



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE BELA ROPAR PUNJAB
Name of the head of the Institution	Dr. Satwant Kaur Shahi
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01881263533
Mobile no.	9815620645
Registered Email	mail@belacollege.org
Alternate Email	iqacbela2020@gmail.com
Address	Village Bela Tehsil chamkaur sahib Distt ropar
City/Town	Village Bela Tehsil chamkaur sahib Distt ropar
State/UT	Punjab

Pincode	140111																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Rural																		
Financial Status	Self financed and grant-in-aid																		
Name of the IQAC co-ordinator/Director	Dr. Mamta Arora																		
Phone no/Alternate Phone no.	01881263533																		
Mobile no.	9463027637																		
Registered Email	aroramamta996@gmail.com																		
Alternate Email	iqacbel2020@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	https://www.belacollege.org/AQAR																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.belacollege.org/AcademicCalendar																		
5. Accreditation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accreditation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.37</td> <td>2013</td> <td>06-Jan-2013</td> <td>05-Jan-2018</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accreditation	Validity		Period From	Period To	1	B	2.37	2013	06-Jan-2013	05-Jan-2018
Cycle	Grade	CGPA	Year of Accreditation	Validity															
				Period From	Period To														
1	B	2.37	2013	06-Jan-2013	05-Jan-2018														
6. Date of Establishment of IQAC	08-Nov-2012																		
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries								
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FDP on Pursuit of Excellence	26-Jul-2019 2	254
National Nutrition Week	08-Sep-2019 7	70
Jal Shakti Abhiyan	13-Sep-2019 1	135
IQAC Seminar on criteria 1 to 7	19-Sep-2019 7	53
Entrepreneurship Development Program for B.Voc Food Processing	24-Sep-2019 1	60
Gender Sensitization & Women Empowerment Workshop	01-Nov-2019 1	139
550th Parkash Purab of Guru Nanak Dev Ji	14-Nov-2019 30	137
National Level Program on Employment Generation with RCED Chd	24-Feb-2020 1	105
Celebration of National Science Day	06-Mar-2020 1	89
Unnat Bharat Abhiyan Campaign	17-May-2020 1	213
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC	Red Ribbon Grant	Youth Welfare, Ropar	2019 1	2800
UGC	Unnat Bharat Abhiyan	Ministry of Human Resource Development (MHRD), Government of India	2019 1	50000
UGC	Human Rights Education	UGC	2020 1	15000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the

8

year :	
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. Learning Outcome Based Education 2. Service to Society during Covid19 3. Institutionalization and Internalization of IQAC 4. Strong Learning Management System 5. Mission Fateh	
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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
Two day development programme for Nonteaching Staff	This Development event was conducted for nonteaching staffs to effectively perform their Duties. The focus of the program was "New Techniques" in Education Field. 25 faculty members participated in the program.
Workshop on ``IPR``	This event was conducted on 10/07/2020 to make staff and students aware of IPR. The Lecture was Delivered by Chief Guest Dr. Komal Bansal. 110 Students took benefit of this workshop.
Nutrition week	Speech competition was conducted by Bio Tech Department in which 70 Students were Participated. 6 students were declared as winners.
Commerce Day	This event was conducted by Commerce Dept. AP Ishu Bala delivered lecture on moral values and motivation. The event was to create awareness about Commerce stream and spread the message that commerce subjects are interesting to study.
Honesty Shop	This event was inaugurated by Principal S. Surmukh Singh. The main motive of this honesty shop was to inculcate honesty.

Independence Day	The Independence was celebrated on 15/08/2019. S. Sangat Singh Loniga was hosted the Flag on this occasions.
Inauguration of New Session	To Motivate students about education and sports. Ceremony was done by MP Manish Tiwari.
IQAC Cell organized Seminars	The Criteria Head of 1-7 of IQAC delivered Lectures on Teaching Methods, Curriculum to make every stakeholder familiar with IQAC.
Job Fair at Bela college.	Job Fair was Conducted by Bela college 364 students got jobs in different Companies.
World Food Day	Bela college celebrated world Food Day. On this occasion paper writing & quiz Competition was Conducted by Bio-Tech Deptt. 77 students were participated in this event.
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14. Whether AQAR was placed before statutory body ?	Yes				
<table> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>Managing Committee</td><td>29-Oct-2020</td></tr> </table>		Name of Statutory Body	Meeting Date	Managing Committee	29-Oct-2020
Name of Statutory Body	Meeting Date				
Managing Committee	29-Oct-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	17-Mar-2020				
17. Does the Institution have Management Information System ?	No				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

ASBASJSM College, Bela (Ropar) is affiliated to Punjabi University Patiala, Punjab, and it follows the University prescribed curriculum. Different steps which are followed by the institute to ensure effective curriculum delivery

through a well planned and documented process are as follows: - IQAC Cell: - College has established IQAC Cell to ensure quality and planned curriculum delivery adhering academic calendar. Academic Calendar: The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic session by IQAC. Activity Calendars: Different departments, departmental associations and committees also prepare their activity charts. Time-Table: Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year and published on all Notice Boards & College website. Course Files: Each faculty of every department prepares a course file for term-wise subject to be taught at the beginning of session. The course files include the following: • Vision & Mission of College • Vision & Mission of Dept. • College Academic Calendar • Activity Calendar of Dept. • PO -Program Outcomes • CO - Course Outcomes • PSO - Program Specific Outcomes • Learning Outcomes • Lesson Plans • Lecture Plans • Bi-fraction of Syllabus • Slow Learners and Advance learners

Effective use of ICT: Conventional classroom teaching is blended with reasonable use of ICT to make the teaching-learning process more learner-centric. Projector, Online assisted learning also used for effective curriculum delivery. Quality Enrichment & Enhancement: Classroom teaching is supplemented with different efforts for the enrichment and enhances the quality of curriculum. • Industrial Training • Field Visits • Educational Tours • Spoken Tutorials • Presentations • Seminars • Workshops • Practical's • Projects • Departmental Quiz • Assignments • Class Tests • MCQs • Group Discussion

Industrial Tie-ups: For boosting up the curriculum and to encourage students the college signed MoUs. College Library & Departmental Library: The College Central Library provides teachers with necessary learning resources. Departments have separate library for needy and slow learners. Bilingual Method of Teaching: • HINDI • PUNJABI • ENGLISH Value Added Education: Drug Abuse: Problem, Management & Prevention Environmental and Road Safety Awareness • Human Rights Education • Organic Farming • TV and Video Production • Yoga & Meditation

Inculcating the Core and Moral Values: College organize/ participate in various events i.e. (a) Community Services (b) Unnati Bharat Abhiyaan, (c) Jal Shakti Mission, (d) Fit India Movement, (e) Drug Abuse Rallies, (f) Tree Plantation Drive, (g) Cultural Activities, (h) Youth Festival Participation, (i) Sports Activities, (j) Participation in 'Moral Values Exam' (k) Mentor-Mentees Sessions, (l) Moral Lectures (m) Inter-department lectures and lectures on different social issues. Exams: All Internal Examinations like Class test, Mid-term test, Test-Examination, are conducted according to the Academic Calendar. The progress report of each student conveyed to parents in PTMs at departmental level. Feedbacks: The College conducts various kinds of feedbacks at the end of academic session to ensure quality education

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Computer Course	Nil	15/05/2019	30	Skill Development	employability
Spoken English	Nil	15/05/2019	30	Skill Development	Employability
Dress Design/ Embroidery Needle Work	Nil	15/05/2019	30	Skill Development	employability
Food	Nil	15/05/2019	30	Skill	employability

