



ANNUAL QUALITY ASSURANCE REPORT

2015-16

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, igacbela@gmail.com, mail@belacollege.org: www.belacollege.org

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

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

Address Line 2

City/Town

ROPAR

State

PUNJAB

Pin Code

140111

Institution e-mail address

mail@belacollege.org

Contact Nos.

01881-263533

Name of the Head of the Institution:

Prof. Surmukh Singh

Tel. No. with STD Code:

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Mrs. Mamta Arora

IQAC, BELA

Name of the IQAC Co-ordinator:

Mobile:

+91-94630-27367, 8360959625

IQAC e-mail address:

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

1.3 NAAC Track ID (For ex. MHC0GN 1887)

1.4 NAAC Executive Committee No. & Date:

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

(For Example EC/32/A&A/143 dated 3-5-2007...
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.belacollege.org

Web-link of the AQAR:

www.belacollege.org/IQAC/AQAR.2015-16.pdf

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)

2015-2016

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 |
| ii. AQAR 2013-14 | 31/12/2018 |
| iii. AQAR 2014-15 | 31/12/2018 |
| iv. AQAR 2015-16 | 31/12/2018 |

1.10 Institutional Status

University ☐ State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College ☐ Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

TEI (Edu) ☐ E ☐ neering H ☐ th Science ☒
Management

Others (Specify)

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

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

UGC-CE

UGC-Special Assistance Programme

DST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

5

No.

3

0

Non-Teaching Staff Students

1

Alumni

1

Others

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

☐
☒

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.
Institution Level

4

Internation

Natio

-

-

4

(ii) Themes

- ❖ Industry Institute Partnership Programme
- ❖ One week Faculty development program on “ A step towards enhancement of efficiency and excellence” 12july 2016-18 July, 2016
- ❖ Inter-college poetry competition
- ❖ Workshop on HPLC
- ❖ Seminar on Current trends in Biotechnology

2.14 Significant Activities and contributions made by IQAC

- ❖ Book on “Human rights, Civilization and culture in emerging globalised world” released.
- ❖ Faculty especially HODs were motivated to organise different events.
- ❖ Dedicated Lease line of 32 Mbps installed for speed.
- ❖ Industrial visits were organised
- ❖ Expert talks were arranged

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 conduct National seminar	Two national seminars were conducted sponsored by UGC and management
To construct auditorium	Auditorium was inaugurated by education Minister of Punjab
To contribute for the betterment of local community	Street lights were installed in Bela Village by college whose electricity bill is paid by college
To foster brotherhood	Culture exchange program organized where north east states of India performed different traditional dances.

To arrange expert talks in different departments.	Expert talks have been organized in various departments
To train students in different youth festival activities.	College got 6 trophies in various events of youth festival
To continue remedial classes for weak students	Remedial classes were continued for weak students.

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

2.15 Whether the AQAR was placed in statutory body

☒
☐

Management

☒

icate

☐

Any

☐

body

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes (June2015-May2016)

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	2(M.Sc.BT, M.Sc.IT)	2(M.Com, MSc Maths)	4(M.Sc.BT, M.Sc.IT, M.Com, M.Sc. Maths)	-
UG	5(BA,BCA, BBA, B.Com, B. Sc BT, BSc NM, BSc CA)	2(B. Voc-FP,RMIT)	8(BA, BCA, BBA, B.Com, BSc BT, BSc CA, B. Voc FP, B. Voc RMIT)	

PG Diploma	2(PGDCA,PGD MC)	-	2(PGDCA,P GDMC)	-
Advanced Diploma	2(B.Voc. FP,RMIT)	2(B.Voc- FP,RMIT)	2(B.Voc- FP,RMIT)	-
Diploma	2(BVoc- FP,RMIT)	2(BVoc- FP,RMIT)	2(BVoc- FP,RMIT)	-
Certificate	2(BVoc- FP,RMIT)	2(BVoc- FP,RMIT)	2(BVoc- FP,RMIT)	-
Others	-	-	-	2(NIOS-2 six months, 2 one year courses)
Total	15	10	20	

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
CBCS- CS Introduced in B.Voc.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	19
Trimester	-
Annual	Nil

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employer ☐ 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.

