



ANNUAL QUALITY ASSURANCE REPORT

2013-14

SUBMITTED TO:

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

SUBMITTED BY:

IQAC, ASBASJSM, COLLEGE, BELA ROPAR PUNJAB

GOVT. AIDED POST GRADUATE COLLEGE

AFFILIATED TO PUNJABI UNIVERSITY, PTIALA

01881-263533, iqacbel@gmail.com, mail@belacollege.org: www.belacollege.org

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

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

Address Line 2

City/Town

ROPAR

State

PUNJAB

Pin Code

140111

Institution e-mail address

mail@belacollege.org

Contact Nos.

01881-263533

Name of the Head of the Institution:

Prof. Surmukh Singh

Tel. No. with STD Code:

01881-263533

Mobile:

+91-98155-18698

Name of the IQAC Co-ordinator:

Mrs. Mamta Arora

Mobile:

+91-94630-27367, 8360959625

IQAC e-mail address:

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

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

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

1.5 Website address:

www.belacollege.org

Web-link of the AQAR:

www.belacollege.org/IQAC/AQAR.2013-14.pdf

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

1.6 Accreditation Details

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

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

08/11/2012

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

2013-2014

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

i. AQAR 2012-13

22/12/2014

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Punjabi University, Patiala

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

No

UGC-CE

No

UGC-Special Assistance Programme

No

DST-FIST

No

UGC-Innovative PG programmes

no

Any other (*Specify*)

B.voc.

UGC-COP Programmes

Yes

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

1

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

9

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

11

Faculty

7

Non-Teaching Staff Students

2

Alumni

1

Others

1

2.12 Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- ❖ Industry Institute Partnership Programme
- ❖ Seminar on entrepreneurship development
- ❖ Qualities of a Good teacher
- ❖ Use of ICT in classrooms
- ❖ Let's serve the society
- ❖ How to be a successful person lecture by IAS Officer by S. Gurdev singh Ghuman
- ❖ Lecture by Dr. G.B. Singh Assistant director, Department of Health and family welfare, on topic "Health care and Hygiene"

2.14 Significant Activities and contributions made by IQAC

B. Voc. programmes have been introduced.

- ❖ Commerce stream has been introduced.
- ❖ MOU have been signed with different industries
- ❖ Food processing equipment have been purchased.
- ❖ More computers have been purchased.
- ❖ Water coolers with filters have been installed
- ❖ College magazine has been published.
- ❖ Industrial visits have been made mandatory
- ❖ Expert talks have been arranged.
- ❖ New furniture for classrooms and labs have been purchased.
- ❖ Faculty Development programmes have been organized.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To introduce B. Voc., M. Sc. Mathematics and M.com Programme.	B. Voc. food Processing and B. Voc. Retail Management & IT are sanctioned by UGC.
To update laboratories.	New equipment's purchasing is in process
To purchase more text and reference books.	Library is being upgraded by adding more books
To purchase computers, projectors, touch screen podium.	Computers and other teaching aids are being purchased
To construct more classrooms.	Two classrooms have been constructed
To introduce career oriented courses	Two add on course Organic farming and T.V. and video Production have been sanctioned by UGC.

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

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes (June2013-May2014)

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	4	-	2	-
UG	7	-	-	2
PG Diploma	2	-	-	-
Advanced Diploma	2	2	-	-
Diploma	2	2	-	-
Certificate	2	2	-	-
Others	-	-	-	3
Total	19	6	2	5

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

CBCS- Credit Based system have been introduced in college.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	18
Trimester	-
Annual	1

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒

(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

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

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

B.voc. syllabus of Punjabi University Patiala has been designed by the college.