Processing				Development	ity
Cutting	Nil	01/08/2019	365	Skill	Employabil
Tailoring				Development	ity
Dress Making					
	Nil	01/08/2019	180	Skill	Employabil
Certificate				Development	ity
in Indian					
Embroidery					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Renewable Energy Technologies	10/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	Renewable Energy Technologies	10/07/2019

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

	Certificate	Diploma Course
Number of Students	567	154

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
FOSS Introduction To Computers (B.Sc. CS -1)	15/07/2019	5
FOSS CPP (B.Sc. CS - 3)	15/07/2019	4
FOSS C (B.Sc. CS - 3)	15/07/2019	4
FOSS Introduction To Computers (B.Com - 1)	15/07/2019	39
FOSS C (B.Sc. CS - 2)	15/07/2019	4
FOSS Introduction To Computers (PGDCA)	15/07/2019	14
FOSS PHP MySql (M.Sc. IT - 2)	15/07/2019	7
FOSS C language (M.Sc. IT - 1)	15/07/2019	4
FOSS Introduction To Computers (B.Voc RMIT -1)	15/07/2019	8
FOSS JAVA(BCA-3)	15/07/2019	26
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Food Processing	24
BBA	Business Administration	18
BVoc	Retail Management & IT	5
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>FEEDBACK SYSTEM OF BELA COLLEGE The institution collects the feedback for the betterment of organization in diverse aspects from assorted stakeholder's viz. Students, Faculty, Alumni, and Parents. The practice of feedback was initiated by IQAC and to enhance transparency and accountability, feedback forms after designing by the designated team feedback collection are discussed in Academic council. These were represented by various criterion heads and as per suggestions of members of academic council questions were revised. Final version was submitted to Director, IQAC to do needful. Student Satisfaction Survey committee was formulated along with various committees to conduct feedback. Analysis was done by separate committee. Following types of feedbacks were taken and are being taken: Curricular aspects: feedback is taken on the curriculum from students, faculty, alumni, and parents. Teaching and learning methods: Student satisfaction survey questionnaire was framed. Infrastructure: Feedback with respect to facilities as library, Sports, ICT, Gym, washrooms, canteen, Dispensary, Transportation, and Campus cleanliness. Performance based appraisals: Performance based appraisals are filled by the teaching and non teaching staff of the college. Student support system: questionnaire is designed with respect to scholarship services, career counseling services, grievances, cultural activities. Environment, Innovations and Best Practices: sensitivity is checked with respect to Ragging free campus, Plastic free campus, Proper disposal of waste, equal opportunity, Gender sensitization, innovations and best practices adopted by the college. According to demand of respective parameter different heads design different questionnaires which include diverse scales which may be multiple choice questions or Yes/No responses. Institute collects the feedback physically/online from stakeholders' viz. Students, Parents, Alumni and Teachers. Action taken report is prepared and relevant documents are uploaded on website. In Performa, following basic information is filled by student which is uniform for all types of feedback forms: Name Course Department Year/Semester.....Address Mobile Email Occupation..... Various types of feedbacks are taken including Student Satisfaction Survey. Sample of forms, analysis reports and action taken are uploaded on website.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Mathematics	60	50	47
MSc	Bio-Technology	60	25	18
MCom	Commerce	60	50	43
BA	Arts	500	367	344
BSc	Computer Science	100	25	18
BSc	Non-Medical	100	60	53
BCA	Computer Application	120	133	131
BBA	Business Administration	150	101	81
BCom	Commerce	180	150	148
BSc	Bio-Technology	120	60	44
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	948	142	29	0	26

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
56	56	30	11	2	30
View File of ICT Tools and resources					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system plays an indispensable role in bridging the gap between the mentor and students (mentees). It is important, not of the knowledge and skills students can learn from mentor, but also because mentoring provides professional socialization and personal support to facilitate success in graduate school. This system has been introduced to establish a better and effective student-teacher relationship and guide the students in academic matters. Quality mentoring greatly enhances students' chances for success. All teachers work as mentors to the students allotted to them. Students will have to go and meet their mentor at least once in a month

for guidance. The students should take prior permission of the mentor before they absent themselves from classes. The students must feel free to confide in their mentors, their academic problems. College organizes orientation programs for students at the commencement of the program of new batch every year. The main aim is to make them familize with the institute, curriculum co-curricular activities, facilities, rules, and regulation of institute etc. Various training programs are also given on communication skills, personality development, time management etc. For the motivation and enhancement in their morals, various workshops are also organized to motivate both the slow and advance learners to enhance their skills. Guest Lectures are arranged for the students to help them gain industry and practical knowledge from the experts. For inculcating other practical and industrial knowledge, various expert lectures are also arranged. Advance learners are recognized on basis of internal assessment, university examination, classroom involvement, Assignment/Presentation/MCQs. various workshops, training sessions, group discussion, technical quizzes are organized for their knowledge enhancement. Students are encouraged to be members of professional bodies and organize technical events. Advising to participate in group discussions, technical quizzes to develop analytical and problem-solving abilities in them and thereby to improve their presentation skills. Various activities are conducted by all the departments in the respective areas to mold the students in corresponding field. NPTEL session is conducted for tough topics in every subject. Bright and diligent students are motivated and inspired to get university ranks. Students are also encouraged to participate in various competitive examination for e.g. CSIR NET, UGC NET, GATE, GRE, TOEFL, IELTS, CAT, PG CET etc. Semester toppers and university rank holders are encouraged with certificates and cash prizes by the college management. Principal interacts with the parents and the student to assess their need and aspirations. During course students are assigned to a faculty for counseling. The counselors monitor academic performance and interact to understand and assist any student with issues that affect their ability to learn or impede their academic success. Departments conduct remedial classes, provide course notes especially the slow learners and those students who are at the verge of dropping out. Such students are given regular class tests to improve their performance in the university exam. The counselors monitor and interact them frequently to understand and assist any student with issues that affect their ability to learn or impede their academic success.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1090	56	1:19

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
0	0	0	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NA	Nill	NA
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
Nill	NA	NA	Nill	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has a robust and uniform method of assessment for all the courses.

The college maintains and ensures its transparency in number of ways. The complete evaluation plan that includes continuous assessment is mentioned in the course files which are prepared by the respective subject teachers. These course files are uploaded on the college website and LMS in order to make it available for all the students who are enrolled to that particular course.

Also, the hard copy of the course file is available in the library of the college. Moreover, special orientation programmes are organized at the beginning of the semester in order to inform students, in advance, about the evaluation plan which will be considered for evaluating their assessment. The students are made aware about the weightage of various assignments, quizzes, and tests that will be conducted in addition to the mid semester examinations.

They are also informed about the weightage of the attendance and their behaviour throughout the semester. All the tests and assignments are conducted regularly, in the written form, as per the scheduled academic calendar which is prepared well in advance. During the lockdown period (due to COVID-19 pandemic), remaining tests and quizzes were conducted in online mode. Different departments of the college organized various online events and activities (Debate, Declamation, Poster-making, model making contests and other major or minor projects) which were also considered for assessing students. In this way the college assess the students at different levels that encourages them for better performance.