Internal assessment was introduced as per RUSA guidelines

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

B.Voc. Advance Diploma Started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty (Jan2015-Dec2015)

Total	Asst. Professors	Associate Professors	Professors	Others
38	34	04	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (Jan2015-Dec2016)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	Nil	0	Nil	Nil	Nil	Nil	Nil	2	Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

5

2.5 Faculty participation in conferences and symposia: (Jan2015-Dec2015)

No. of Faculty	International level	National level	State level
Attended	3	11	36
Presented	2	6	4
Resource Persons	-	Nil	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

194

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

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development work

04

2.10 Average percentage of attendance of students: -

Title of the Programme	Total no. of students	Attendance Percentage%
BA-I	259	77
BA-II	176	80
BA-III	205	76
BSc(NM)-I	36	89
BSc(NM)-II	32	90
BSc(NM)-III	40	90
BSc(CA)-I	15	82
BSc(CA)-II	10	78
BSc(CA)-III	10	77
BSC(BT)-I	23	95
BSC(BT)-II	45	94
BSc(BT)-III	27	100
BBA-I	28	87
BBA-II	37	89
BBA-III	41	91
BCA-I	50	90
BCA-II	40	89
BCA-III	21	87
B.Com-I	74	85
B.Com-II	65	78

B.VOC(R&M)-I	34	94
B.VOC(R&M)-II	14	96
B.VOC(Food Proc.)-I	50	100
B.VOC(Food Proc.)-II	41	100
PGDCA	39	98
PGDJMC	19	79
MSc(BT)-I	08	100
MSc(BT)-II	11	100
MSc(IT)-I	11	100
MSc(IT)-II	10	100
M.Com-I	20	100
M.Com-II	08	100
M.sc-Math-I	06	100
M.sc-Math-II	10	100
M.sc-IT(Let.)-I	13	100

2.11 Course/Programme wise distribution of pass percentage: (Jan2015-Dec2016 results)

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-I Sem-1	242	0	65.2	15.3	0	80.5
BA-II Sem-3	170	0	50.5	38.2	0	88.7
BA-II Sem-4	163	0	38.3	55.9	1.0	76.1
BA-I Sem-2	203	0	40.1	16.8	0	86.0
BSc(CA)-III Sem-5	10	0	40	30	10	80
BSc(NM)-III Sem-5	40	0	52.5	35	7.5	95
BSc(BT)-III Sem-5	27	0	70.3	25.9	0	96.2
M.Com-I Sem-1	20	0	85	0	0	85
M.Com-II Sem-3	08	0	100	0	0	100
M.Com-II Sem-4	8	0	100	0	0	100
BSc(NM)-I Sem-1	0	0	60.60	25.6	0	85.60
BSc(NM)-II Sem-3	32	0	60	25	0	85
BSc(NM)-II Sem-4	31	12.9	70	11	0	81
BSc(NM)-III Sem-6	39	15	46.1	43.5	10.2	99.8
BSc(CA)-II Sem-3	10	0	30	40	10	80
BSc(CA)-II Sem-4	09	0	66.6	22.2	0	88.8
BSC(BT)-I Sem-1	23	4.3		8.6	0	56.3
BSC(BT)-I Sem-2	23	0	70	23	0	93
BSC(BT)-II Sem-3	44	10	79	12	0	91
BSC(BT)-III Sem-6	27	7.0	51.8	29.6	0	88.8
MSc(BT)-I Sem-1	08	0	100	0	0	100
MSc(BT)-I Sem-2	08	0	100	0	0	100
MSc(BT)-II Sem-3	11	0	100	0	0	100
MSc(BT)-II Sem-4	11	9	100	0	0	100
MSc(IT)-I Sem-1	11	0	69	20	0	89
MSc(IT)-II Sem-3	10	0	70	10	0	80
PGDCA Sem-1	38	0	68.4	18.4	0	86.8
PGDCA Sem-2	37	0	64.8	8.1	0	72.9
BBA-I Sem-1	27	0	56	20	0	76
BBA-II Sem-3	33	0	51	26	0	77

