examination room
- Cultural affairs office
- Guest room
- Girls common room
- Staff room
- CCTV Cameras
- College has a well defined policy for the upgradation and maintenance of physical facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college offers the best available facilities for the sports, games and cultural activities and create an ideal environment for chiseling their talent in sports, games and cultural fields and thus fullfills the promise of providing environment conducive to the holistic development of the students . Facilities for sports outdoor and indoor games : The college offers a range of sports and related facilities like:

- Indoor stadium for yoga ,weight lifting,power lifting and wrestling .
- Playground for various games and athletics
- Treadmill
- Facilities for cultural activities the college offers a range of cultural activities like: Music (vocal )room fully equipped with latest musical instruments.
- Seminar hall and Auditorium having 250 seats capacity with latest Audio- Visual facilities and one open stage for conducting cultural activities.
- For the health and hygiene of students and faculty, various facilities available are:
  - Water coolers with RO
  - Sewage treatment plant
  - Rainwater harvesting system
  - Solar system

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

40

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****Rs . 4Lakh**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Sant Mohan Singh Khalsa Labana Girls College have central library which is fully automated software ILMS( integrated library management software). It consists of the following 13 modules. Each module has further been divided into sub modules to cater to its functional requirements: through web-OPAC users can check the availability of particular document. Users can check the list of new addition of the books through library software. Users have the facility to reserve the particular book .User can also give their suggestions for the improvement of library facilities through OPAC. Through web -OPAC they are able to search the library document via any angle like:title of the books, author ,publisher, number, language and almirah rack number/ classification number for location . The users can be assessed to the digital library collection using library portal via any devices like mobile, tablet ,computer system etc. Every year an orientation program is organised at the beginning of the new session to make the students aware of the rules ,regulations and different library facilities. In this program students learn how to use e- resources such as N-list program and other open resources .They are also made aware about the library portal of the college. Session ILMS name Version Nature of automation 2020-21 Weblib 5.0 Fully with barcode plus biometric enabled

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

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

Rs 5900/- (Due to COVID 19 ,No purchase of books during the year)

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

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

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

To cultivate skilled professionals and achieve exceptional outcomes, the college boasts cutting-edge IT infrastructure. Embracing digital transformation in education, the institution has mandated the development of modern IT facilities to meet the needs of today's digital learners. With a well-defined IT policy delineating roles and responsibilities, the college's IT Cell continually upgrades infrastructure with the latest technologies.

Key IT amenities include:

- 1. Wi-Fi Campus:** Offering high-speed internet connectivity exceeding 50 Mbps from Airtel, the entire campus is Wi-Fi enabled, enabling students and staff to access the internet anywhere during working hours.
- 2. Computer Labs:** With three labs housing a total of 97 computers, students and staff have ample resources for academic and administrative tasks.
- 3. CCTV Surveillance:** Enhancing security and safety, 15 CCTV surveillance systems are strategically placed throughout the campus.
- 4. Audio-Visual Equipment:** The college is equipped with projectors, interactive smart boards, visualizers, podiums, reprographic facilities, multifunction printers, and more.

Additionally, the college provides an Integrated Library Management System (ILMS) and an Enterprise Resource Planning (ERP) system to facilitate effective teaching and learning processes.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

Rs 10 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The college has instituted several committees and cells to effectively manage and enhance its physical, academic, and sports facilities. These committees play crucial roles in maintaining the infrastructure, ensuring the efficient use of resources, and upholding a conducive learning environment.

For instance, the Maintenance Committee oversees the upkeep of the college's physical infrastructure, ensuring it remains in optimal condition for students and faculty. Meanwhile, the Library Committee is responsible for curating and expanding the collection of books and journals, as well as establishing policies to safeguard these valuable resources against damage or loss.

Furthermore, the Time Table Committee plays a pivotal role in coordinating the schedules of classrooms and distributing teaching assignments among faculty members. This ensures a balanced workload and efficient use of instructional spaces.

Regarding IT infrastructure, the college utilizes ERP software to manage faculty and student information, including admissions, fees, and registration records. This centralized system streamlines administrative processes and enhances data accuracy and accessibility.

Overall, the college prioritizes the prudent utilization and maintenance of its infrastructure through transparent policies and procedures. The principal and management, as the competent authorities, oversee the establishment of these committees and cells, ensuring alignment with the institution's goals and values. Through collaborative efforts between supporting staff and various committees, the college continually strives to improve and upgrade its facilities, providing students with an enriching educational experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

354

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

800

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

800

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

11

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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 year****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) during the year.**

34

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Students are actively engaged in various important committees such as the Internal Quality Assurance Cell (IQAC), Library Committee, Alumni Associations, Women's Cell, Youth and Cultural Affairs Committee, ensuring their adequate representation and involvement in decision-making processes. Additionally, students are given organizational positions and responsibilities in planning and executing relevant activities and functions of subject societies, fostering a sense of ownership and commitment to the college community.

The Student Council plays a pivotal role in maintaining discipline and promoting a positive work culture among students by assigning them responsibilities during functions and daily activities. By being punctual and adhering strictly to college rules, council members serve as role models for their peers, encouraging others to follow suit. Moreover, there is a strong emphasis on promoting cleanliness and water conservation initiatives, underscoring the college's commitment to environmental sustainability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

34

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 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

No

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

### 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

The governance of Institution is reflective of and in tune with Vision and Mission of the Institution. SMS Khalsa Labana Girls College, Barara affiliated to Kurukshetra University is envisioned by Sant Mohan Singh Ji to provide quality education to girls and conducive learning environment. The Management of the college is steadfast in its commitment to offer girls quality education. There is a Governing Body constituted as per University Norms which includes One representative from the University, One from the State Government, Two members of the faculty and one from the non-teaching staff, besides Officer Bearers and Executive Members. All the policies and plans, reports, recruitment are approved by governing body. IQAC cell of college in consultation with Principal, Advisory committee, Head of Department formulates plans. There are various Committees such as Advisory committee, UGC committee, Youth welfare Club, NSS committees, Women cell, Career Counselling Club etc in the College for execution of plans. The College organizational structure reflects a collaborative approach to governance involving inputs from various stakeholders such as Management, Faculty, Students, University Officials, and DGHE, with the Vision and Mission in mind, they collaborate to formulate policies and decisions that uphold academic quality. The College has a Mission

- - To Empower Women through a diverse and enriching educational experience.