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

The college prepares the academic calendar for all the courses stating the timings of various academic events that will take place during the session. The college being affiliated to Punjabi University Patiala, adheres also to the calendar prescribed by the university. The Principal of the college and the members of the academic council organise various meetings at the starting of the semester to prepare the academic calendar for the consecutive year. The college uploads the academic calendar for even as well as odd semester on the college website and showcases it on the notice boards of each department at the beginning of the session. The calendar consists of dates of the various important academic events like academic registration, Time-table, Orientation program, examinations, declaration of results, feedback form submission and starting and ending of vacations (winter summer break). Moreover, total number of teaching days are also calculated for each month of the academic year and displayed along with the academic calendar. Dates of the various curricular and extra-curricular activities and major events such as Faculty Development Program (FDP), Zonal Youth Festival, and conferences to be held in the session are also mentioned in the calendar. It also consists of the list of Holidays and other important International/National Days which are to be celebrated in the college. Every department of the college submits report at the end of each semester which is reviewed by the principal of the college to ensure the proper execution and implementation of the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

<https://www.belacollege.org/POsPSOsCOsCSOs>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
Nill	MSc	Mathematics	12	12	100
Nill	MSc	Biotechnol ogy	4	4	100
Nill	BVoc	Food Processing	24	24	100
Nill	BA	Humanities	81	81	100
Nill	BSc	Computer Science	5	5	100
Nill	BSc	Non- Medical	19	19	100
Nill	BCA	Computer Application	26	26	100
Nill	BBA	Business	18	18	100
Nill	BCom	Commerce	42	42	100
Nill	BSc	Biotechnol ogy	12	12	100

[View File](#)

2.7 – Student Satisfaction Survey

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

<https://www.belacollege.org/FeedbackFormNew>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nill	Nill	Nill
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Introduction of Marketing in E-Branding	Management Department	14/09/2019
Seminar on IPR	IPR Cell	19/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

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

Name of the Department	Number of PhD's Awarded
0	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physical Sciences	1	5.87
International	Computer Sciences	9	5.87
International	Management Studies	4	5.87
International	Mathematics	2	5.87
International	Humanities	10	5.87
International	Commerce	4	5.87
International	Bio-Technology Food Processing	3	4.1
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Humanities	13
Commerce	1
Computer Sciences	3
Bio-Technology Food Processing	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	Nil	Nil	Nil	Nil	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nill	Nill	Nill	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	46	0	0
Presented papers	0	26	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop in health and Fitness	Punjabi university ASBASJSM College Bela	13	42
Job Fair	Govt. of Punjab ASBASJSM College Bela	15	200
Rally on Run for unity	ASBASJSM College Bela	60	68
Celebration of Water Saving Day	ASBASJSM College Bela	8	64
7 Day NSS Camp	Nss Unit ASBASJSM College Bela	12	97
Seminar on Save Water	ASBASJSM College Bela	13	54
Celebration of 70th Anniversary of Indian Constitution Day	ASBASJSM College Bela	10	47
One day seminar on Corruption	UCO Bank, Bela ASBASJSM College Bela	7	43
One day camp on Adhar card	Post office Morinda ASBASJSM College Bela	5	54
Independence day	ASBASJSM College Bela	51	156
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Community Program Under Unnat Bharat Scheme	5 appreciation letters	Gram Panchayat	93
Job Fair	2 appreciation letters	Employment Office, Ropar	200
Workshop on Adhar Card	1 appreciation letters	Post Office, Morinda	54
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhiyan	NSS, NCC	Swachh Bharat Abhiyan	10	123
AIDS Awareness	NSS, NCC	AIDS Awareness	13	97
Gender Issue	NSS, NCC	Gender Issue	11	157
Tree plantation	NSS	Tree plantation	17	143
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange	2	Management Committee of ASBASJS Memorial College, Bela	5
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Partnership	National Institute of Electronics and Information Technology, Chandigarh	Computer Science Department	13/01/2020	17/12/2020	1. Faculty development Program 2. Training

Partnership	Rapture Bio-Technology, Mohali	Bio-Tech department	01/01/2019	31/12/2020	Internship, Training, Skill enhancement
Partnership	Rajni Herbels, Tapal Majra, (Ropar)	Bio-Tech department	01/01/2019	31/12/2020	Industrial Visit
Partnership	National School Of Open Schooling, Noida	Students doing cutting, tailoring, dress making and Indian Embroidery	01/01/2019	31/12/2020	Dress Designing
Partnership	Arun Logistics, Ludhiana	Bio-Tech and Food Processing Department	15/10/2019	31/12/2020	Training , Internship
Partnership	Mr. Bectors CRIMICA	Food Processing	01/01/2019	31/12/2020	Training
Partnership	INKA foods Pvt. Ltd.	Food Processing	01/01/2019	31/12/2020	Training
Partnership	Ludhiana Beverages Private Limited	Food Processing	01/01/2019	31/12/2020	Training
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Non-Government Organization "Sankalp" Society	17/06/2019	Activity: Students participating in community drug awareness program (Nukad natak) in collaboration with SANKALAP Society.	24
The Ropar Central Cooperative Bank Ltd., Bela branch, Ropar, Punjab	18/06/2019	Activity: Student from commerce department of our college visit the Co-Operative bank, Bela to learn about banking processes such as banking system, different banking schemes,	23

		Account options, KYC, Online Banking etc.	
Sant Kartar Singh Youth Welfare Club Bhairon Majra, Ropar 140111 (Pb.)	25/06/2019	Activity: Students, teaching and non- teaching staff, with the help of SANT BABA KARTAR SINGH YOUTH Club actively played a major role for rehabilitation of affected people. These volunteers put a lot of hard work to made schools operational by cleani	31
Sembhi Hospital, Machhiwara, Ludhiana (Pb.)	08/07/2019	Activity: Students of Bio- Technology department of our college had interacted with doctors and staff. Doctors gave a demonstration of equipment used in the testing laboratory and discussed the effects of antibiotics and other medicines. Students also	32
Nango Pharma Company Bhoorare, Sri Chamkaur Sahib, Ropar (Pb.)	03/07/2019	Activity: Seminar on Pharmaceutical marketing, role responsibilities of pharmaceutical salesperson and management.	125
Social welfare club, Kotla Nihang, Tehsil and Distt. Ropar 140001 (Pb.)	19/07/2019	Activity: Our College helped the flood affected people for restoration of their day to day life in collaboration with SOCIAL WELFARE AND SHIWALIK SPORTS CLUB.	45
Sant Baba Shyam Dass Wrestling Akhara Akbarpur	19/07/2019	Activity: 5 Students of our college were	5

(Mangrour), Tehsil and Distt. Ropar 140001 (Pb.)		selected as per their level of skill and physique in the SANT BABA SHYAM DASS WRESTLING AKHARA. They do their wrestling practice regularly in the morning and evening timings.	
The Ropar Central Cooperative Bank Ltd., Mainpur branch, Ropar, Punjab	15/07/2019	Activity: Student from B.B.A of our college visit the Co-Operative bank, Mainpur to learn about banking processes/ Schemes such as banking system, on-line banking, defferent bank schemes, account options, dy book checking etc.	34
Kakkar Hospital, Morinda, Ropar 140111 (Pb.)	31/07/2019	Activity:30 Students of science department of our college interacted with doctors and supporting staff of Kakkar hospital at Morinda. Doctors discussed the clinical skills and health issues with the students. Students learned about blood testing tech	32
The Ropar Central Cooperative Bank Ltd., Rampur Purkhali branch, Ropar, Punjab	15/07/2019	Activity: Student from B.Voc RMIT of our college visit the Co-Operative bank, Rampur Purkhali to learn about banking processes such as daily voucher posting, Atm Networking, Account options, Online Banking etc.	25

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6.7	6.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Lib Soft	Partially	8.3	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15269	18267131	14	4661	15283	18271792
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	Null
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	89	5	1	1	1	3	7	100	0

Added	6	0	5	0	0	0	0	0	0
Total	95	5	6	1	1	3	7	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.28	5.28	61.73	61.73