BBA-III Sem-5	41	0	67.8	28	6.2	77.4
BCA-I Sem-1	45	0	28.8	4.4	0	33.2
BCA-II Sem-3	41	0	26.8	12.1	2.4	41.3
BCA-III Sem-5	21	66.6	0	0	0	66.6
BCA-III Sem-6	21	0	57.1	30	0	87.1
B.Com-I Sem-1	71	0	54.9	8.4	2.8	66.11
B.Com-I Sem-2	71	2.8	69.0	4.2	0	76.0
B.Com-II Sem-3	64	0	46.8	20.3	0	67.1
B.Com-II Sem-4	64	9.3	54.6	1.5	0	65.4
B.Com-III Sem-5	59	8.9	71.18	6.7	0	86.8
B.Com-III Sem-6	59	33.8	57.6	0	0	91.4
M.sc Math-I Sem-1	04		25	50	0	75
M.sc Math-I Sem-2	04	0	75	0	0	75
M.sc Math-II Sem-3	10	10	70	10	0	90
M.sc Math-II Sem-4	10	0	90	0	0	90
B.Voc-FP Sem-1	50	02	72	20	0	92
B.Voc-FP Sem-2	43	4.65	75	20	0	95

2.12 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Program	Nil
HRD programs	Nil
Orientation programs	1
Faculty exchange program	Nil
staff training conducted by the university	Nil
Staff training conducted by other institutions	58
Summer / Winter schools, Workshops, etc.	69

Others	17
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2.13 Details of Administrative and Technical staff (June12-May13)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	02	Nil	Nil
Technical Staff	07	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Students of Post graduate classes were encouraged to opt for project work although it was not mandatory as per their curriculum.

Expert talk on API score

Faculty were encouraged to pursue Ph.D.

Faculty members were encouraged to qualify NET/SLET

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	9	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAR CAS DST-FIR
DPE DBT Scheme/fund

3.9 For colleges Autonomously CBSE DBT Star School
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organised by the institute :

Level	International	National	State	University	College
Number	-	2	-	-	5
Sponsoring agencies	-	Management	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons 1

3.13 No. of collaborations International - National 7 Any other

3.14 No. of linkages created during this year 2

3.15 Total budget for research for current year in lakhs : Nil

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	2	-	1	5

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 Pr Fellows Any
other

3.21 No. of students Participated in NSS events:

College level Univ level
State level
National level International

3.22 No. of students participated in NCC events:

Battalion level University level State level
National level International

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
NCC NSS Any

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

- ✓ Swachh Bharat abhiyan campaign
- ✓ Blood donation camp
- ✓ Drugs de-addiction programme,
- ✓ Woman day celebration ,
- ✓ Road Safety awareness programme,
- ✓ Lohri celebration,
- ✓ Independence day
- ✓ Republic day,
- ✓ National voters day

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7 acre	Nil		
Class rooms	25	3	UGC	19
Laboratories	10	-		10
Seminar Halls		-		2
Value of the equipment purchased during the year (Rs. in Lakhs)	6246612	5416711		11663323
Others	200000	189000		389000

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	14420	1801866.32	205	71515	14625	1873381.32
Reference Books	236	33430.63	07	3340	243	36770.63
e-Books	97000	5000			97000	5000
Journals	15	53183	03	680	18	53863
e-Journals	6000	5000			6000	5000
Digital Database						
CD & Video	228		03		228	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computer s	Comput er Labs	Internet	Browsin g Centres	Compute r Centres	Offic e	Depart - ments	Othe rs
Existin g	85	3	10 nme connecti ons	9	1	1	5	-
Added	20	03	10NME	9	1	1	5	-
Total	105	3	20	9	1	1	5	-

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT	21172
ii) Campus Infrastructure and facilities	637636
iii) Equipment's	20800
iv) Others	145947
	825555

Total :

Criterion- V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Orientation at the beginning of session, students are informed regarding various facilities available in the college such as library, internet and labs.
- ✓ Organized competitions (poem recitation, slogan writing, essay writing) on the issues of respective subjects social concerns.
- ✓ National seminars.
- ✓ Industrial visits.

5.2 Efforts made by institute for tracking the progression

- ✓ Conducting Mid semester Examination
- ✓ Analysing results .
- ✓ Re-examining the students with poor performance
- ✓ Extra classes.
- ✓ To organise parent Teacher meeting

5.3(a) Total number of students

UG	PG	Ph.D.	OTHERS
1433	155	-	-

(b) No. of students outside the state

(c) No. of international students

Men

No	%
936	58.06

Women

No	%
676	42.93

last Year					current year				
GEN	SC	ST	OBC	TOTAL	GEN	SC	ST	OBC	TOTAL
866	451		286	1612	845	451		285	1583

Demand ratio 1:1

Dropout rate : 13.02%

5.4 Details of student support mechanism for coaching for competitive examination

- ✓ UGC NET Books/Study material available in library.
- ✓ UGC/NET Coaching in Life sciences
- ✓ Internet and computer lab facility available
- ✓ Newspaper and magazines available.