- - Nurture leadership skills and promote Academic Excellence.
- - Equip Women with the tools and confidence to effect positive change in their communities and beyond
- - Create an environment that fosters Personal Growth, Resilience, and a Commitment to ethical leadership among Women.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institution has adopted the decentralization and participative management in the process of academic and administration . Governing body gives generous freedom and flexibility to the principal together with the staff council to lead all the academic and administrative of the college .The principal after consulting the staff council to lead all the academic and administrative activities of the college. The principal after consulting the staff separate constitutes various committees and all the faculty members are included as member or convener. Decentralization and participative management through cultural committee activities :The cultural committee organises various competitions and events throughout the year for encouraging students to display their talents .The cultural committee consists of various members who represent all the departments of college. For its smooth functioning convener ,Co-convener and sub committees are constituted by the principal. In the beginning of the academic year a meeting of the committee is organised chaired by the College principal .The members prepare the schedule of events and organise Talent show competitions in various items of dance ,music, painting competition,Quiz Competition ,Playing Instruments etc. Other members of teaching faculty and experts are involved in the evaluation of the competitions. The students are also involved in planning and execution of the various programmes.Teachers and non- teaching staff as well as students are involved in planning of various cultural events held in the college. The cultural committee work with great in organising such events. College organized 43rd zonal Youth Festival on 16 ,17 and 18th February

2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan and deployment document was prepared in the following areas: 1. Teaching learning process : Preparation of Academic Calendar, lesson plan, Use of more ICT tools, Development of e-learning resources, Enrichment of the Curriculum through versatile techniques.

2. Internal Quality Assurance System: Framing policies in all the fields, organise National/ International seminars. Signing MOU's with Colleges, Industries and NGOs. 3. Good governance : Monitoring and implementing the Quality management system code of conduct, Introduction of B-voc courses in computer and retail management 4. Students development and participation: Students training activities, Formation of student council, participation in extra- curricular activities, social and welfare activities, representation in committees and cell. 5. Staff development and welfare: Recruitment policy implementation, staff trainings, best possible work facilities ,deputation for seminars and workshops, motivation for Qualification Improvement and Research. 6. Alumni interactions: Registration , Recognition of successful Alumni, Exploring contributions 7. Community services and outreach activities: Identify community and social development work ,Conducting visits . 8. Physical infrastructure: Infrastructure Building Development and Modification ,Smart classrooms, More ICT enabled classrooms, Library infrastructure upgradation, Solar system ,plantations 9. Financial management :Plans for emergency fund, Periodic audit (internal and external)

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The college governing body of the college which is elected every three year as per Society Act of Haryana Government's guidelines under Kurukshetra University, formulates the broad policy matters. It comprises of 21 members - President , Vice president, General secretary, Treasurer , Nominated members ( 11 ), and Principal, (Member secretary), Teachers representative ( 2 ), Non-teaching representative(1), State government and affiliating representative (1 each). The General Management of the college is vested with the Principal . The Principal as the Chief administrator of the College supervise and manage the overall functioning of the College . Various Committees regularly meet to take Academic decisions and monitor the Infrastructure projects of the college. The IQAC of the college plays a key role in assessing and assuring quality in reaching Learning and Evaluation process. ?

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college has several welfare schemes for teaching and non-teaching staff. The purpose of the schemes is to improve employee well-being given them financial and social security.

Welfare Schemes for teaching staff:

- Contributory provident fund for faculty appointed under self financing scheme
- Gratuity,
- Duty leave for conference/seminars and workshops
- All the faculty members are honoured by Appreciation Award by management and college principal on special occasions every year
- Maternity leave for eligible staff members

Welfare Schemes for non-teaching staff

- Contributory provident fund for faculty appointed under self financing scheme
- Gratuity, Uniform for class IV employees
- Non- teaching staff members doing extraordinary contribution toward the institution are also felicitated on various occasions
- Emergency conveyance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

69

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

An effective performance management system plays a crucial role in managing the organisation in an efficient manner. It works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisation mission and vision. In line with this, college is following the appraisal schemes suggested by UGC and state government viz. performance based appraisal system (PBAS). In this scheme, the performances are classified into three categories: 1) Teaching, learning and evaluation related activities 2) co-curricular, extension and professional development related activities 3) Research publications and Academic contributions. The following weightages are assigned to these categories: 100: 75 : 300. These are called academic performance indicator (API). At the end of each academic year, the data pertaining to the above categories are collected from the concerned faculty members in the performer suggested by UGC. Based on their data collected, API scores are calculated for each of the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position and such there is no performance appraisal system followed for non teaching staff in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has implemented a robust system for conducting both Internal and External audits of financial transactions annually to ensure adherence to financial regulations.

**Internal Audit:** Internal audits are conducted following a stringent procedure, including proper categorization of income and expenditure, requisition forms for purchases, approval from the principal, and submission to the college's administrative office. Additionally, there are purchase committees for various functions, events, and clubs, each adhering to established procedures.

**External Audit:** External audits are carried out by auditors from DGHE, Panchkula, the Audit Cell of Kurukshetra University, Kurukshetra, and the Accountant General of Haryana, Chandigarh, according to their respective schedules. The institution maintains transparent accounting records, prepares clear balance sheets and financial statements, and ensures that they are signed by the Deputy Superintendent, principal, and chartered accountant. Notably, the institution has not encountered any significant audit issues in recent years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is poised to grow and make its mark in Today's scenario by providing requisite funds and Optimal use of Resources since it is an aided college, the main sources of funds are student fees and grant -in aid from state government as per Budgetary allocations. Institutional strategy for mobilization of funds

- **Self Financed Courses:** There are three self-financed courses in our college through which the college is generating financial resources.
- **Salary Grant :** The college receives salary grant of Full Time Permanent Teachers and non-teaching staff, from the state government.
- **UGC grants:** Our college receives grant from UGC for the development and maintenance of Infrastructure upgrade of learning resources research.
- **Funds from RUSA:** Our college receives funds under RUSA 2.0
- **The Management provides need based funds to the college.**
- **Funds from stakeholders :** Non government bodies, Individuals and Philanthropists.
- **Sponsorships are sought from individuals and corporate for various events.**
- **Fee collected by Conducting Seminars, Workshops.**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

In response to the COVID-19 pandemic, the college swiftly transitioned to online teaching, updating the web portal with class-wise schedules and study materials. WhatsApp groups were formed for seamless communication, ensuring students stayed informed about assignments and activities. Information on COVID-19 spread and government advisories was regularly disseminated among students and staff.

Additionally, construction activities under RUSA 2.0 commenced for new building projects. The college organized the zonal youth festival virtually, offering a platform for students to showcase talents. Numerous online activities focusing on health, hygiene, communal harmony, and environmental protection were conducted to adapt to the changing circumstances.