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

<p>The college ensures highest allocation and utilization of the available financial resources for maintenance and balance different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received. College authorities have prepared different policies for laboratory, library, sport complex, canteen, classrooms etc. as provided in the link.</p>
<p>https://belacollege.org/downloads/2021/Policies%20and%20Procedures.pdf</p>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	77	208890
Financial Support from Other Sources			
a) National	Post Matric Scholarship	312	7348397
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Cutting Tailoring	15/05/2019	10	Faculty of College
Food Processing	15/05/2019	14	Department of Bio-

			tech Food Processing
Spoken English	15/05/2019	64	Department of Humanities
Basic Computer Course	15/05/2019	40	Department of Computer Science
Webinar on ICT Tools	11/05/2020	90	Dr. Vipin Bhatnagar, Department of physics, PU Chandigarh
Athletic Meet	27/01/2020	80	Department of Physical Education
C and C Training	07/01/2020	9	NIELIT, Ropar
Demonstration of Hardware Components of Computer	23/09/2019	61	Department of Computer Science
Seminar on Stress	28/08/2019	25	Department of Commerce
Seminar on Population The main root of all problems	27/08/2019	10	Department of Humanities
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	ONLINE CARREER COUNSELLING	16	0	0	0
2019	CSIR-NET	38	0	0	0
2019	National level awareness programme on employment generation	40	0	0	0
2019	CARREER GUIDANCE PROGRAMME	52	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
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5.2 – Student Progression**5.2.1 – Details of campus placement during the year**

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	7	B.Com	DEPARTMENT OF COMMERCE	CHANDIGARH UNIVERSITY A .S.B.A.S.J.S .M COLLEGE, BELA PUNJABI UNIV PATIALA GOLDEN COMPUTER EDUCATION UP BRIGHT ENGLISH ACCADEMY	MBA M.COM COACHING CFA IELTS PGDCA
2019	7	B.Sc (NM)	DEPARTMENT OF PHYSICAL SCIENCES	IBT INSTITUTE CHANDIGARH ALMA INFORMATION TECHNOLOGY, N GO RAYAT COLLEGE OF EDUCATION, RAJ LMAJRA MATA GUJRI COLLEGE, SHRI FATEHGARH SAHIB GOLDEN EDUCATIONAL INSTITUTE A.S.B.A.S.J. M COLLEGE, BELA	CHARTED FINANCIAL ANALYST M.SC (MATHS) COACHING COMPUTER COURSE B.ED
2019	3	BBA	DEPARTMENT OF MANAGEMENT STUDIES	Rayat Bahara University 2. NARESH KNOWLEDGE ACADEMY	MBA ACCOUNTS COACHING

2019	28	B.A.	DEPARTMENT OF HUMANITIES	1.A.S.B.A. S.J.S.Memori al College, Bela 2.Ambedkar Institute Of Competition 3.Exam,Chand igarh ,Pine Grover College, Bassi Pathana 4.Astellian Institute , Ropar 5.College of New Calafornia, C.M.C. Canada	MA PUNJABI PGDCA B.ed IELTS PC SCOACHING
2019	11	BCA & PGDCA	DEPARTMENT OF COMPUTER SCIENCE	A.S.B.A.S. J.S.M. COLLEGE, BELA O2 IAS Academy, Chandigarh Genius Shorthand Steno Typing Centre Naresh Knowledge Academy SGTB KHALSA COLLEGE, ANANDPUR SAHIB X CHD BUSINESS SCHOOL OF AD MINISTRATION ORANE INTERN ATIONAL	PCSPCS M.SC. ARTIFICAL INTELLIGENCE AND DATA SCIENCE MBA ADAHD TypingTyping M.SC. IT
2019	8	B.Sc (BT)	DEPARTMENT OF BIOTECHNO LOGY	Mata Gujri college Fatehgarh Sahib Dav College Chandigarh A .S.B.AS.J.S. M college Bela ropar PU Ludhiana IPU Delhi	Msc.Chemis try Msc.Biot echnology Msc.(Hons) Microbiology LLB Forensic Science IELTS
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year

(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ONE ACT PLAY	INTER COLLEGE	9
MITTI THE KHIDUNI	INTER COLLEGE	1
PIDHI BUNAI	INTER COLLEGE	1
INNU BNANA	INTER COLLEGE	1
KADAI	INTER COLLEGE	1
DEBATE	INTER COLLEGE	2
PANDH	INTER COLLEGE	2
MIMICRY	INTER COLLEGE	1
KROSHIYA	INTER COLLEGE	1
RASSA VATAI	INTER COLLEGE	1
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	SWIMMING (3 BRONZE) 100 FREE STYLE 50 BACKSTROKE 100 BACKSTROKE	National	1	Nill	9649 4271 9587	Manpreet Kaur
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student representative committee is designed to represent the students of the Campus in matters affecting their educational experience. The Committee aims to establish a recognized means of communication between the student body and staff and faculty members. The SRC is an effective tool that allows students to share ideas, interests, and concerns with lecturers and academic staff. Aims and Objectives • To represent the students of the college Campus in matters affecting their educational experience, and to afford a recognized means of communication between the students and the College authorities. • To promote and encourage student societies, cultural, sports and social activities. • To provide and administer such services as are necessary to meet the needs of its members. • To ensure that students are always at the Centre of the SRC's services and that no member is discriminated against on grounds of gender, color, race, nationality, ethnic group, regional or national origin, age, marital status, sexual orientation, class or political or religious belief. •

To provide on behalf of the student body representation on College Committees enabling participation in the affairs of the institution and to further provide for the student body's full understanding of all relevant issues. • To encourage co-operation between the student body and the college and other institutions of higher and further education as appropriate. • To foster good relations between the student body and the wider community at large. General Responsibilities of SRC Members • To organize farewell party for final year students. • To conduct environment campaign for preserving environment. • To campaign for consumer awareness. • To take part in organizing university's Ropar zone youth festival in college. • Developing services that are beneficial to the student body. Student representative committee of the college participate in planning and execution of various programmes organised in college such as NSS, NCC, Sports meet and different college functions(akhand path), cleanliness drives, rally on different issues. Apart from above mentioned activities member of Student representative committee participate in activities and events of different cells and committees of college and are members of these cells such as IQAC, say no to plastic etc. Every year at the start of academic session SRC spread awareness about different types of activities, policies, scholarships available and committees in college to new comers. The Student representative committee guides and spread awareness of different welfare schemes available in college to all students. Students have extending their helping hand in flood affected area in August 2019 by cleaning the schools and religious place of that area and distributed cloths and eatables to affected people of area. Students actively participate in Akandh path a three days spiritual function organised every year on foundation day of college by performing different duties such distributing langar, cleaning utensils, chopping vegetables and other related activities. SRC plays vital role on Annual Athletic meet of the college by compiling of different events and performing different duties.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

College Alumni continues its interaction with students after leaving college through an active and vibrant alumni association named "OLD STUDENT ASSOCIATION" which has been formed and registered act of registration dated: 2nd May 2005). The main aim of the Old Student Association is to provide a good and strong bonding for the students, faculty and the institute for mutual benefit and coordination. OBJECTIVES ? To construct an alumni house to provide a common place for meetings the members of the association. ? To promote family relation among all members of the association and college staff. ? To promote and encourage the members to take active interest in the objectives and progress of the alumni. ? To provide financial assistance and scholarship to the needy and the deserving student . ? To generate a brain bank of the professionals from amongst its members and provide services for the benefits of alumni and the society in general. ? To institute running shield, trophies and to award medals to promote the academic sports and cultural life of the alumni and students of the college. ? To honor its distinguished members. ? Any other objectives to the interest of society decide from time to time by the old students association of the college. OSA gathers every year on 6th Feb, Foundation Day of college. This year Alumni organised Lecture on "HEALTH CARE AND FUTURE OPPOTUNITY" By Narpinder Singh an alumni in order to make students aware about different heath issues arising due to today's lifestyle and to through light on various opportunities available to students and how to grasp them. In August, 2019 the Old student Association had extended their helping hand by distributing the needful thing to the flood affected area of region and with the help of students they had cleaned the schools, dispensary and

religious places of the area and inculcated the spirit of community service in students. The objective of OSA is to promote and encourage the members to take actively participate in progress of college and promote family relation among members of association and college. It has been organising different activities right from its establishment. It has been conducting programmes for the betterment of youth. Alumni share their professional experience with college and give feedback about infrastructure and academic process. Members of Association extend their helping hands to present students when where required. They also decided that the students who will stand first in each class of all streams would be awarded separately by the Alumni. The members regularly contribute to the Annual College Magazine. Moreover, Alumni contribute for significant development of organisation. Tremendous Efforts lies behind organising and executing such events in the college.