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS State PSC UPSC Others

5.6 Details of student counselling and career guidance

- ✓ Career guidance in civil services workshop by IAS & Allied Services Training Centre Pbi Uni Patiala
- ✓ Lectures by experienced personalities in different areas.
- ✓ Committee for counseling students at the time of admission headed by principal for guiding students in selecting courses/subjects according to their interests.

No. of students benefitted

5.7 Details of campus placements

On Campus			Off campus
Number of Organizations visited	Number of students Participated	Number of students placed	Number of students placed
2	28	8	38

5.8 details of gender sensitization programmes

- ✓ International Women day celebrated
- ✓ Guidance of female students on various issues
- ✓ Grievances redressed by women cell

5.9 Student activities

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

State/university level : 30 National level : 2 International level: 0

No. of students participated in cultural events

State/university level : 64 National level : 0 International level: 0

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

Sports: State/university level :8 National level : 0 International level: 0

Cultural : State/university level :12 National level : 0 International level: 0

5.10 Scholarships and financial support

	Number of Students	Amount
Financial support by institution	119	2,72,370
Financial support by government	403	1,04,81,360
Financial support by other sources	-	-
Number of students who received international/ national recognition	-	-

5.11 students organized/initiatives

Fairs: State/university level :0 National level : 0 International level: 0

Exhibitions: State/university level :0 National level : 0 International level: 0

5.12 No. of social initiatives undertaken by students :9

5.13 Major grievances of students (if any) redressed: Grievances are resolved at department level and institutional level if any

- ✓ To upgrade canteen facility
- ✓ To upgrade hostel facility in both boys and girls hostel.
- ✓ Gym facility has been created.
- ✓ Indoor game facility has been created.

6. Governance, Leadership and Management

6.1 State the vision and mission of institution

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

VISION

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

6.2 Does the institution has a management information system: No

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

6.3.1 Curriculum development

- An assessment of the effectiveness of the current curriculum is done through feedback obtained from faculty and students
- internal assessment structured.

6.3.2 Teaching and learning

- Faculty members are motivated to design contemporary
- skill-based and value-added courses.
- Training sessions for the faculty are conducted to enhance their teaching skills.
- Course plans are prepared for every semester by the faculty member of concern and verified by the head of the department at different stages in accordance with syllabus and scheme of examination given by University. Besides, the well standard course material prepared by the faculty members also strengthens teaching- learning process.
- The teaching and learning process is also reviewed by the head of the department and the feedback is communicated to the faculty members of concerned.
- Faculty members have been encouraged to attend Faculty Development Programmes, seminars and workshops for gaining strong knowledge in their field.

- Problem-oriented assignments and case studies have been offered to students as part of teaching-learning process.
- Providing question bank which contains important questions, solved University question papers, answer keys to the students.

6.3.3 Examination and Evaluation

- In the beginning of the academic session, the calendar containing details of all the college activities and general rules of evaluation is displayed on the college website as well as the college prospectus. A students' assembly is held on the first day of the session.
- The students are explained the evaluation process and the assessment procedure so that they could work with these regulations in mind. The evaluation process is also displayed on the college notice board. Any periodic instructions issued by the university are brought to the notice of the students as well as the faculty members.
- In the case of semester system internal assessment based on regularity, punctuality, assignments and participation in class room discussion and seminars is an integral part of formative evaluation approach.
- Two class tests are conducted on the already announced dates.
- The average of marks obtained in these exams constitutes the percent of the internal assessment as per university norms.
- For those students who go for some co-curricular activity or sports or some special reason are unable to appear in one of the two tests, a third test is arranged. The purpose is that the students do not lose marks in internal assessment and do not get penalized for no fault of their own.
- Students who are unable to appear in December exam due to special reasons and the weak students are given another chance to appear in a special test.

6.3.4 Research and development

- Students are encouraged to opt final year projects with research focus and guides are also allotted based on their specialization. Faculty members are encouraged to apply for research funding from various funding agencies.
- The faculty members pursuing their Ph.D. programme are instructed to setup their experimental work in the institution itself to promote research attitude among students.
- Seminars and workshops have been regularly organized to provide expert lectures. Faculty members are motivated to publish their research papers in reputed journals and a cash incentive of 2000 is also offered by the management.