Furthermore, a yoga workshop aimed at promoting mental well-being was successfully conducted. Mentors provided counseling sessions to alleviate student stress, reaching out via phone calls and social media channels. These efforts aimed to keep students engaged in productive academic and extracurricular pursuits during these challenging times.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Institute highlights on learner -Centric Education approach which organises variety of events for the uses of different types of techniques that shift the role of the teachers from contributors of information to facilitating student learning through appropriate practices. IQAC has contributed significantly reviewed and implemented the teaching for institutionalizing the quality assurance strategies and processes through the following two practices:

#### Digital Learning:

The use of ICT tools has become an integral part in teaching

learning process IQAC always encouraged teachers to utilise these tools in Classroom Teaching and Laboratories. IQAC prepared a plan and advise the administration to enrich ICT infrastructure by constitution of digital learning Purchase committee which looks after the purchase of advanced ICT tools, Wi-Fi internet facility and New setup in Conference room. Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop. Innovative teaching learning reforms

During the pandemic the online classes became a new normal to facilitate the students, IQAC suggested that few innovative methods may be adopted for making the teaching -learning process more effective and interactive .After suggestions from IQAC the faculty included Webinars, Quizzes ,Online competitions, interaction with eminent scholars etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**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 year**

It is one of the foremost priorities of our institution to provide facilities for safety and security of the girls students and staff. Some of the initiatives taken and facilities provided are as follows: 1. There is a separate common room for girls in the college situated at a very protected location. 2. Cameras are installed at almost every place in the college. 3. In every period two to three faculty members remain on discipline duty. They keep a watch on almost every corner of the college. 4. For any personal or psychological issues, girls can go to their mentor. The mentors provide counselling to the students when- ever required. 5. There is a Anti-sexual harassment cell. If any complaint comes to the committee, the committee takes immediate action. 6. The female faculty members take good care of the girls students and provide them emotional security and motherly care. 7. Women helpline numbers are displayed at many places in the college. 8. There is a NSS unit of 50 girls. 9. Women cell and other cells in the college frequently organise programs to sensitize students regarding women related issues. NSS, youth Red cross, Legal Literacy Cell, Retract club and different associations from time to time organised leadership programs for the students to recognise their potentials and cross gender barriers in the form of awareness programs /workshops /guest lectures /counselling sessions/ rallies etc. 10. The college helps the students in generation of bus pass . A well-equipped gym and a hygienic canteen provide the necessary physical and health benefits to students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://smskhalسالabanacollege.com/downloads/download35/Download-file-351715773635.pdf">https://smskhalسالabanacollege.com/downloads/download35/Download-file-351715773635.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://smskhalسالabanacollege.com/downloads/download36/Download-file-361715785783.pdf">https://smskhalسالabanacollege.com/downloads/download36/Download-file-361715785783.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy**

C. Any 2 of the above

**conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has taken several measures to efficiently manage different types of waste produced on campus throughout the year, with a focus on timeliness and eco-friendliness. By emphasizing the principles of reduce, reuse, and recycle, the institution aims to minimize its environmental footprint. To manage solid waste, bins have been strategically placed around campus to encourage proper separation of trash. The collected solid waste is then transferred to the municipality for processing. Regarding e-waste, such as malfunctioning computers and printers, the college ensures they are stored separately at a designated area. Fortunately, there is no hazardous chemical or biomedical waste on campus. Additionally, efforts are underway to repurpose waste materials within the campus for alternative uses

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic ,communal social economic and other diversities.Different sports and cultural activities organised inside the college promote harmony towards each other. College celebrates many special festivals like Makar Sankranti, GURPURAB, Karva Chauth, Diwali, Christmas, Navratri, Teej, Basant panchmi etc. To bring the communal harmony and to inculcate the feeling of brotherhood among students sadbhavna Divas , Swami Vivekanand (Youth day),Mahatma Gandhi Jyanti and Rashtriya Ekta Divas(National unity day) was commemorated by NSS units of our college. During our religious functions like Baba ji ki barsi, everyone participates enthusiastically and with full devotion irrespective of her religion.Cultural committee includes every talented students in various cultural activities at college level and in youth fest without any discrimination of caste and creed and regional background . Under ek Bharat shreshth Bharat scheme ,our college has jointly conducted monthly activities with its paired State Telangana for mutual exchange of customs ,cuisine, language

,costume, botanical and geographical distinctions, history and architecture, tourist spots etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution makes constant efforts to sensitize students and employees to the constitutional obligations values, rights ,duties and responsibilities of the citizens.Republic day, Independence day, Constitution day, Voters day, National unity day,International Yoga Dayare celebrated regularly with active participation of staff and students Various departments have always been in the practice of organising activitieswhich promote 'Unity in Diversity " of our motherland. A fewinitiative taken are creating awareness about exercisingthe voting rights, use of EVM machines and enrollment of new voters, tree plantation, water conservation, cleanliness, First aid and home nursing, awareness about COVID -19,programs for road safety ,harmful effects of smoking and drinking on health,Saving and Educating the girl child ,health and nutrition, yoga.Be vocal about local.ToInculcate the human values amongst students essay writing competitions on "Awareness against corruption"is the need of the hour. To achieve the objective of certain rights as well as perform duties Legal Literacy Cell organised online extension lecture and celebrated vigilance awareness week.On the theme " Satark Bharat samriddh Bharat". Time to time visit to old age homes is also a practice of the college to help the senior citizens. This helps to develop the sense of responsibility.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code A. All of the above**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

We organised national festivals ,National days and anniversaries of great Indian personalities. Swami Vivekanand jayanti ,Sant Ravidas jayanti, Gandhi jayanti, Shahidi Divas Sardar Vallabhbhai Patel jayanti( National unity day) etc. are organised every year. On these days we organise some competitions like essay competition, declamation contest, poem and speech competition and some lectures are also organised so that the students can learn from the lives and teachings of these great Indian personalities. Festivals like Holi, haryali Teej, Diwali, Lohri are also celebrated with great fun and enthusiasm .Students in large number participate in these programs .They enjoy themselves as well as learn a lot of things like our culture, values team spirit , leadership and harmony.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

**Best practice 1 : Community Service Initiatives**The college, in collaboration with organizations such as NSS, NGOs, Red Ribbon Club, and Red Cross Cell, conducts numerous extension and outreach programs throughout the year. Notably, the NSS unit recently organized a cleanliness drive in three villages within the Barara block: Ganganpur, Adhoya, and Barara village. Additionally, students, guided by teachers, organize Swachta Pakhwada and Swachh Bharat Abhiyan activities, including campus cleanups, rallies, and door-to-door awareness campaigns, Plantation drives. Furthermore, the NSS unit and Gandhian Studies and Research Centre actively contributed to the Jal Shakti Abhiyan and Jan Andolan for water conservation.

**Best practice 2 :Value based education** :keeping the spirit of Labana Sikh Educational Society alive which promote social and physical progress of all the living being ,the college has been promoting the activities of moral values in the best possible manner The college has a healthy practice of Starting the new academic session with Sukhmani Sahib Path. This practice is continued throughout the year by celebrating Sankranti monthly in college Gurudwara Sahib. performing Shabad Gayan before every function in college. Baba Ji's Barsi is celebrated every year on March 3 rd and people from nearby villages come to celebrate this Barsi .