5.4.2 – No. of enrolled Alumni:

1404

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1. 21st AUG 2019 • Agenda of the meeting :To open Alumini Account in SBI, BELA.
2. 17th SEPTEMBER 2019 Activity organised: • Lecture on "HEALTH CARE AND FUTURE OPPOTUNITY" By Narpinder Singh an alumini.
3. 6th JANUARY 2020 • Agenda of meeting : to collect Alumini fund and to help needy students.
4. 15th AUGUST 2020 • Agenda of meeting: To discuss the student life issues during lockdown.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

In accordance with the policy of decentralization adopted by the management, teaching members are adequately represented in the Governing Body of the college and their opinions are sought in making and implementation of different policies. Apart from the Governing Body meetings, committees like IQAC, Academic council, Examination reforms committee, Student's Support and Progression committee, Canteen committee, Parent- Teacher association, Internal Complaints committee meets on a regular basis and help to formulate and implement the strategic plans of the institution. Thus college has created a decentralized structure for decision making where departmental committees interface their decisions with college committees of the academic council.

Participative Management • The Head of the Department oversees the Teaching Plans of his/her departmental members. • He/she often takes the lead in planning seminars, workshops, career counseling sessions, remedial measures, inter departmental or/and inter-college exercises, study tours. • He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students. • Heads of the respective departments play an important roles as judges in the inter department activities organized by different associations of the departments.

Case study showing decentralization and participative management: ASBASJS MERORIAL College Bela follows the decentralization pattern for mid semester examination and also for final exams of university due to COVID-19. Principal Madam Satwant kaur shahi as a head of the institution appointed controller of examination to Dr. Baljit Singh. He formed a committee named examination committee it includes heads and teachers from all the departments. He sends question papers of university examination to HOD's through whatsapp and mail. All HOD's then send those question papers to

the class whatsapp groups. If any problem occurred during exam then controller examination is responsible to the principal. During all this process the controller examination took keen eye on all steps. Although to conduct examination is the duty of principal Madam, but madam delegates their duties to the Dr. Baljit singh as controller of examination and then exam controller delegates his duties to teachers and HOD's. Heads then assign their work to teachers by following this process. We use the decentralization of participative management in our institution. The institution being an aided college, it has to follow the policies of the state government and the affiliating university so far as the admission, reservation and system of the examination are concerned for the effective implementation of the policies. The Principal and faculty work to formulate the plans for assurance and sustenance of quality in higher education. The Principal holds periodical meetings with the academic council includes heads of various departments, different committees and the IQAC to ensure the smooth running and desired quality goals by: The Principal of the college functions as the head and mentor of decentralized governance system. Administrative powers and responsibilities are delegated to teachers. The bursar and members of office accounts branch monitor the release of all college funds and ensure adequate checks and balances.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum Development: Curriculum is set by the University. Academic mentoring of students is done by the teachers. College is affiliated to Punjabi University, Patiala. A no. of teachers of college is members of UG/PG board of studies in different subjects. Our faculty sent model curriculum of B.Voc. Food Processing to University which has been implemented for session 201920. Feedback is taken from faculty on curriculum and suggestions are communicated to university. Faculty of the college has also designed syllabus of B.Voc Renewable Energy Technology for session 2019-20. One month skill oriented courses were conducted during summer vacation. Syllabi of these courses were designed by faculty of respective departments. Effective implementation of curriculum is monitored by IQAC. To enrich curriculum departments organize various academic activities.
Teaching and Learning	1. To boost success in competitive examinations. 2. Stress on innovative teaching methods. 3. Motivation and support to students weak in some subjects. 4. Stress on teaching methods with Audio-Visual aids. 5. To arrange

	campus faculty enrichment programmes.
Examination and Evaluation	<p>Examination and Evaluation: All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. Due to COVID-109 online classes and exams were conducted. Middle semester exams and final exam are taken online, for this purpose It also enhances and helps students grow in confidence for University examinations. Results of internal examinations are published online. The students also receive a hard copy of the results which their parents have to sign. Parent- teacher meetings are conducted for students who have low attendance and are those who have not performed well in college.</p>
Research and Development	<p>1. To indulge departments in more research oriented activities. 2. Stress on more number of minor as well as major research projects. 3. More seminars and workshops. 4. Encouraging more faculty members to pursue Ph.D. 5. Encouraging more faculty to write and publish papers.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>The library is the knowledge resource for students teachers substantial additions have been made in the library. Every year many new books are purchased according to the changing needs and requirements of students, teachers and syllabus. Online material by inflibnet is also available for the teachers and students. Login ids are made on inflibnet by teachers and students to access the online knowledge. A total of 3 computer labs are operational which includes more than 40 computers which are present in computer lab for students to access to internet which makes teaching learning effective. Practical labs have been developed by institution so that students can do their projects. Provision for wi-fi facility in the college campus for use of the e-learning resources. We have a shared lease line for fast and interrupted internet facility. Separate internet connection in the library to access the e- resources.</p>
Human Resource Management	<p>1. Inviting eminent resource persons to the college. 2. Intensive leadership training programmes for faculty.</p>

Industry Interaction / Collaboration	1) Strengthening Placement Cell. The strategies undertaken for quality improvement in College-Industry Interface are: 1) College is trying to Collaborate with industries for students? training. 2) Inviting experts from industries to deliver lecture on entrepreneurship development. 3) Different departments in college Organizing industrial visits in different industries. The departments of computer science, management, Chemistry, Biotechnology organize industrial visits and study tours for the benefit of the students.
Admission of Students	College prospectus is published regularly having information for admission and support services. Online admission for the first year students of UG courses is as per rules of Punjabi University, Patiala. The student admission and support is under automated on website portal. All data related with admission is uploaded through MIS. Scholarship forms for SC, BC, OBC and minority are submitted online as per govt. directions. Helpline no. is displayed in the campus for any type of query or emergency/ Grievances/ a triaging/internal Complaint Cell committee Feedback are taken on line. Students are also updated through social media and SMS services. Online admission for the first year students of UG courses. The student admission and support has been automated by the Punjabi university Patiala website portal. All data related with admission is uploaded by our college teachers. Maintaining student's database through MIS software. Scholarship forms for SC, BC, OBC and minority are submitted online by teachers. Online seat booking facility in different courses is available for new students. Notice display system for students and other stakeholder.

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

E-governance area	Details
Examination	For accountability and transparency, examination reform committee is working and monitored from time to time. .various reforms are implemented as per UGC guidelines. Continuous Internal evaluation is transparent having

different components assessing different aspects of a student. External examination is conducted as per affiliating university. Examination forms of students are submitted online by teachers on university website. Internal assessment is also submitted online on university website (<https://pupeexamination.ac.in/>) by teachers.