6.3.5 Library, ICT and physical infrastructure/ instrumentation

- Well-equipped library with reading hall.

- Staff Reading Room
- Overhead Projectors
- Slide Projectors
- Generator Facility
- Xerox Machines
- Computers
- 24 hrs. Internet facilities in the College labs
- In order to track the over time missing books, replacements, withdrawals, Inventory of the
- Library books must be done at the end of every year for which a new Barcode Reader has been procured for Inventory Control.
- The staff and students have access to technology and information retrieval on current and relevant issues. The institution deploys and
- Additionally, every department has been provided with a laptop and a portable/mounted LCD projector.

6.3.6 Human resource management

- At the end of each academic year the Management Committee reviews the existing positions and identifies personnel for various teaching and non-teaching positions. The management makes appointments through prescribed procedures.
- Orientation and training programmes are periodically organised for new recruits. In order to enhance capacities of staff, need-based training/workshops are organised for faculty, administrative, and supportive staff.
- Recreation programmes are also organised for teaching, non-teaching and supportive staff.

6.3.7 Faculty and staff recruitment

- Advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC are called for an interview- cum- trial teaching session.
- The selection panel consists of the Principal, Secretary, members of the Management, Head of the concerned department, a senior member of the faculty and an external subject expert. Candidates deemed suitable to meet the institutions requirements are appointed on probation for one year.

6.3.8 Industry interaction/ collaboration

- Students are also encouraged to undergo internship programmes in leading Industries to gain the Industry exposure.
- HR/ Managerial professionals from industries were invited to interact with final year students.
- Departments are encouraged to make their courses of study relevant to industry.
- Industrial visits, lectures by industry experts and domain experts are regularly conducted.

6.3.9 Admission of students

The admission process is based on the philosophy that access to quality education is the fundamental right of all citizens. The College is committed to serving the economically and socially marginalised sections of society and to this end, privileges them in the admission process. This philosophy shapes the admission policy of the College. The College website, prospectus and handbook contain information about the institution and the programmes offered. The prospectus that highlights the details of various programmes of the College is prepared every year prior to the commencement of admissions. The prospectus also gives details of eligibility norms for admission. It is given to the applicants along with the application form. All information relating to admission processes is made known to the public by way of a Help Desk that is set up during admissions. Teachers assist in guiding the candidates and their parents during the admission process.

6.4 Welfare schemes for

Faculty

- Loan facilities
- Flexi-timings provided for medical reasons
- Contributory Provident Fund for management faculty
- Contribution towards medical insurance
- Maternity leave
- Advance to meet emergency expenditure of faculty members.
- Transport facility at subsidized rate

Non-Teaching Staff

- Loan facilities
- Uniforms for the support staff
- Festival advance
- Admissions, scholarships and fee concessions for daughters of administrative and support staff
- Bonus for administrative and supportive staff

Students

- The Career Guidance Cell provides training for students to enhance their employability, in addition to providing information on job availability. It fosters partnerships and linkages with the corporate sector for placement and training opportunities.
- A Wellness Centre under the supervision of a visiting doctor
- Organise student welfare activities
- Help in students' counselling
- Disburse scholarships, financial aid, food tokens and stationery material to the less privileged
- Distribute bus passes in collaboration with the Metropolitan Transport Corporation
- Organise orientation programmes for the first year students on all matters relating to academics, student discipline and services
- Organise a medical camp for first year students
- Scholarship schemes

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

6.7 Whether academic and administrative audit (AAA) has been done? No

6.8 Does the university/ autonomous college declare results within 30 days? NA

6.9 What efforts are made by the university/autonomous college for examination reforms?

We are trying to improve our NAAC Score

6.10 What efforts are made by the university to promote autonomy in the affiliated/constituent college?

NA

6.11 Activities and support from the alumni association

➤ A alumni is adopting some poor students for financial assistance.

6.12 Activities and support from the parent-teacher association

The College does not have an established Parent – Teacher Association. However there are

activities organised by the college wherein parents are encouraged to attend. In the beginning of the academic year it is mandatory that parents of first year students attend an Orientation on all academic programmes and student support services offered on campus.

Departments organise a one-on-one dialogue with parents whose children need further support and counselling services to enhance performance.

6.13 Development programmes for support staff

The institution motivates the members of faculty to increase their knowledge and skills by providing different learning opportunities to them.