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

M.Com. and M.Sc. Mathematics have been started.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	25	03	--	-

2.2 No. of permanent faculty with Ph.D.

03

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

(Jan2013-Dec2013)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	-	-	-	-	-	-	-	11	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

10

2.5 Faculty participation in conferences and symposia: (Jan2013-Dec2013)

No. of Faculty	International level	National level	State level
Attended	5	14	5
Presented papers	3	10	2
Resource Persons	-	-	1

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

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

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

206 (June13-May14)

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

-

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

05

2.10 Average percentage of attendance of students

Title of the Programme	Total no. of students	Attendance Percentage%(2013-14)
BA-I	320	79
BA-II	265	76
BA-III	156	80
BSc(NM)-I	33	90
BSc(NM)-II	41	92
BSc (NM) III	43	95
BSc(CA)-I	14	93
BSc(CA)-II	11	86
BSc(CA)-III	11	79
BSC(BT)-I	48	99
BSC(BT)-II	27	98
BSc(BT)-III	27	99
BBA-I	50	82
BBA-II	42	79
BBA-III	40	Gone for Project Work
BCA-I	49	78
BCA-II	24	85
BCA-III	39	89
B.Com-I	70	97
B.Com. II	61	82
B.Voc. (Food Processing)	54	91
B.Voc. (retail Management&IT)	43	85
PGDCA	22	78
PGDJMC	26	59
MSc(BT)-I	11	100
MSc(BT)-II	7	100
MSc(IT)-I	10	98
MSc(IT)-II	28	98
M.Com.-I	7	94
M.Sc. Math-I	10	89

2.11 Course/Programme wise distribution of pass percentage: (Dec2012 and May2013 results)

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-I	398	-	52	23	12	87
BA-II	204	-	40	2	14	83
BA-III	178	-	30	31	28	89
PGDJMC	17	-	41	10	29	81
BSc(NM)-I Sem-I	42	72	29	31	21	81
BSc(NM)-I Sem-II	42	75.4	29	27	23	82
BSc(NM)-II Sem-III	37	85	57	8	-	84
BSc(NM)-II Sem-IV	37	82.7	60	12	-	91
BSc(NM)-III Sem V	28	81.6	25	11	4	96
BSc(NM)-III Sem VI	28	82.4	39	4	-	96
BSc(CA)-I Sem-I	11	55	-	18	18	36
BSc(CA)-I Sem-II	11	57.9	49	10	10	86
BSc(CA)-II Sem-III	11	67	19	27	30	85
BSc(CA)-II Sem-IV	11	66.7	18	18	-	82
BSc(CA)-III Sem V	12	72.6	25	17	-	75
BSc(CA)-III Sem VI	12	79.9	34	25	-	84
BSc(BT)-I Sem-I	31	-	22	38	3	64
BSc(BT)-I Sem-II	31	3	32	29	30	94
BSc(BT)-II Sem-III	27	-	18	52	11	81
BSc(BT)-II Sem-IV	27	-	44	53	-	97
BSc(BT)-III Sem V	17	-	47	17	-	64
BSc(BT)-III Sem VI	17	-	52	31	-	84
BCom(Prof) Sem I	66	-	43.6	25.7	20	89.3
BCom(Prof) Sem II	64	4.6	43.4	40.6	-	88.7
BBA-I Sem-1	49	0	15	14	30	80
BBA-I Sem-2	47	0	50	10	15	85
BBA-II Sem-3	41	10	25	10	0	85
BBA-II Sem-4	41	5	9	27	0	100
BBA-III Sem-5	38	13	10	10	0	87
BBA-III Sem-6	38	5	13	16	0	90
BCA-I Sem-I	40	-	50	32.5	-	82.5
BCA-I Sem-II	27		55.5	20	10	88.5
BCA-II Sem-III	39	-	48.9	30	-	78.9
BCA-II Sem-IV	39		13	12	2	811.7
BCA-III Sem-V	35		11	13	12	84
BCA-III Sem-VI	35		11	13	12	84
PGDCA Sem-I	20	-	51	20	14	85
PGDCA Sem-II	20		12	6		90
MSc(IT)-I Sem-I	12	-	5	-	-	41.6
MSc(IT)-I Sem-II	12		10	1	-	91
MSc(IT)-II Sem-III	31	1	59.5	21	-	81.5
MSc(IT)-II Sem-IV	31		52	10	-	62
MSc(BT)-I Sem-I	7	71	100	-	-	100
MSc(BT)-I Sem-II	7	28	100	-	-	100
MSc(BT)-II Sem-III	7	14	100	-	-	100
MSc(BT)-II Sem-IV	7	14	100	-	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC of the institution contributes monitors and evaluates the Teaching & Learning processes by way of conducting the periodical meetings. Faculty members are encouraged to use modern methods of teaching. Evaluation of different faculty members is done from respective students with the help of questionnaire. The progress of students are monitored through various means such as unit tests, assignments, seminars, ppt. etc. Weak students are identified and remedial classes on Saturday/Sunday are arranged.