Administration

Management Information software has been purchased for better implementation of e-governance. Administration block is computerized. For attendance of staff, biometric system is used. College website is used for hosting information and notices from time to time. Activities are uploaded on university Activity Monitoring portal of UGC. Newsletter of IQAC is published to showcase and communicate to various stakeholders regarding area of operation. College website is used for hosting information and notices from time to time related to administration and students. Admin block is computerized. Electronic notice boards are installed. MIS software is used to make all data available online. For teacher's attendance biometric system is used.

Finance and Accounts

Salaries of all teaching, non-teaching administrative staff are made in computer software.

Student Admission and Support

College prospectus is published regularly having information for admission and support services. Online admission for the first year students of UG courses is as per rules of Punjabi University, Patiala. The student admission and support is under automated on website portal. All data related with admission is uploaded through MIS. Scholarship forms for SC, BC, OBC and minority are submitted online as per govt. directions. Helpline no. is displayed in the campus for any type of query or emergency/ Grievances/ a triaging/internal Complaint Cell committee Feedback are taken on line. Students are also updated through social media and SMS services. Online admission for the first year students of UG courses. The student admission and support has been automated by the Punjabi university Patiala website portal. All data

related with admission is uploaded by our college teachers. Maintaining student's database through MIS software. Scholarship forms for SC, BC, OBC and minority are submitted online by teachers. Online seat booking facility in different courses is available for new students. Notice display system for students and other stakeholder.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Navreet Kaur	Paper publishing	Indian journal of social research	2000
2019	Surjit Kaur	Paper publishing	Journal of emerging technologies and innovative research	2000
2019	Mandeep Singh Dinesh Kumar Sumanpreet Kaur Preet Kamal Kaur Gurinder Singh	Paper publishing	Journal of emerging technologies and innovative research	2000
2019	Dinesh Kumar Mandeep Singh Gurinder Singh	Paper publishing	Journal of emerging technologies and innovative research	2000
2019	Taranjit Kaur Sunita Rani Gagandeep Kaur Sandeep Saini	Paper publishing	International journal of research and analytical reviews	2000
2019	Gurlal singh Rakesh Joshi Abhishek Kumar	Paper publishing	Journal of emerging technologies and innovative research	2000
2019	Mandeep singh Dinesh kumar	Paper publishing	Journal of emerging technologies and innovative research	2000
2019	Preet kamal kaur Gurinder	Paper publishing	Journal of emerging	2000

	singh		technologies and innovative research	
2019	Mandeep singh Dinesh kumar	Paper publishing	Journal of emerging technologies and innovative research	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Non-Teaching d evelopment program	04/07/2019	05/07/2019	Nill	16
2019	Pursuit of excellence in teaching and learning	Nill	12/07/2019	13/07/2019	42	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Seven strategies for scientists to communicate their research and create a brand	1	21/05/2020	21/05/2020	1
Learning, pedagogy and effective use of case methodology	1	17/05/2020	21/05/2020	5
Shri guru teg bahadur ji, tradition of martyrdom	1	07/06/2020	07/06/2020	1

Cyber security, the need of the hour for the common man	1	08/01/2020	08/01/2020	1
Webinar on shri guru teg bahadar ji jeevan te baani	1	08/06/2020	08/06/2020	1
Outcome based education and accreditation	1	25/05/2020	29/05/2020	5
Career advancement scheme promotion	1	16/02/2020	16/02/2020	1
Pursuit of excellence in teaching and learning	42	12/07/2020	13/07/2020	2
Research methodology	1	11/06/2020	11/06/2020	1
HTML fundamentals course	1	21/06/2020	21/06/2020	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	12	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> Contributory Provident Fund for management faculty as per Punjab Government/Punjabi University rules. Even the adhoc staff is provided handsome salary. Promotion for teaching staff wherever possible is ensured to keep them committed and motivated. Maternity leave. Flexi-timings provided for medical reasons. In case of death of an employee, suitable employment opportunity is provided to the family member of the deceased 	<ul style="list-style-type: none"> Contributory provident Fund/Employee provident fund. Gratuity as per rules. Employees state Insurance. Maternity Leave. Medical Leave. Housing facility/Hostel facility as per requirement and availability. Interest free Wheat loan. Advance as per rules. Laptop facility to HODs/administration to promote ICT and quality enhancement. Subsidized transport facility for staff. Festival 	<ul style="list-style-type: none"> Fee concession and Scholarships from management.

employee on compassionate ground depending upon his/her qualification and experience. • Gratuity as per rules. • Employees state Insurance. • Housing facility/Hostel facility as per requirement and availability. • Earned Leave as per rules. • Laptop facility to HODs/administration to promote ICT and quality enhancement. • Sponsorship for paper publication. • Medical leave. • Earned leave wherever applicable. • Provision of festival bashes to all staff. • Friendly greetings on occasions. • Provision of proper ventilation and lighting of classrooms and offices, air conditioner in offices, clean urinals and ROs. • Refurnishing of cabins, department rooms as well as class rooms. • In case, any employee needs financial help, the staff arranges funds for such person under the guidance of the Principal. • Advance to meet emergency expenditure of faculty members. • Transport facility at subsidized rate. • To stay safe from COVID-19, masks sanitizers were distributed.

bonanza. • Free uniforms. • Giving recognitions and Awards. • To stay safe from COVID-19, masks sanitizers were distributed.

6.4 – Financial Management and Resource Mobilization

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

The college follows the strategies for mobilization of funds and optimal utilization of resourced as directed by UGC. For major expenses, approval from Governing body is taken after recommendation from different Committees. Strategies: • Grants received from UGC are utilized as per the prescribed guidelines laid by UGC. • Well established standardized procedures are followed for making expenditures on different Projects. First of all, the concerned staff members are required to get sanction from the Management/Principal on prescribed application form. The Principal forms a committee to perform the sanctioned work (wherever applicable) which asks for quotations for the same. Signed quotations and comparison chart are submitted to the

Management/Principal for their approval. Then project undertaken is completed. The bills are submitted, got verified and payment is made. • Stock registers are maintained to record receipts of various assets as well as consumable material. No payment is allowed unless the bill is duly entered in the stock register. Salaries are deposited directly in the bank accounts. • All the decisions regarding making purchases are made after exploring possible avenues favoring more effective and efficient use of the available financial resources. For generation of funds, the college has major sources: • The college receives 95 grant-in-aid from Govt. of Punjab. • Funds collected from students under various heads as authorized by the Punjabi university and Punjab Govt. • Grants received from UGC. • Income from self- financed courses. The internal audit is performed by a Chartered Accountant He helps in preparing Receipt and Payment Accounts and verifies Tax Deducted at Source (TDS) as well. The external auditor conducts legal audit at the end of financial year. It is conducted by the Accountant General (Audit), Indian Audit and Accounts Department, Punjab. Sufficient systems and procedures are in place for observance of institutional policies, physical verification of assets, consumables, stores, and other assets, proper books of accounts, vouchers along with auxiliary documents are maintained, confirmation of balances from debtors, creditors and other parties are obtained periodically and procedures are in place for internal control. The College follows a regular and standardized system of internal and external audit. The scope of the internal audit programme encompassed working of various compliances under appropriate laws and rules and regulations framed there under, sufficient systems and procedures are in place for adherence of institutional policies, physical verification of assets, consumables, stores, inventory, spare parts, and other assets, proper books of accounts, vouchers along with supporting documents are maintained, confirmation of balances from debtors, creditors and other parties are obtained periodically at the year end and proper systems and procedures are in place for internal control at the various department levels. Mechanism for settling audit objections: In case of audit objection of any kind, the Principal directs the dealing hand for settlement of the same. Then the dealing hand gets the raised objection removed after seeking the permission of the Management. The final reports are sent to the concerned Audit department.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