Teachers are encouraged to attend seminars, conferences/refresher and orientation courses conducted by other universities and colleges. They are motivated to participate in the academic seminars and conferences at the state and the national level and also to present papers. Whenever the college

receives any information/invitation about the conduct of such programmes, the staff gets duty leave according to Punjab government norms. This information is duly circulated to the respective departments.

2. Journals and reference books are available in the library.
3. Extension lectures are also of great help to the teachers.

The institution provides a conducive environment which enables the staff members to work as effectively as possible. Every staff members is motivated to work to the best of his/her ability.

1. The faculty is encouraged to undergo training programmes and skill development programmes organized by the government and the university.
2. The college organizes seminars, conferences and workshops with which the faculty members are updated on recent advancements in their fields.
3. The college provides latest infrastructural facilities to the staff members like computers, smart class rooms, and latest software.
4. Faculty members are extended library facilities. There is a separate reading room for the staff members.
5. Lectures on stress management are organized for the staff members.
6. Duty leave is given to the staff to attend seminars/workshops/conferences.
7. Staff members are fully involved in committees such as purchase committee, UGC grants committee, RUSA and building committee.

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

Every year world environment day is celebrated in the college by planting plants in college and outside the college and in village also. The College, on a regular basis, makes a thorough environmental assessment of the campus and implements healthy ecological practices in water and energy conservation and waste management. Some of the initiatives are as follows:

Energy efficient lighting – LED lights and energy efficient PL lamps which consume less power are used in the College.

Criterion – VII

7. Innovations and Best Practices

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

1. We provided education at affordable cost.
2. We updated our co-curricular, theatrical ,literary &sportsmanship skills e.g. youth festival, ,Annual sports meet ,games(Judo, Wrestling ,Hockey)
3. Collaboration of institution &technology
4. Good linkage &feedback between academic and industry, Society.
5. We introduce flexibility in learning technique.
6. Structure of undergraduate degree was made on dynamic change.
7. Group learning through practical applications.
8. Different exit programme and lateral entry are permitted.
9. Adoption of academic credit system.
10. Updated skills of teachers through FDP, seminars.
11. Result oriented education and training.
12. Multifaceted development of students through co-curricular activities.
13. Modern methods of teaching &learning.
14. Equal opportunity cell.
15. UGC/NET coaching.

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 Library with book on different subjects, journals, magazines and wide range of newspapers.
4. Updated computer labs with round the clock internet facility.
5. Hygienic canteen and mess.
6. We provided seminar hall.
7. Excellent and spacious classroom with OHP and LCD projectors for teaching.

8. Provision of separate Girls and boys hostel facility inside the campus.
9. We provided different Scholarships for SC/BC/Sikh Minority Students.
10. CCTV surveillance.
11. We Organised Fresher Party, Lohri Celebration..
12. We provided free personality development courses.
13. Online Journals INFLIBNET
14. Updated Wi-Fi .
15. We organised career guidance programme.
16. We provided career oriented courses i.e. spoken English, information technology, T.V and video production, organic Farming.
17. We promoted our social activities also e.g. voter day, NSS, NCC, Plantation, Blood Donation Disaster Management, street lights installed by managing committee inauguration by S.Prem singh chandumajra.
18. We provided hockey playground.
19. Fees concession to needy and meritorious students
20. Emphasis on Human .Right education.
21. Provided vocational degrees having multiple exit programmes.
22. Guest lectures by highly placed professionals from Academia & Industry.

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

1. Infrastructure & Learning Resources:-

- We Conducted carrier counselling & Motivation Workshop.
- Educational visits..
- Faculty development program on “Orientation Promulgate for quality initiative” one week for faculty before starting session
- We organised two days National conference on E-commerce & Food processing.
- Provided Hostel facility for Staff and Students inside the campus.
- Provided Transport facility to students and staff from Chandigarh, Ropar, Morinda, Chamkaur sahib, Khumano etc.
- Provide career oriented courses.
- National Seminar and Workshop on PCR.
- We introduced vocational programme i.e. B.voc Food Processing and Retail management.
- We provided career oriented course /Add on course:-
 - Career oriented courses, Spoken English, Information technology, Organic farming, T.V & video production.
- ◆ Arrange industrial visits to students and faculty.
- ◆ Conducted training programmes.
- ◆ Invited industry experts to deliver lectures in Symposia, seminar and conferences.
- ◆ Biometric system for students and staff.

◆ Inauguration of managing block.