2.13 Initiatives undertaken towards faculty development (Jan2013-Dec2013)

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	1
Others	-

2.14 Details of Administrative and Technical staff (June13-May14)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	-	0	-
Technical Staff	5	-	--	-

Criterion – III

3. Research, Consultancy and Extension

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

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

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	1
Outlay in Rs. Lakhs	Nil	Nil	Nil	5 lacs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	6	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range 0.5-2.0 Average h-index Nos. in SCOPUS 1

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

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

IQAC, BELA

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP <input type="text" value="-"/>	CAS <input type="text" value="-"/>	DST-FIST <input type="text" value="-"/>
DPE <input type="text" value="-"/>		DBT Scheme/funds <input type="text" value="-"/>

3.9 For colleges	Autonomy <input type="text" value="-"/>	CPE <input type="text" value="-"/>	DBT Star Scheme <input type="text" value="-"/>
	INSPIRE <input type="text" value="-"/>	CE <input type="text" value="-"/>	Any Other (specify) <input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the
Institution

Level	International	National	State	University	College
Number	-	1	3	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency	<input type="text"/>	From Management of University/College	<input type="text" value="35,000"/>
Total	<input type="text" value="35,000"/>		

3.16 No. of patents received this year : NIL

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-

-

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

-

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

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

College level 200

University level -

State level -

National level -

International level -

3.22 No. of students participated in NCC events:

Battalion level 50

University level -

State level -

National level -

International level -

3.23 No. of Awards won in NSS:

University level

State level

National level

International level

3.24 No. of Awards won in NCC:

University level -

State level -

National level -

International level -

3.25 No. of Extension activities organized

University forum	-	College forum	10	
NCC	-	NSS	3	Any other 1

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

- ✓ Blood donation camp
- ✓ Tree Plantation
- ✓ Yoga Camp
- ✓ Red Cross Day celebration
- ✓ Blood Donation Camp
- ✓ Awareness Rally on Voting rights
- ✓ Celebration of Independence day and republic Day in campus
- ✓ NCC Day

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7 acre	--	Donations and Management	7 acre
Class rooms	18	3	UGC	19
Laboratories	10	-		10
Seminar Halls	2	-		2
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	-	1	UGC	1
Value of the equipment purchased during the year (Rs. in Lakhs)	6 lakh			
Others	-	Sports hall cum Training Complex	UGC	1

4.2 Computerization of administration and library

Administration block and library is partially computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13,588	1590339.32	71	29051	13890	1665933.32
Reference Books	231	326,440.63	---	---	231	326,440.63
e-Books	97,000	5,000	02	---	97,000	5,000
Journals	13		-	---	15	---
e-Journals	6,000	5,000	---	---	6,000	5,000
Digital Database	--	--	--	---	---	---
CD & Video	219		3	---	222	---
Others (specify)				---		---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	3	10 nme connections	9	1	1	5	-
Added	-	-	-	-	-	-	2	-
Total	85	3	10	9	1	1	7	-

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

Internet access is given to all faculty members.

The campus is Wi-Fi enabled.

Free Internet facility in hostels also.