1151210.69

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nill	Yes	Institutional
Administrative	Yes	Nill	Yes	Institutional

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA (Parent – Teacher Association) is a registered body from 25th Oct 2019
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under the societies registration act, (XXI of 1860) in ASBASJSM College, Bela. PTA is a formal organization composed of parents, teachers and staff that is intended to facilitate parental participation in a college. The association functions smoothly because of the healthy relations between the teachers, parents and students. **ACTIVITY1.** A parent meeting was organized by parent teacher association on 26 Nov 2019. The main focus of parent-teacher meeting was to share test results, learning, and students' behavioral and social development of students with their teacher. Other topics might include students strengths and challenges. Parents were informed in this meeting about their child's ability levels or grade levels in different content areas testing results. Student's tests and marks were shown to the parents. S Surmukh singh, president of parents' teacher association explains that the purpose of the meeting is to support consistency of judgment about students' work and to develop a common understanding about the quality of student learning. In the end secretary Prof. Harpreet singh Bheora thanks members of PTA for coming and giving their valuable time. **ACTIVITY2.** A parent teacher meeting was arranged by Parents teacher association on 20 Dec 2019. PTA organizes a feedback discussing meeting at the end of the odd semester. In this meeting parents gave their feedback on different aspects. As parents have valuable suggestions for college, college has a structural feedback system. An online feedback on curriculum was also collected from parents. The president of the Parents teacher association, Principal of the college welcomes the feedback suggestions from parents and make them sure that college managing committee definitely considers their valuable suggestions in the working. President also gave the vote of thanks at the end of the meeting. **ACTIVITY3.** A parent teacher meeting was arranged by Parents teacher association on 25 Sept 2020. PTA organized an orientation programme for the newly admitted students at the institute premises. The principal and the president of PTA addressed this meeting. The major objective of the programme was to make the parents and students aware of the academic aspects of the course, the rules and regulations of the Institute and ensuring parental participation in monitoring the performance and progress of the students. The programme was inaugurated with the lighting of the lamp by the president of PTA Dr. Satwant kaur shahi and other dignitaries. The Principal of ASBASJSM College, Dr. Satwant kaur shahi expressed delight over the fact that ASBASJSM College crossed maximum percentage of admission in this year. Prof. Harpreet singh Bheora, secretary of parent teacher association, briefed the students about the rules and regulations of the institute and requested the students and parents to understand and abide by the institutional rules.

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

1. Training programs. 2. Free dresses. 3. Wheat loan. 4. Advances.

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

? Start new courses: 1. B.voc (RMIT, Food processing) 2. Msc. Math 3. M.Com 4. B.Com ? Rain water harvesting plant. ? BSNL Lease Line.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	Jal Shakti Abhiyan	13/09/2019	13/09/2019	13/09/2019	135
2019	IQAC Seminar on criteria 1 to 7	19/09/2019	19/09/2019	25/09/2019	53
2019	Entrepreneurship Development Program for B.Voc Food Processing	24/09/2019	24/09/2019	24/09/2019	60
2019	Gender Sensitization Women Empowerment Workshop	01/11/2019	01/11/2019	01/11/2019	139
2019	550th Parkash Purab of Guru Nanak Dev Ji	14/11/2019	14/11/2019	14/12/2019	137
2020	National Level Program on Employment Generation with RCED Chd	24/02/2020	24/02/2020	24/02/2020	105
2020	Celebration of National Science Day	06/03/2020	06/03/2020	06/03/2020	89
2020	Unnat Bharat Abhiyan Campaign	17/05/2020	17/05/2020	17/05/2020	213
2019	FDP Pursuit of Excellence	16/07/2019	16/07/2019	17/07/2019	254
2019	National Nutrition Week	08/09/2019	08/09/2019	14/09/2019	70
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

Chetna Rally	21/05/2019	21/05/2019	150	50
Health Awareness Workshop	23/09/2019	23/09/2019	200	60
Seminar on President Employment stimulus programme	24/09/2019	24/09/2019	156	55
Celebration of world Food day by girl students	27/10/2019	27/10/2019	230	40
Rally "Run for unity" by girls	01/11/2019	01/11/2019	300	Nill
Moral education for girls	23/02/2020	23/02/2020	200	Nill
Career guidance for girls	27/02/2020	27/02/2020	280	Nill
promotion of sports among girls	04/03/2020	04/03/2020	180	Nill
Encouragement for obtaining scientific education among girls	25/06/2020	25/06/2020	100	Nill

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	09/06/2019	1	Environment day celebration	save water	150
2019	1	1	30/06/2019	1	Anti-drug day	awareness about bad effects of drugs	100
2019	1	1	30/06/2019	1	International drug abuse day	awareness about bad effects of drugs	200
2019	1	1	24/07/2019	1	Save water day	Importance of water and natural resources	300
2019	1	1	10/08/2019	1	Honesty shop	To inculcate value of honesty	150
2019	1	1	01/09/2019	7	Awareness nutrition week	Balanced diet	120
2019	1	1	07/09/2019	60	Stitching workshop	To establish entrepreneurship skills	100
2019	1	1	14/09/2019	1	Seminar on Jaal Sakti abhiyan	Awareness about water utilization and saving	80
2019	1	1	23/09/2019	1	Health awareness workshop	Health is wealth	130
2019	1	1	24/09/2019	1	Seminar on	Job opportunities	100

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

Title	Date of publication	Follow up(max 100 words)
Students handbook on code of ethics	10/05/2019	<p>Code of conduct demonstrates the standard practices and procedures of the Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial college, Bela for all students enrolling with the College. It is incumbent upon students to obey this Code and the rights, responsibilities and restrictions flowing from it. The College can take cognition of all acts of misconduct including sexual harassment physical assault custody or use of weapons or destructive devices manufacture, sale or distribution of prohibited drugs etc. or any other activity which has a negative impact on reputation of college.</p> <p>This code also demonstrated powers of different committees of the college which they are allowed to use in case of any breach of this code.</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Anti Tobacco day	03/06/2019	03/06/2019	200
Shahidi Divas	08/06/2019	08/06/2019	150
World Environment day	09/06/2019	09/06/2019	55
Save water day	23/07/2019	23/07/2019	200
Shop of Honesty	09/08/2019	09/08/2019	50
Independence day celebration	15/08/2019	15/08/2019	250