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution should offer skilled and career-focused courses to empower female students to achieve financial independence both during their college years and after graduation. Incorporating such courses into the curriculum would provide female students with valuable skills and knowledge, enabling them to pursue meaningful careers and contribute to their financial stability. The institution can help pave the way for greater gender equality and economic empowerment among its graduates. The college aims to implement programs that empower female students to "Earn While They Learn", fostering their capability to achieve financial independence. Since 2008, the college has offered seven UGC-approved Career Oriented Courses, including Functional English, Fashion Designing, Cosmetology Personality Development, E-banking, Information Technology Computer Application, and Mass Communication. These courses are designed to train and equip female students with skills that enable them to become economically independent. Through these initiatives, the college strives to instill confidence and competence in its female students, preparing them to thrive in diverse professional fields. This commitment to empowering women ensures that they are equipped with the tools necessary to succeed both academically and professionally. The institute offers Certificate, Diploma, and Advanced Courses tailored to these skills, with one course mandatory for each student during their college tenure

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The college has a well planned and documented process for effective curriculum delivery .Departments are asked to give their workload prior to the beginning and new academic session for preparing time fallen of the college before the commitment of the classes. The Heads of the Departments conduct the meetings to plan the activities of the department and to review the completion of syllabus .

Due to COVID 19,curriculum was delivered online.For the effective implementation of the curriculum following activites were performed by Faculty members :

- Time Table inchargeprepares Online -Offline Time Tables after discussion with Departments heads.Lesson Plans were prepared by every Department.
- E-content was developed by the faculty members in the form of PDFs. PPTs. audios and videos.
- The material was shared with the student during the live classes on Google meet and Zoom meet.
- WhatsApp groups of the classes were created by the teachers to share assignments, updates and to faciliate communication.
- Teachers also participate in various seminars and conferences and get their papers published to stay updated. The knowledge thus acquired proves beneficial in teaching-learning process.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of each session,Kurukshetra University

Kurukshetra notifies an academic calendar for all the programs ,which contains date of commencement of semester examination .College follows the calendar issued by the University strictly and plans all activities including the conduct of continuous internal evaluation (CIE). The academic calendars help faculty members to plan their respective course delivery, research work, academic and monitor the competition of the syllabus as per to the lesson plan prepared by faculty members syllabus coverage for each CIE is decided well in advance.

The college however follows its own pattern of frequent class test to arrive a better assessment of students progress. Frequent class tests along with the mandatory scheduled monthly test are taken on regular basis to assess the progress of students.

The mechanism of CIE is timely and effectively implemented under the supervision of Head of Departments and IQAC. University rules regarding the internal assessment are strictly followed. Internal assessment tests and assignment, Quiz and presentations are part of Internal Evaluation( CIE) of students, subject wise two assignments are taken from the students from each semester. College uses ongoing assessments to inspire students to improve. They regularly monitor students' progress to better understand their learning levels.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

21

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

630

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

630

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The college demonstrates a robust commitment to addressing multifaceted issues such as gender equality, environmental sustainability, and professional ethics across its curriculum. Courses across various disciplines incorporate these themes, ensuring that students engage with them from different perspectives. For instance, subjects like Environmental Studies delve deeply into sustainability issues, while disciplines like Political Science, Commerce, and English embed discussions on human values and professional ethics.

Furthermore, the institution extends this commitment beyond traditional coursework by integrating these themes into co-curricular and extracurricular activities. Initiatives such as tree plantation drives and sustainable development programs under the National Service Scheme (NSS) showcase the college's dedication to environmental protection and sustainable practices.

Moreover, the celebration of significant events serves as a platform to reinforce patriotic and moral values among students. Through activities like voter awareness programs and road safety campaigns, the college actively fosters civic engagement and responsible citizenship.

Addressing gender issues is also a priority, with departments and the women's cell spearheading various initiatives aimed at promoting gender equality and awareness within the college community. Overall, the college's holistic approach ensures that students not only receive academic knowledge but also develop a strong sense of social responsibility and ethical consciousness

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
1120	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of</b>	



supernumerary seats)

### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

335

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 2.2 - Catering to Student Diversity

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

At the entry level, class 12th scores are taken as the initial indicator of students learning ability. Further judgement of the students in subsequent years is based on their Academic performance, participation in class ,mid- semester assessments and other activities .These are augmented by observations made by subject teachers and mentors .Only after that a student is recognised as a slow or advanced learners.Measures are taken accordingly, to address the needs of students with different levels of competence.

Special programs for advanced learners: Advanced learners are encouraged to prepare for higher studies. paper presentations are envisaged to foster self reflection among advanced learners. Various types of special programs such as conferences, seminars, webinars, quizzes and proficiency exams are conducted at different intervals. Various kinds of scholarships are provided to brilliant students. Special programs for slow learners: College arranges special classes and differential skill development programmes for slow learners.Regular mentoring is done to address the needs of slowlearners .Counselling and academic advice whenever required and self learning material is provided to students extra classes and special consultation sessions are organised to clarify doubts in free period.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
768	30

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The college has significantly increased its focus on fostering a participatory learning environment, where students are encouraged to actively engage with their education and surroundings. Various support systems, such as career counseling and placement cells, as well as departmental clubs, have been established to provide necessary assistance to students.

To promote effective teaching, classrooms are designed to be learner-friendly, and students are encouraged to undertake projects to gain practical experience. Additionally, there is a strong emphasis on academic preparation and timely syllabus completion. The campus-wide Wi-Fi availability ensures access to e-resources, and smart classrooms are equipped to enhance the learning experience.

To facilitate active learning, students are provided with advance information about upcoming topics, encouraging them to come prepared for engaging discussions with teachers. Critical thinking skills are honed through thought-provoking questions posed during lectures, while guest lectures by experts from diverse fields offer valuable insights.

The library serves as a hub for self-directed learning, and students are encouraged to participate in discussions and

debates on contemporary issues, fostering reflection and analysis. Overall, the college is dedicated to empowering students to become well-rounded individuals capable of tackling real-world challenges

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Following ICT tools are being used in the college by the faculty: 1. ICT enabled smart classrooms having desktops ,projectors, scanners help in e-Learning process. 2. Automated library provides accessibility to e- resources vide INFLIBNET to Teachers and Students. 3. Teachers share reading materials, notes ,e-books and e- contents through Google meet, Zoom meet, YOUTUBE, WhatsApp groups, E-mail etc. 4. During the academic session 2020 21, when the whole education system switch to online mode, teachers at SMS Khalsa Labana(girls) College,Barara took no time to adapt to the new technology, They used virtual meeting apps like Google meet ,Zoom, Microsoft teams etc. to take online classes .Various FDP's were conducted to familiarise the teachers with these platforms . Further added quality to the lecture delivery ,some faculty members created online Digital Repositories for lectures on platform like YouTube.

5.Teachers prepare and present PPT's in classrooms which help them to have an interactive conversation with the students and also helps in imparting new information.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

**2.3.3.1 - Number of mentors**

10

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

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

267

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is an affiliated college of kurukshetra University and is governed by the regulations formulated by University in all matters pertaining to syllabus examination and evaluation .