4.6 Amount spent on maintenance in lakhs:

i) ICT

2 lac

ii) Campus Infrastructure and facilities

1 lac

iii) Equipment's

43 lac

iv) Others

11 lac

Total :

57 lacs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC provides information about various Student Support Services available at the institution and other levels.
- The college has an efficient public address system which is effectively made use of, for timely announcements of upcoming events and projects.
- Student members of the IQAC are encouraged to come out with their views and suggestions for the enhancement of quality of the institution.
- The information of support services in the prospectus is improved.
- The feedback is receiving from the students on the utility of support services time to time.
- Assigning convener to each type of support service
- Provide guidance to the needy students.
- Facility of health center.
- Provide different types of scholarships and free ship to students.
- Women cell

5.2 Efforts made by the institution for tracking the progression

- Information regarding syllabi, fee structure, facilities, scholarship, etc. is provided on institute official website.
- Following transparent admission procedure
- Highlighting achievements of students in media briefings.
- Career oriented lectures are conducted for College students.
- Making institute bus facility available on field visits, etc.
- Regular parents meet and informing them on the progress of their wards
- Started Value added courses namely, spoken English, fashion designing, diploma in computer application.
- Wi-Fi campus and providing computer and internet access at free of cost.
- E-books, e-journals, sample question papers are made available in library and also on collage website.
- Students are guided to participate in the cultural events, youth festival and other outdoor competitions.
- Various excursion / educational trips are arranged.
- Placement interviews are arranged by placement cell.
- Departments are insisted on to document, compare and discuss the performance and progress of the students in their exams and other academic activities.
- Remedial classes for weak students in academics.

- Monitoring and ensuring the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage.

5.3 (a) Total Number of students

2013-2014

UG	PG	Ph. D.	Others
1491	60	-----	38

(b) No. of students outside the state

1

(c) No. of international students

0

Men

No	%
970	60.70

No	%
619	38.95

Women

Demand ratio 1:1

Dropout 15 %

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
829	344	--	225		1398	902	421	--	228	1	1551

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The proposal has been sent to different institute.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NO

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	10

5.6 Details of student counselling and career guidance

- To improve the communication skill in English, the college regularly conducts Remedial English classes.
- The Yoga and Meditation sessions help the students to keep them physically and mentally fit.
- Career Guidance and Placement Cell provides guidance and counselling to the students regarding higher studies and employment.
- The students are encouraged to exhibit their skills and talents through various academic clubs and the magazines published by the departments and the college.

No. of students benefitted

48

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	23	5	89

5.8 Details of gender sensitization programmes

- Women's Day celebration by guest lectures, interactive session and appreciation of achievers.
- Girls are trained to take a lead role in NSS and NCC.
- Women development cell.

5.9 Students Activities

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

State/ University level

26

National level

1

International level

Nil

No. of students participated in cultural events

State/ University level

19

National level

NIL

International level

NIL

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

Sports : State/ University level

2

National level

NIL

International level

NIL

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	134	3,48,750
Financial support from government	275	34,19,412
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organized / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Better drinking water facility
- Parking facility separate for two wheelers
- Providing Hi-speed Internet facility.
- Better canteen facility

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision of the Institution

The college has far sighted vision i.e.

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

Mission of the Institution

The mission of A.S.B.A.S.J.S.M. College is to provide opportunities to the rural youth for educational, professional, social, and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations. This college is playing vital role in society by providing opportunities for

multidimensional development of personality by providing opportunities to participate in religious, sports, cultural, co curricular, academic, NCC, NSS activities. The college is committed to offer quality education to the people and to promote technological advancement and innovations in educational domains. The institution is responsive to extension of education and to promote creativity, morality and value originality.

The **logo** of the college is



There are different items in the logo, which have a symbolic meaning:

- A chakkar which is circular .It represents the eternal nature of God, there is only one God, never beginning and never ending .It is symbol of oneness of humanity.
- Two single edged swords are crossed at the bottom, one being temporal power and the other Spirituality.
- In the centre burning Mashaal represents enlightenment. It means knowledge is power.
- Equality, Liberty, Fraternity is inscribed on the symbol. By this the institute contributes to National Development by serving the cause of social justice, ensuring equity and increasing access to higher education.
- It is displayed on all official documents, college gate, banners etc.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- Syllabus of B.Voc. has been designed by faculty
- Syllabus of add on courses has been designed by college faculty.