2. Social and educational innovations:-

- We provided sophisticated instrumentation labs.
- Updated excellent library.
- Updated computer labs with round the clock internet facility.
- Ultramodern well equipped labs.
- NSS-National integration, Camp immunisation, Blood Donation camps, Voter day, Plantation. Disaster management.
- We updated indoor game hall.
- We provided career oriented courses i.e. spoken English, information technology, T.V and video production, organic Farming.
- Street lights installed by managing committee inauguration by S.Prem singh chandumajra.
- Fees concession to needy and meritorious students
- Lectures by highly placed professionals from Academia & Industry.
- Provided free 1 month computer course for students.
- Provide projector system in class rooms.
- News facility in Library.
- Inter poem competition conducted.
- We conducted North east states cultural programme.
- We celebrated teacher's day, International women day Republic day , Independence day.
- Different cells are arranged i.e. IQAC, Discipline committee, UGC network resource centre, Women cell, Purchasing committee.

3. Faculty Achievement:-

- Principal Prof.Surmukh singh has been awarded by global Achievers foundation(New Delhi)for providing excellent services in education sector. This award was given by Dr. joginder singh (Ex. Director C.B.I)on 15 th February 2016.
- State award to Prof Mamta Arora for services by state commissioner Dr. Sadhu singh Randhawa & Deputy Gurpreet Dharliwal on 4th April 2016.
- Prof. Amrita kaur , Prof. Mandeep singh & Prof Taranjit kaur honoured by Dr. Nitin Auluck, Head of the dept. Of computer science & Engineering Pbi University Patiala for getting 1st position in paper presentation.
- State award to Prof Mamta Arora for services in education sector.
- Prof. Mamta Arora honoured by Managing committee & faculty members after being selected in Asia Pacific who is who.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

Planting more Trees.

2. Van Mahutsav was celebrated.

3. Follow Environmental Protection Rules.

4. NCC Camps.

5. Promote Gardening.

6."Environmental and road safety "Compulsory paper conducted by university.

7. Medicinal garden.

7.5 Whether environmental audit was conducted?

☒ X

☐

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

8. **Plans of institution for next year**

- To continue equal opportunity cell
- To construct new Biotechnology & Food Processing Block
- To continue UGC/NET Coaching
- To continue remedial coaching
- To continue human right education.
- To construct new infrastructure

Name Asso. Prof. Mamta Arora

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



ESTD 1975

Academic Calendar 2015-16

Admission Schedule for Semester System

Regular Admissions 14/07/2015

Rs. 500/ Late Fee and Approval from Principal 15/07/2015 to 30/07/2015

Rs. 1000/Late Fee and Approval From Dean College Development Council 01/08/2015 to 10/08/2015

Rs. 2000 Late Fee and Approval From Vice Chancellor 21/08/2015 to 31/08/2015

Calender of Semester System

Study of First Semester 15/07/2015 to 16/11/2015

Exam of First Semester 26/11/2015

Study of Second Semester 07/01/2016 to 30/04/2016

Exam of Second Semester 13/05/2016

Summer Break	29/05/2015 to 29/06/2015
Autumn Break	26/09/2015 to 03/10/2015
Winter Break	24/12/2015 to 05/01/2016

Admission Schedule for B.A. First Year Classes

Regular Admission 14/07/2015

Rs. 500/ Late Fee and Approval from Principal 15/07/2015 to 30/07/2015

Rs. 1000/Late Fee and Approval From Dean College Development Council 01/08/2015 to 10/08/2015

Rs. 1500 Late Fee and Approval From Vice Chancellor 11/08/2015 to 20/08/2015

Rs. 2000 Late Fee and Approval From Academic Council 21/0/2015 to 31/08/2015

B.A. Part-III

Regular Admission without Late Fee

Within 10 working days after Declaration of Result

1. New Session Start 1 July 2015
2. Fresher's Party August 2015
3. Faculty Development Programme August 2015
4. Van Mahautsav Day September 2015
5. Teachers Day September 2015
6. NSS Day 24 September 2015
7. National Blood Donation Day 1 October 2015
8. Quiz Competition October 2015
9. Talent Hunt Competition October 2015
10. Zonal Youth Festival October 2015
11. Children Day November 2015
12. N.C.C. Day 23 November 2015
13. Conference November 2015
14. Personality Development Programme November 2015
15. World AIDS Day 1 December 2015
16. Shaheedi Jod Mela Sahibzada Ajit Singh Sahibzada Juhar Singh December 2015
17. World Human Rights Day 10 December 2015
18. College Foundation Day 6 February 2016
19. Annual Sports Day February 2016
20. National Science Day 28 February, 2016
21. Workshop February 2016
22. Annual Prize Distribution Function February-March 2016
23. Shaheed Bhagat Singh Memorial Day March 2016
24. International Women Day 8 March 2016
25. Farewell Party March 2016
26. World Health Day 7 April 2016