- College has a transparent and continuous internal assessment system .20% marks in each theory paper are reserved for Internal assessment, while the remaining 80% are awarded by University on the basis of performance of students in semester examination.
- Students are informed about the criteria for internal assessment and continuous evaluation during regular classes.
- Continuous evaluation is incorporated into teaching plans .The department holds meetings to ensure that the teachers take regular class tests ,assignments, presentations etc. as a part of the initiative taken by the college for effective evaluation of the students.The distribution of 20% internal assessment marks is as follows :
- 25% marks are awarded on the basis of class tests being conducted by the concerned teachers. Students are informed about date and syllabus of the test in advance. Evaluated answer sheets are shown to the students and suggestions for improvement are given by the teachers .
- 50% marks are awarded on the basis of two handwritten assignments submitted by students in each subject or paper.
- 25% marks are awarded on the basis of attendance in the

class.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

SMS Khalsa Girls College is affiliated with Kurukshetra University, adhering to its examination guidelines. Each semester concludes with a final exam, which holds 80% weightage and is externally assessed, while 20% comprises internal assessment marks.

Students have the opportunity to review their answer sheets from internal class tests and assignments after evaluation. They can verify their marks and approach the respective teacher for clarification or resolution of any discrepancies. Attendance records, including lecture shortages, are regularly communicated to students by their subject teachers.

The head of the department reviews the final internal assessment marks to ensure fairness and transparency across subjects and papers. Necessary measures are implemented to uphold transparency and objectivity in the assessment process.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college ensures effective communication of course outcomes (COs), program outcomes (POs), and program-specific outcomes (PSOs) through various channels. These include displaying soft copies of syllabi and outcomes on the college website and providing hard copies in departments for easy access by both teachers and students. Teachers are briefed on the significance of COs, POs, and PSOs during staff council meetings and IQAC

sessions. Similarly, students are informed about these outcomes through classroom sessions and mentorship periods.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://smskhalsalabanacollege.com/pages/page/cos-pos-psos">https://smskhalsalabanacollege.com/pages/page/cos-pos-psos</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Various resources, guidance and opportunities are provided to the students by the college to facilitate the attainment of program outcomes, program specific outcomes and course outcomes. Evaluation process: The outcomes are assessed through University examination, class test, assignments, presentations, quiz, group discussions and class performance. Observance of student knowledge and skills against measurable course outcomes are ability throughout the year by teacher incharges and head of the departments. Methods of measuring attainment :

- Semester End University Examination
- Internal and external assessment
- Feedback Evaluation
- Placements
- Higher studies
- National and international webinars
- Extension lectures
- Poster/slogan/Essay/ Quiz, Declamation and other competitions
- Active participations in clubs /committees activities

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year****167**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<b>Nil</b>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://smskhalsalabanacollege.com/pages/page/student-satisfaction-survey>

**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 in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****Nil**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<b>No File Uploaded</b>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**



**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various extension activities are conducted across different platforms such as NSS, Youth Club, Youth Red Cross Society, Red Ribbon Club, Rotaract Club, Road Safety Club, Eco Club, Career Counselling Cell, and various college departments to promote the holistic development of students and sensitize them to social issues. These activities strengthen the bond between the institute, the neighborhood, and the community, fostering the values of selfless service among students. Active participation in social awareness activities cultivates a sense of responsibility towards society, empathy, and a sense of belonging to the larger community. Various awareness programs like cleanliness, green environment and tree plantation are organised. The college also Made a great contribution during pandemic towards the society by involving its students and staff. The students of the college sensitized the people in the neighbourhood community about covid-19 .They made the people aware about the importance of masks and preventive measures that can be taken during Corona. Many departments of the college distributed free masks. Engaging in such activities

also helps students develop leadership qualities as they take on various roles within organizing teams. Additionally, students gain environmental awareness, motivating them to contribute to addressing environmental challenges. Collaborating towards common goals fosters camaraderie, unity, a willingness to live in a community, tolerance, and a secular outlook. These extension activities aim to cultivate a human resource pool of organized, cultured, disciplined, trained, and motivated youth who can positively contribute to nation-building efforts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

24

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs 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 organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

44

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2549

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

13

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**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.

The college campus is spread over 5 acres and is well connected with railway station and bus stand and has following state of an art resources to provide quality education to students of the community . State of the Art resources:

- Wi-Fi campus
- Seminar hall with latest ICT equipments
- Audio -visual room with ICT and latest sound system
- Library with open shelf system
- Auditorium with latest ICT equipments
- ERP
- Teaching- Learning Resources
- ICT enabled smart classrooms ( 13)
- Chemistry lab (1)
- Physics lab (1)
- Dark room (1)
- IT and computer labs(3)
- Fashion designing lab(1)
- Cosmetology lab (1)
- Mass communication lab (1)
- Indoor stadium(1)

Support services infrastructure

- Career guidance and placement cell
- NSS office
- Controller of Examination room
- Cultural affairs office
- Guest room
- Girls common room
- Staff room
- CCTV Cameras
- College has a well defined policy for the upgradation and maintenance of physical facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college offers the best available facilities for the sports, games and cultural activities and create an ideal environment for chiseling their talent in sports, games and cultural fields and thus fullfills the promise of providing environment conducive to the holistic development of the students . Facilities for sports outdoor and indoor games : The college offers a range of sports and related facilities like:

- Indoor stadium for yoga ,weight lifting,power lifting and wrestling .
- Playground for various games and athletics
- Treadmill
- Facilities for cultural activities the college offers a range of cultural activities like: Music (vocal )room fully equipped with latest musical instruments.
- Seminar hall and Auditorium having 250 seats capacity with latest Audio- Visual facilities and one open stage for conducting cultural activities.
- For the health and hygiene of students and faculty, various facilities available are:
  - Water coolers with RO
  - Sewage treatment plant
  - Rainwater harvesting system
  - Solar system

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

40

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

Rs . 4Lakh

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

Sant Mohan Singh Khalsa Labana Girls College have central library which is fully automated software ILMS( integrated library management software). It consists of the following 13 modules. Each module has further been divided into sub modules to cater to its functional requirements: through web-OPAC users can check the availability of particular document. Users can check the list of new addition of the books through library software. Users have the facility to reserve the particular book .User can also give their suggestions for the improvement of library facilities through OPAC. Through web -OPAC they are able to search the library document via any angle like:title of the books, author ,publisher, number, language and almirah rack number/ classification number for location . The users can be assessed to the digital library collection using library portal via any devices like mobile, tablet ,computer system etc. Every year an orientation program is organised at the beginning of the new session to make the students aware of the rules ,regulations and different library facilities. In this program students learn how to use e- resources such as N- list program and other open resources .They are also made aware about the library portal of the college. Session ILMS name Version Nature of automation 2020-21 Weblib 5.0 Fully with barcode plus biometric enabled

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

Rs 5900/- (Due to COVID 19 ,No purchase of books during the year)

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

39

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

To cultivate skilled professionals and achieve exceptional outcomes, the college boasts cutting-edge IT infrastructure. Embracing digital transformation in education, the institution has mandated the development of modern IT facilities to meet

the needs of today's digital learners. With a well-defined IT policy delineating roles and responsibilities, the college's IT Cell continually upgrades infrastructure with the latest technologies.