6.3.2 Teaching and Learning

- Course file is prepared
- academic calendar is prepared
- To encourage reading habits, students are honoured
- Conducting unit tests, group discussions and home assignments etc.
- Exposing students for outdoor learning through educational trips, excursions, camps etc.
- Motivating students for research activities.
- Promote theatre activities
- Participatory teaching through ICT facilities

- The college nurturing creativity and temper among the learners through various academic activities.
- Feedback mechanism to evaluate the teachers and the feedback is reviewed time to time.

6.3.3 Examination and Evaluation

- Cumulative evaluation of each student through house examinations.
- Results of examinations in stipulated time.
- unit tests are conducted after the completion of topic / unit.
- Extra lectures are conducted by the faculties to complete the syllabus in the stipulated time.

6.3.4 Research and Development

- PG students are guided for their research based submissions
- Guiding teachers for improving API through participation in conferences and through publishing of articles, books and research work.
- Supporting teachers with study leaves, allowances etc.
- Improving library and laboratory facilities for research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Institution is adding number of books, computer labs, Internet connectivity, scientific instruments etc.
- Wi-Fi campus facility
- Subscription of INFLIBNET and science direct
- Multi- facility auditorium is under construction

6.3.6 Human Resource Management

- OSA old student association is formally registered.
- Non-teaching staff is motivated for computer literacy.
- In-house and outside Training to teaching & non-teaching staff.
- The faculty members have access to the computer and internet facility that are available in the departments as well as in the internet centre.
- A student being as a prime HR, the college encourages to develop this resource through variety of activities like, N.S.S., N.C.C., social and Cultural activities, etc.
- Parents through parent meetings

6.3.7 Faculty and Staff recruitment

- The staff requirement is assessed on the basis of the students' strength, vacancies arising due to retirement and as per the workload norms prescribed by the government.

- Time to time faculty and staff recruitments made as per norms
- The selection of the candidates is then approved by the college committee. For unaided programs, a five member selection committee comprising of two members from the Management, Principal, Administrative Officer, and Head of the concerned Department selects the candidates.
- The temporary teaching and non-teaching staff for non-grant or professional or add-on courses is recruited for one year, on the institutional level.

6.3.8 Industry Interaction / Collaboration

- MoU have been signed with various industries.
- Industry institute partnership programme has been started.

6.3.9 Admission of Students

- Admission is purely on merit basis and done in transparent procedure.
- Efforts are made to ensure that all students seeking admission through different modes of publicity of all courses.
- The college has developed its own website and notice board for the convenience of students seeking admission to the college.
- Reservations are strictly followed as per state government
- Every year a review meeting of the Admission Committee is held to ensure the improvement in admission process.
- Well communicated admission process through news paper advertisements.

6.4 Welfare schemes for

Teaching and Non teaching	<ul style="list-style-type: none">• Distribution of Uniforms and medical facilities are available.• Emergency financial support, etc.• Prizes towards of employees• Concession in fees to wards of employees.• Advance payment against the salary.• Tea club• Staff annual gathering celebration
Students	<ul style="list-style-type: none">• Free education facilities are available.• Computer with internet access free of cost• Admission fees in instalments• Financial aid through Students Welfare Scheme• Facility of 'Earn while you Learn' scheme• Book Bank scheme for all students

6.5 Total corpus fund generated Nil

6.6 Whether annual financial audit has been done ☒ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Chartered Accountant	Yes	Principal
Administrative	YES	Chartered Accountant	Yes	Management committee

6.8 Does the University/ Autonomous College declares results within 30 days?

Not applicable

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not applicable.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

We are trying to improve our NAAC Score

6.11 Activities and support from the Alumni Association

- The alumni association makes generous contributions for the development of the college.
- The Alumni Association contributes various services to the institution in general and to the students opting for higher studies and getting employment in particular fields.