"Quality, quantity, quality: never never from it, even when you don't see how you are affected to keep it up. When you compromise, you become a commodity and then you die."

Best Practice – I

GOAL OF THE PRACTICE

Moral and Ethical Education to the Students

Amar Shaheed baa Ajit singh Jujhar singh Memorial College came into existence in the memory of sahibzada Ajit singh and Jujhar Singh who sacrificed their life for noble cause of society. Therefore, college focus on Moral and Ethical values. College celebrate Foundation day of the college where students, stakeholders, faculty, local community, managing committee all contribute and through this practice moral and ethical values are inculcated. This practice is followed since 1975. Langar is served to appr. 3000 people on this day and prayer is done for the betterment of institute.

The Context

In this knowledge era, students drift away from ethical and moral values. The institute is located in rural backward area, here certain alarming tendencies have been found prevalent among the students such as drug addiction and frustrations. All these factors erode the value system. Hence, it is felt that such values are inculcating ethical and moral values.

The Practice

Our students and staff take self responsibility. Environment become totally different from 4 February -6 February every year. Alumni also come on this day to pay tribute to the college. Students and staff gather and join in the prayers. Hymns are recited followed by the Principal's address about "simple living and high thinking"

Evidence of Success

Stress on moral and ethical education has formed congenial atmosphere for teaching and Learning with high standards. As a result there has hardly ever been any student strike or any serious incident of indiscipline or ragging, women abuse cases etc. This has inculcated trust and confidence in the hearts of the parents regarding the ideal working of the college. Increase in the strength of the students as compared to neighbourhood colleges is an ample evidence to this fact. Students never tempered any property of the college.

Problems Encountered and Resources Required

This practice is followed in the college since 1975, therefore we are not facing any major problem compulsions of time table schedule and syllabus completion also act as constraints in implementing this practice more persistently. Another limitation regarding its implementation is the scarcity of space in the college which makes it impossible to accommodate the student strength of sister institutes

Best Practice – II

Institute is for the community, by the community and of the community

Goal

We believe that service to humanity is service to God. Community service provides an opportunity to apply learning experiences to real human needs. The college feels that it is dire need of time to instil the value of giving back to their community in students.. In adopting community service as one of the core practices, the drive is to involve more and more students in socially meaningful activities.

The Contexts

In today's society people are busy and engrossed in themselves, so to help our young people experience community service as part of their education provides them with the chance to give back to the community that helped to raise them. Community service harnesses that tremendous youthful energy and unleashes it on causes students care for. The college firmly believes that education should not only prepare students for their profession, but it should prepare them for their role as a societal being. Initially students participated in community service through the activities of NSS and NCC. The noticeable positive change that it brought to their performance and attitude made us to consider adopting community service as one of the main activities. Community service inspires the students to step outside their egocentric world and come out with a balanced productive personality.

The Practice

“Service to humanity is service to God” and sacrifice for the sake of humanity is the message reflected in the college name. By participating in community service, students are introduced to good values as humility, gratefulness, honesty, sincerity and respect that one can acquire from helping the others. The college is adopting nearby villages for various services. Various programs are conducted against Drug de-addiction (This belt is under Drug prone belt of Punjab), Cleanliness drive, tree plantation, awareness on voting rights (faculty is appointed as master trainers during election process), road safety awareness etc. Our OSA is also playing active role in this process.

Evidence of Success

These simple initiatives made a big impact and allowed students to see they can be a part of something empowering. For example, so many students volunteered themselves for helping old

people and children cross road safely near schools and hospitals that we had to face difficulty in

selecting a manageable group from among them. Students celebrated Diwali by distributing shoes to slum students. They celebrated it as “Green Diwali”

Problems Encountered and Resources Required

Rigid education system do not allow students to actively participate in community service.

They often hesitate to participate in such community service camps which are held away from the college. College has to use its own resources to implement the scheme.