Key IT amenities include:

1. **Wi-Fi Campus:** Offering high-speed internet connectivity exceeding 50 Mbps from Airtel, the entire campus is Wi-Fi enabled, enabling students and staff to access the internet anywhere during working hours.
2. **Computer Labs:** With three labs housing a total of 97 computers, students and staff have ample resources for academic and administrative tasks.
3. **CCTV Surveillance:** Enhancing security and safety, 15 CCTV surveillance systems are strategically placed throughout the campus.
4. **Audio-Visual Equipment:** The college is equipped with projectors, interactive smart boards, visualizers, podiums, reprographic facilities, multifunction printers, and more.

Additionally, the college provides an Integrated Library Management System (ILMS) and an Enterprise Resource Planning (ERP) system to facilitate effective teaching and learning processes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

97

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
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File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

Rs 10 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The college has instituted several committees and cells to effectively manage and enhance its physical, academic, and sports facilities. These committees play crucial roles in maintaining the infrastructure, ensuring the efficient use of resources, and upholding a conducive learning environment.

For instance, the Maintenance Committee oversees the upkeep of the college's physical infrastructure, ensuring it remains in optimal condition for students and faculty. Meanwhile, the Library Committee is responsible for curating and expanding the collection of books and journals, as well as establishing policies to safeguard these valuable resources against damage

or loss.

Furthermore, the Time Table Committee plays a pivotal role in coordinating the schedules of classrooms and distributing teaching assignments among faculty members. This ensures a balanced workload and efficient use of instructional spaces.

Regarding IT infrastructure, the college utilizes ERP software to manage faculty and student information, including admissions, fees, and registration records. This centralized system streamlines administrative processes and enhances data accuracy and accessibility.

Overall, the college prioritizes the prudent utilization and maintenance of its infrastructure through transparent policies and procedures. The principal and management, as the competent authorities, oversee the establishment of these committees and cells, ensuring alignment with the institution's goals and values. Through collaborative efforts between supporting staff and various committees, the college continually strives to improve and upgrade its facilities, providing students with an enriching educational experience.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

354

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

15

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

800

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

800

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

11

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**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 year****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) during the year.**

34

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

Students are actively engaged in various important committees such as the Internal Quality Assurance Cell (IQAC), Library Committee, Alumni Associations, Women's Cell, Youth and Cultural Affairs Committee, ensuring their adequate representation and involvement in decision-making processes. Additionally, students are given organizational positions and responsibilities in planning and executing relevant activities and functions of subject societies, fostering a sense of ownership and commitment to the college community.

The Student Council plays a pivotal role in maintaining discipline and promoting a positive work culture among students by assigning them responsibilities during functions and daily activities. By being punctual and adhering strictly to college rules, council members serve as role models for their peers, encouraging others to follow suit. Moreover, there is a strong emphasis on promoting cleanliness and water conservation initiatives, underscoring the college's commitment to environmental sustainability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the



**Institution participated during the year (organized by the institution/other institutions)****5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

34

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

**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

No

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

**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

The governance of Institution is reflective of and in tune with Vision and Mission of the Institution. SMS Khalsa Labana Girls College, Barara affiliated to Kurukshetra University is envisioned by Sant Mohan Singh Ji to provide quality education to girls and conducive learning environment. The Management of the college is steadfast in its commitment to offer girls quality education. There is a Governing Body constituted as per University Norms which includes One representative from the University, One from the State Government, Two members of the faculty and one from the non-teaching staff, besides Officer Bearers and Executive Members. All the policies and plans, reports, recruitment are approved by governing body. IQAC cell of college in consultation with Principal, Advisory committee, Head of Department formulates plans. There are various Committees such as Advisory committee, UGC committee, Youth welfare Club, NSS committees, Women cell, Career Counselling Club etc in the College for execution of plans. The College organizational structure reflects a collaborative approach to governance involving inputs from various stakeholders such as Management, Faculty, Students, University Officials, and DGHE, with the Vision and Mission in mind, they collaborate to formulate policies and decisions that uphold academic quality. The College has a Mission

- - To Empower Women through a diverse and enriching educational experience.
- - Nurture leadership skills and promote Academic Excellence.
- - Equip Women with the tools and confidence to effect positive change in their communities and beyond
- - Create an environment that fosters Personal Growth, Resilience, and a Commitment to ethical leadership among Women.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The institution has adopted the decentralization and participative management in the process of academic and administration . Governing body gives generous freedom and flexibility to the principal together with the staff council to lead all the academic and administrative of the college .The principal after consulting the staff council to lead all the academic and administrative activities of the college. The principal after consulting the staff separate constitutes various committees and all the faculty members are included as member or convener. Decentralization and participative management through cultural committee activities :The cultural committee organises various competitions and events throughout the year for encouraging students to display their talents .The cultural committee consists of various members who represent all the departments of college. For its smooth functioning convener ,Co-convener and sub committees are constituted by the principal. In the beginning of the academic year a meeting of the committee is organised chaired by the College principal .The members prepare the schedule of events and organise Talent show competitions in various items of dance ,music, painting competition,Quiz Competition ,Playing Instruments etc. Other members of teaching faculty and experts are involved in the evaluation of the competitions. The students are also involved in planning and execution of the various programmes.Teachers and non- teaching staff as well as students are involved in planning of various cultural events held in the college. The cultural committee work with great in organising such events. College organized 43rd zonal Youth Festival on 16 ,17 and 18th February 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic plan and deployment document was prepared in the following areas: 1.Teaching learning process : Preparation of Academic Calendar, lesson plan, Use of more ICT tools, Development of e-learning resources, Enrichment of the Curriculum through versatile techniques.

2. Internal Quality Assurance System: Framing policies in all the fields, organise National/ International seminars. Signing MOU's with Colleges, Industries and NGOs. 3. Good governance : Monitoring and implementing the Quality management system code of conduct, Introduction of B-voc courses in computer and retail management 4. Students development and participation: Students training activities, Formation of student council, participation in extra- curricular activities, social and welfare activities, representation in committees and cell. 5. Staff development and welfare: Recruitment policy implementation, staff trainings, best possible work facilities ,deputation for seminars and workshops, motivation for Qualification Improvement and Research. 6. Alumni interactions: Registration , Recognition of successful Alumni, Exploring contributions 7. Community services and outreach activities: Identify community and social development work ,Conducting visits . 8. Physical infrastructure: Infrastructure Building Development and Modification ,Smart classrooms, More ICT enabled classrooms, Library infrastructure upgradation, Solar system ,plantations 9. Financial management :Plans for emergency fund, Periodic audit (internal and external)

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The college governing body of the college which is elected every three year as per Society Act of Haryana Government's guidelines under Kurukshetra University, formulates the broad policy matters. It comprises of 21 members - President , Vice president, General secretary, Treasurer , Nominated members ( 11 ), and Principal, (Member secretary), Teachers representative ( 2 ), Non-teaching representative(1), State government and affiliating representative (1 each). The General Management of the college is vested with the Principal .The Principal as the Chief administrator of the College supervise and manage the overall functioning of the College . Various Committees regularly meet to take Academic decisions and

monitor the Infrastructure projects of the college. The IQAC of the college plays a key role in assessing and assuring quality in reaching Learning and Evaluation process. ?