6.12 Activities and support from the Parent – Teacher Association

- Parent meet is organized with informal interactions to keep them aware of their ward's progress, to get feedback and also to find future linkage possibilities.
- Attendance of the students
- Academic results are discussed with parents

6.13 Development programs for support staff

- The faculty of the college is provided with computer, internet, audio-visual aids and computer aided packages to facilitate teaching.
- Non teaching staff members have been encouraged to register themselves to continue higher education.
- Time bound allotted duties.
- Advance payment in emergency.
- Annual gathering of staff.
- Participation in the training programs.
- Computer training to all.

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

- Tree plantation
- Gardening team with Garden Superintendent working on campus beautification.
- Motivating students to clean campus
- Seminar on Energy Conservation
- Sensitizing stakeholders towards waste management

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Started skill oriented need based food Processing and retail management Courses.
2. We provided education at affordable cost.
3. We foster cultural values and to impact co-curricular theatrical ,literary &sportsmanship skills:- youth festival, ,Annual sports meet ,games(Judo, Wrestling ,Hockey)
4. Collaboration of institution &Industry
5. Good linkage &feedback between academic and community.
6. We introduce flexibility in paying fees,
7. Different exit programme and lateral entry are permitted.

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

1. We provided sophisticated instrumentation labs.
2. Five biotech labs with all necessary equipments.
3. Updated computer labs with 2MB dedicated lease line connection.
4. Hygienic canteen and mess.
5. We provided seminar hall.
6. Arrangement of educational tours:-
 - Visit to science city Kapurthala.
 - Educational visit to central Instrumentation Laboratory, Punjab University Chandigarh by Dept. Of chemistry.
7. Hostel facility:-
 - We provided separate Girls and boys hostel facility.
8. We provided different Scholarships for SC/BC/Sikh Minority Students.
9. We organised special teaching learning programmes like seminar and conferences.
10. We Organised Prize Distribution function 2014.S.Gurdev Singh Ghuman (IAS) DPI colleges, Punjab Chief Guest 4th March 2014.
11. We Organised Fresher Party, Farewell Party, Holi celebration, Lohri Celebration..

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

These are mentioned as following

1. Library Best User Award for Students and Faculty

Goal of the practice

To attract more faculty members and students to visit the library and use the library resources.

The process

Data is gathered through register maintained in the library. Usage data is compiled.

Based on the above data and the observations of the librarian one best user award are given to the student who has made maximum use of the library in each department.

Impact of the practice

Optimized utilization of resources..

Resources required

Finance for instituting awards. Maintenance of user data. Commitment from librarian and support from management is also vital.

BEST PRACTICE-II

Goal of the Practice

Dress code for fourth class employees

The process

Uniforms have been provided to fourth- class employees to enhance professional look of institute to all stakeholders. Two uniforms are provided to all fourth class employees in winter and summer season each. They are wearing almost on all days and mandatory on formal and informal functions or get-together.

Impact of the practice

Satisfaction level of employees have increased. They have become more responsible also.

Resources required

Financial liability of management has increased.

1. Healthy Practices:-

We displays sensitivity to changing educational, social and market demands.

- NSS-National integration, Camp immunisation, Blood Donation camps, Voter day, Plantation.
- We stressed on community service

7.4 Contribution to environmental awareness / protection

1. Planting more Trees.
2. Van Mahutsav day was celebrated.
3. Follow Environmental Protection Rules.
4. NCC Camps
5. Promote Gardening

7.5 Whether environmental audit was conducted? No

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

1. Strength:-

- College has a strong ethos of openness, Sharing and commitment to increase Parental confidence.
- Since 1975 we are celebrating foundation day of our college with the involvement of public.
- PTA is willing to participate in all activities of the institution.
- Motivate students through Seminar.
- Organised Educational tours along with free bus facility.
- Students in Academic merit of Punjabi university Patiala.