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college has several welfare schemes for teaching and non-teaching staff. The purpose of the schemes is to improve employee well-being given them financial and social security.

Welfare Schemes for teaching staff:

- Contributory provident fund for faculty appointed under self financing scheme
- Gratuity,
- Duty leave for conference/seminars and workshops
- All the faculty members are honoured by Appreciation Award by management and college principal on special

occasions every year

- Maternity leave for eligible staff members

#### Welfare Schemes for non-teaching staff

- Contributory provident fund for faculty appointed under self financing scheme
- Gratuity, Uniform for class IV employees
- Non- teaching staff members doing extraordinary contribution toward the institution are also felicitated on various occasions
- Emergency conveyance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

##### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

69

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

#### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

##### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

11

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

An effective performance management system plays a crucial role in managing the organisation in an efficient manner. It works towards the improvement of the overall organisational

performance of teams and individuals for ensuring the achievements of the overall organisation mission and vision. In line with this, college is following the appraisal schemes suggested by UGC and state government viz. performance based appraisal system (PBAS). In this scheme, the performances are classified into three categories: 1) Teaching, learning and evaluation related activities 2) co-curricular, extension and professional development related activities 3) Research publications and Academic contributions. The following weightages are assigned to these categories: 100: 75 : 300. These are called academic performance indicator (API). At the end of each academic year, the data pertaining to the above categories are collected from the concerned faculty members in the performer suggested by UGC. Based on their data collected, API scores are calculated for each of the three categories. These scores are used for the award of career advancements to faculty members and for promotion to next higher position and such there is no performance appraisal system followed for non-teaching staff in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly. Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has implemented a robust system for conducting both Internal and External audits of financial transactions annually to ensure adherence to financial regulations.

**Internal Audit:** Internal audits are conducted following a stringent procedure, including proper categorization of income and expenditure, requisition forms for purchases, approval from the principal, and submission to the college's administrative office. Additionally, there are purchase committees for various functions, events, and clubs, each adhering to established procedures. **External Audit:** External audits are carried out by auditors from DGHE, Panchkula, the Audit Cell of Kurukshetra University, Kurukshetra, and the Accountant General of Haryana, Chandigarh, according to their respective schedules. The



institution maintains transparent accounting records, prepares clear balance sheets and financial statements, and ensures that they are signed by the Deputy Superintendent, principal, and chartered accountant. Notably, the institution has not encountered any significant audit issues in recent years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college is poised to grow and make its mark in Today's scenario by providing requisite funds and Optimal use of Resources since it is an aided college, the main sources of funds are student fees and grant -in aid from state government as per Budgetary allocations. Institutional strategy for mobilization of funds

- **Self Financed Courses:** There are three self-financed courses in our college through which the college is generating financial resources.
- **Salary Grant :** The college receives salary grant of Full Time Permanent Teachers and non-teaching staff, from the state government.

- UGC grants: Our college receives grant from UGC for the development and maintenance of Infrastructure upgrade of learning resources research.
- Funds from RUSA: Our college receives funds under RUSA 2.0
- The Management provides need based funds to the college.
- Funds from stakeholders :Non government bodies, Individuals and Philanthropists.
- Sponsorships are sought from individuals and corporate for various events.
- Fee collected by Conducting Seminars, Workshops.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

In response to the COVID-19 pandemic, the college swiftly transitioned to online teaching, updating the web portal with class-wise schedules and study materials. WhatsApp groups were formed for seamless communication, ensuring students stayed informed about assignments and activities. Information on COVID-19 spread and government advisories was regularly disseminated among students and staff.

Additionally, construction activities under RUSA 2.0 commenced for new building projects. The college organized the zonal youth festival virtually, offering a platform for students to showcase talents. Numerous online activities focusing on health, hygiene, communal harmony, and environmental protection were conducted to adapt to the changing circumstances.

Furthermore, a yoga workshop aimed at promoting mental well-being was successfully conducted. Mentors provided counseling sessions to alleviate student stress, reaching out via phone calls and social media channels. These efforts aimed to keep students engaged in productive academic and extracurricular pursuits during these challenging times.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Institute highlights on learner -Centric Education approach which organises variety of events for the uses of different types of techniques that shift the role of the teachers from contributor of information to facilitating student learning through appropriate practices. IQAC has contributed significantly reviewed and implemented the teaching for institutionalizing the quality assurance strategies and processes through the following two practices:

#### Digital Learning:

The use of ICT tools has become an integral part in teaching learning process IQAC always encouraged teachers to utilise these tools in Classroom Teaching and Laboratories.

IQAC prepared a plan and advise the administration to enrich ICT infrastructure by constitution of digital learning Purchase committee which looks after the purchase of advanced ICT tools, Wi-Fi internet facility and New setup in Conference room.

Periodically IQAC has trained teachers and non-teaching staff to use ICT by arranging different workshop. Innovative teaching learning reforms

During the pandemic the online classes became a new normal to facilitate the students, IQAC suggested that few innovative methods may be adopted for making the teaching -learning process more effective and interactive .After suggestions from IQAC the faculty included Webinars, Quizzes ,Online competitions, interaction with eminent scholars etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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 year

It is one of the foremost priorities of our institution to provide facilities for safety and security of the girls students and staff. Some of the initiatives taken and facilities provided are as follows: 1. There is a separate common room for girls in the college situated at a very protected location. 2. Cameras are installed at almost every place in the college. 3. In every period two to three faculty members remain on discipline duty. They keep a watch on almost every corner of the college. 4. For any personal or psychological issues, girls can go to their mentor. The mentors provide counselling to the students when- ever required. 5. There is a Anti-sexual harassment cell. If any complaint comes to the committee, the committee takes immediate action. 6. The female faculty members take good care of the girls students and provide them emotional security and motherly care. 7. Women helpline numbers are displayed at many places in the college.

8. There is a NSS unit of 50 girls. 9. Women cell and other cells in the college frequently organise programs to sensitize students regarding women related issues. NSS, youth Red cross, Legal Literacy Cell, Rotract club and different associations from time to time organised leadership programs for the students to recognise their potentials and cross gender barriers in the form of awareness programs /workshops /guest lectures /counselling sessions/ rallies etc. 10. The college helps the students in generation of bus pass . A well- equipped gym and a hygienic canteen provide the necessary physical and health benefits to students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://smskhalسالabanacollege.com/downloads/download35/Download-file-351715773635.pdf">https://smskhalسالabanacollege.com/downloads/download35/Download-file-351715773635.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://smskhalسالabanacollege.com/downloads/download36/Download-file-361715785783.pdf">https://smskhalسالabanacollege.com/downloads/download36/Download-file-361715785783.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college has taken several measures to efficiently manage different types of waste produced on campus throughout the year, with a focus on timeliness and eco-friendliness. By

emphasizing the principles of reduce, reuse, and recycle, the institution aims to minimize its environmental footprint. To manage solid waste, bins have been strategically placed around campus to encourage proper separation of trash. The collected solid waste is then transferred to the municipality for processing. Regarding e-waste, such as malfunctioning computers and printers, the college ensures they are stored separately at a designated area. Fortunately, there is no hazardous chemical or biomedical waste on campus. Additionally, efforts are underway to repurpose waste materials within the campus for alternative uses

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

B. Any 3 of the above

**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts 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**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic ,communal social economic and other diversities.Different sports and cultural activities organised inside the college promote harmony towards each other. College celebrates many special festivals like Makar Sankranti, Gurpurab, Karva Chauth, Diwali, Christmas, Navratri,Teej, Basant panchmi etc. To bring the communal harmony and to inculcate the feeling of brotherhood among students sadbhavna Divas , Swami Vivekanand (Youth day),Mahatma Gandhi Jyanti and Rashtriya Ekta Divas(National unity day) was commemorated by NSS units of our college. During our religious functions like Baba ji ki barsi, everyone participates enthusiastically and with full devotion irrespective of her religion.Cultural committee includes every talented students in various cultural activities at college level and in youth fest without any discrimination of caste and creed and regional background . Under ek Bharat shreshth Bharat scheme ,our college has jointly conducted monthly activities with its paired State Telangana for mutual exchange of customs ,cuisine, language ,costume, botanical and geographical distinctions, history and architecture, tourist spots etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded



### 7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution makes constant efforts to sensitize students and employees to the constitutional obligations values, rights ,duties and responsibilities of the citizens.Republic day, Independence day, Constitution day, Voters day, National unity day,International Yoga Dayare celebrated regularly with active participation of staff and students Various departments have always been in the practice of organising activitieswhich promote 'Unity in Diversity " of our motherland. A fewinitiative taken are creating awareness about exercisingthe voting rights, use of EVM machines and enrollment of new voters, tree plantation, water conservation, cleanliness, First aid and home nursing, awareness about COVID -19,programs for road safety ,harmful effects of smoking and drinking on health,Saving and Educating the girl child ,health and nutrition, yoga.Be vocal about local.ToInculcate the human values amongst students essay writing competitions on "Awareness against corruption"is the need of the hour. To achieve the objective of certain rights as well as perform duties Legal Literacy Cell organised online extension lecture and celebrated vigilance awareness week.On the theme " Satark Bharat samriddh Bharat". Time to time visit to old age homes is also a practice of the college to help the senior citizens. This helps to develop the sense of responsibility.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code**

A. All of the above

of Conduct are organized	
File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>We organised national festivals ,National days and anniversaries of great Indian personalities. Swami Vivekanand jayanti ,Sant Ravidas jayanti, Gandhi jayanti, Shahidi Divas Sardar Vallabhbai Patel jayanti( National unity day) etc. are organised every year. On these days we organise some competitions like essay competition, declamation contest, poem and speech competition and some lectures are also organised so that the students can learn from the lives and teachings of these great Indian personalities. Festivals like Holi, haryali Teej, Diwali, Lohri are also celebrated with great fun and enthusiasm .Students in large number participate in these programs .They enjoy themselves as well as learn a lot of things like our culture, values team spirit , leadership and harmony.</p>	
File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.2 - Best Practices</b>	
7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.	

**Best practice 1 : Community Service Initiatives**The college, in collaboration with organizations such as NSS, NGOs, Red Ribbon Club, and Red Cross Cell, conducts numerous extension and outreach programs throughout the year. Notably, the NSS unit recently organized a cleanliness drive in three villages within the Barara block: Ganganpur, Adhoya, and Barara village. Additionally, students, guided by teachers, organize Swachta Pakhwada and Swachh Bharat Abhiyan activities, including campus cleanups, rallies, and door-to-door awareness campaigns, Plantation drives. Furthermore, the NSS unit and Gandhian Studies and Research Centre actively contributed to the Jal Shakti Abhiyan and Jan Andolan for water conservation.

**Best practice 2 :Value based education :**keeping the spirit of Labana Sikh Educational Society alive which promote social and physical progress of all the living being ,the college has been promoting the activities of moral values in the best possible manner The college has a healthy practice of Starting the new academic session with Sukhmani Sahib Path. This practice is continued throughout the year by celebrating Sankranti monthly in college Gurudwara Sahib. performing Shabad Gayan before every function in college. Baba Ji's Barsi is celebrated every year on March 3 rd and people from nearby villages come to celebrate this Barsi .

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution should offer skilled and career-focused courses to empower female students to achieve financial independence both during their college years and after graduation. Incorporating such courses into the curriculum would provide female students with valuable skills and knowledge, enabling them to pursue meaningful careers and contribute to their financial stability. The institution can help pave the way for greater gender equality and economic empowerment among its graduates. The college aims to implement programs that empower female students to "Earn While They Learn", fostering their

capability to achieve financial independence. Since 2008, the college has offered seven UGC-approved Career Oriented Courses, including Functional English, Fashion Designing, Cosmetology Personality Development, E-banking, Information Technology Computer Application, and Mass Communication. These courses are designed to train and equip female students with skills that enable them to become economically independent. Through these initiatives, the college strives to instill confidence and competence in its female students, preparing them to thrive in diverse professional fields. This commitment to empowering women ensures that they are equipped with the tools necessary to succeed both academically and professionally. The institute offers Certificate, Diploma, and Advanced Courses tailored to these skills, with one course mandatory for each student during their college tenure

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### To plan :

- Execution of plan of completion of new building under RUSA 2.0 Scheme
- To develop ERP, Management information system
- Timely submission of AISHE
- To promote student exchange
- More activities related to environment consciousness among stakeholders
- Adoption of one village for uplifting of the lower section of the society through different activities.
- Various activities be organised by clubs committees and departments.
- Road safety awareness: Various Workshop, Seminars for awareness regarding road safety for students and faculty.
- Upgradation of Digital Infrastructure in view of need generated for online classes due to covid-19.
- Extensive use of ICT tools E--Resources by the Teachers for teaching.
- Uploading attendance ,internals on college ERP
- To explore the provisions of New Education Policy 2020 and prepare the institution for its adaption.