2. Weakness:-

- Budget challenge..
- College in located in Remote Rural Area.
- We have narrow focus on open events not Partnership activities.
- Proportion of regular and contract faculty.
- Dropout rate is high.

3 Opportunity:-

- Each department continuous to trained to stay abreast of changes within its area of expertise.
- Students are active to make their participation in different projects.
- Expansion of faculties
- Professional development of staffs.
- Strengthening of industry & Academic relationship.
- Use of open source tools.
- Tech support for student, Faculty, staff.

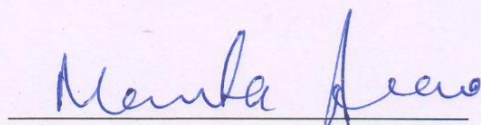
4. Threats:-

- Opening new colleges around our college.
- Field obsolesces.
- Training and Education Obstacles.

8. Plans of institution for next year

- To ensure the participation of teachers in the curriculum restructuring workshops/BOS meetings conducted by the university.
- To organise national seminar on human rights.
- To start human rights certificate course.
- To conduct Personality development programs for the students.
- The preparation of teaching plan.
- To continue training for Personality Development and Communication Skills.
- To continue Remedial classes.
- To start NET Coaching Classes.
- To start Equal opportunity Cell
- To organize faculty Development Program.
- To motivate PG students to enrol for projects.

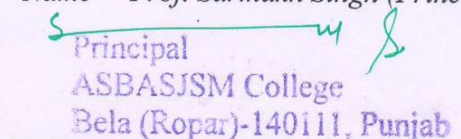
Name Asso. Prof. Mamta Arora



Signature of the Coordinator, IQAC

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

Name Prof. Surmukh Singh (Principal)



Principal
ASBASJSM College
Bela (Ropar)-140111, Punjab

Signature of the Chairperson, IQAC

Annexure I

ADMISSION DATES :

1. B.A. / B.Sc. Ist, IInd & IIIrd
Regular Admission (Without Lat Fee) **13-07-2013**
2. Rs. 400 Late fee and with approval from Principal
(16.07.2012 to 30.07.2012)
3. Rs. 800 Late Fee and approval from Vice Chancellor
(01.08.2012 to 07.08.2012)
4. Rs. 2500/- Late Fee and approval of Academic Council
(08.08.2012 to 14.08.2012)
5. Rs. 3000/- Late Fee and approval of Academic Council
(16.08.2012 to 25.08.2012)
6. Rs. 6000/- Late Fee and approval of Academic Council
(27.08.2012 to 03.09.2012)
7. Rs. 12000/- late fee and approval of Academic Council
(04.09.2012 to 10.09.2012)
8. Rs. 24000/- late fee and approval of Academic Council
(01.0.2012 to 15.09.2012)

CALENDAR OF SEMESTER SYSTEM

Study of First Semester 14.07.2012 to 15.11.2012

Exam of First Semester 23.12.2012 to

Study of IInd Semester 7.01.2013 to 30.04.2012

FIRST ACADEMIC TRIMESTER

16.07.2012 to 26.09.2012

VACATION

27.09.2012 to 05.10.2012

IIND SEMESTER TRIMESTER

06.10.2012 to 23.12.2012

EXAM

03.12.2012 to 23.12.2012

WINTER VACATION

24.12.2012 to 05.01.2013

1. New Session Start
21 July 2013
2. Fresher's Party
August 2013
3. Van Mahautsav Day
September 2013
4. Teachers Day
September 2013
5. Talent Hunt Competition
October 2013
6. Zonal Youth Festival
October 2013
7. Children Day
November 2013
8. N.C.C. Day
23 November 2013
9. Shaheedi Jod Mela Sahibzada Ajit Singh
Sahibzada Jujhar Singh
December 2013
10. College Establishment Day
6 February 2013
11. Annual Sports Day
February 2013
12. Annual Prize Distribution Function
February-March 2013
13. Shaheed Bhagat Singh Memorial Day
March 2013
14. International Women Day
8 March 2013
15. Farewell Party
March 2013