Nutrition Week	07/09/2019	07/09/2019	120
Jal Shakti abhiyan	13/09/2019	13/09/2019	200
Workshop on healthy lifestyle	23/09/2019	23/09/2019	500
World Food day	26/10/2019	26/10/2019	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Plastic Free Campus: The students are advised not to make use of polythene and other non biodegradable materials. They are motivated to use paper bags and fabric bags. **Promotion of Cycles:** Local students are motivated to use cycles instead of petrol driven vehicles for health, fitness, saving of petrol and precious foreign reserves, check on pollution and cleaner environment. To popularize the use of cycles, the college has waived off the parking fees on cycles. **Paper Saving Drive:** The College has taken a lead to educate the students as well as its staff to save paper by minimizing its use. One sided paper sheets are reused to make full use of paper. Documents for proof reading are sent as soft copies instead of printouts. **Generator Sets:** installed by the college are noiseless and have low levels of carbon emission that keeps the surrounding clean and healthy **Use of Public Transport:** A large proportion of students and employees prefer to commute through public transport. Many students as well as faculty, also try to have car pools to reduce carbon emission.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: Gender Sensitization and women empowerment Institute does intensive efforts to provide quality education to Girls students. As a result of this, in our institute more than 700 girls students are studying and near about 100 females are working in this rural backward area. Girls are getting education in Biotechnology, Pharmaceutical Science, chemistry, Mathematics, Physics, Food Technology, renewable energy Technology, Fashion Technology etc. For this, our college has taken certain steps. We provide fee concession and scholarships to students, especially to girl students so that they should not be devoid of the right to education because of limited resources. We provide single girl child scholarship to promote education. We have a 'Women Cell' comprising of female teachers, to whom girl students can discuss their problems regarding home-violence and eve-teasing. The contact numbers of these teachers are given in prospectus and displayed at various important locations of the college so that girls should easily access those numbers during emergency. We organize seminars and rallies to create awareness among girls about women rights, to educate and create awareness regarding hygiene and their issues related to adolescence. We regularly organize awareness programs for local community and make them aware about women rights and also educate them to stand against female feticides and sexual harassment. In our college we run vocational courses for girls to become successful in life. We provide ragging free campus to our students and timely check upon it to make sure about our facilities. To make sure that girls who have taken admission in our college should complete their studies successfully. We keep the track record of attendance as well as their performance. If we find anything unusual, we enquire about it from the student and sometimes call her parents and try to redress the problem so that student should concentrate on her studies. In our college, we invite young and dynamic successful women in order to motivate girls and we provide open discussions for girl students to provide knowledge

about various serious issues and cope with those problems. To make sure that maximum number of girls get higher education, our college teams visit the schools of rural and urban areas to motivate students especially girls with the help of evidences of women empowerment through presentation. We have Day care centre facility for children that provide supervision and care of infants and young children during the daytime, particularly so that their parents can hold jobs. This care centre plays a crucial role in life of female facility members of our institute by helping them to hold their job and they easily look after their children in their free time and complete their job duties and responsibilities at same time. We especially concentrate on girls of minority sections of society like SC, ST, and OBC. We have separate common room for the girls, so that they can utilize their free time by doing different creative activities like indoor games and discussions with their friends regarding future goals or syllabus. We have separate toilets and washrooms for girls and boys. We have hostel for girls in campus that provide secure environment for students with proper facilities like water coolers, washrooms and TV room.

Institutions of higher education in our country nowadays are at a critical juncture in relation to the basic ideals of equality enshrined in the Constitution. The recent expansion in higher education has made colleges more demographically democratic than ever before, with growing diversity and heterogeneity among social groups. Women constitute 42 per cent of all students in higher education in India. At the same time this closing gender gap hides on-going inequalities and disparities among women and men, which can only be advanced with an intersectional analysis that combines gender with region, class, caste, religion, ability and sexuality among others. Amar Shaheed Baba Ajit Singh Jujhar Singh Memorial College, Bela is an organisation that has always been sensitive to the issues of gender. As a long term commitment towards this objective, and to follow pertinent Supreme Court guidelines on this matter, it has been decided by the management and stakeholders to have a written and approved Gender Policy that would guarantee the rights and safety of women employed in our institutions. The organisation has addressed the inequity in its staff pattern by giving more chance to female employees to get associated with the cause of the organisation. We have covered work place in its various offices and the work area in its intervention within the ambit of the policy. Claims of equality, dignity and the ability to live, work and study without fear of harassment are intrinsic ingredients of this policy. Gender sensitization is not a matter for students but for all sections of the community - students, faculty in all disciplines, support staff and administration. Best Practice 2-Community service Community service is the fundamental and essential part of the education of our youth. It is a non paying job performed for the benefit of the community by a person or group of people. Value based education is the major focus of this institution. Apart from imparting basic knowledge and skill based education, greater emphasis is laid on inculcating human values in students to make them better citizens through community work. Participating in community service not only makes a difference to the institute and people being served, but also makes a difference to every student's career prospects. Participating in community service activities can have a lot of positive effects on students, such as, to develop civic and social responsibilities skills, service, humanity, self discipline, better understanding of the value of the teamwork, decision making skills, gain of practical skills, time management and finding solution for problems, In other words, these activities improve their communication and social skills while enhancing their awareness level. Flood rescue operation- In August 2019 our neighbour village, Phoolkurad have suffered from flood conditions. Our institute has taken initiative to take part in flood rescue operation. Most of the students and faculty members had done voluntary work of cleaning. Unnat Bharat Abhiyan- Our institute has adopted six rural villages i.e. jattana, ferozpur, bhairomajra, bela and balrampur under the central

government scheme. Teachers and students had organized awareness programs, rallies, blood donation camps, extension lectures on drug abuse, gender sensitization, women empowerment etc in adopted villages to aim at the holistic development of students and community. Jal Shakti Abhiyan- Ministry of Jal Shakti, Government of INDIA aims to accelerate implementation of water resource management. The main objective is to create awareness, motivate people to conserve rain water encourage new volunteers to keep water safe from wastage and renovate the water bodies for the storage. Our institute has established the rain harvesting system having primary aim to conserve rain-water for future use. Blood Donation Camp- The main aim is to create awareness among individuals the? importance of blood donation that can protect lives and health. College had organized the blood donation camps in the college with collaboration to Youth Club Ropar. The doctor's team with supporting staff came from PGIMER Chandigarh for the smooth functioning and working of camp. More than 150 units of blood was collected at the camp. Swachh Bharat Abhiyan- The 'Swachh Bharat Abhiyan' campaign was launched by? Government of INDIA aims to fulfill the mission, vision of 'Clean INDIA' and accomplish various goals that includes eradication of open defecation, conversion of insanitary toilets to pour flush toilets etc. Hall Utilization- Our College has well established community hall named 'Bibi? Sharan Kaur Memorial Hall' which is utilized by communal people for organizing various activities. This auditorium is provided to organize various events like 'SVEEP programme' by Sub-magistrate, Shri Chamkaur Sahib 'Abuse and Traffic Awareness Programme' by Sub-Division Saanjh Kander, Shri Chamkaur Sahib etc. . NIOS- It involves various vocational, life enrichment and community oriented? courses National institute of open schooling is started in college that run certificate courses in computer application, Indian embroidery, cutting, tailoring and dress making to encourage students to gain knowledge about computer skills, learn tools and machines used for cutting and tailoring. Box of Kindness- The 'Box of Kindness' was inaugurated with primary aim is to? inculcate the habit of donation among students and faculty. It involves the donation of clothes, shoes and other basic needy things required for living in association with native NGO. Honesty Shop- The main motive is to make the students aware the habit of honesty.? Memorandum of Understanding (MOUs) - Our institute has signed many? Memorandum of Understandings with different organizations to increase the interest in experiential learning and to inculcate the moral values in the students. Various associations has signed MOUs like Naina Jeevan Jyoti Club (2019) etc. Bridge Courses- The bridge courses are started to enhance confidence and skills in? students. One month free bridge courses are organized in the college for the higher education and graduate students in different subjects. Around 180 students are enrolled in these courses which are benefitted through lectures, presentations and laboratory works.

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

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

7.3 – Institutional Distinctiveness

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

INSTITUTIONAL DISTINCTIVENESS 'EQUITABLE AND INCLUSIVE QUALITY EDUCATION'
INCLUSIVE EDUCATION The major goal of this college is to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. Inclusive education values diversity and the unique contributions each student brings to the classroom. In a truly inclusive setting, every student feels safe and has a sense of belonging. Our college is putting great emphasis on SC, OBC, minority, girls and First Generation Learners. Institute is a boon

for First generation Learners in Chamkaur Sahib Constituency. Institute is a temple of knowledge especially for Disadvantaged section, such as SC, OBC, GIRLS, First Generation Learners, Minority and rural students. College has contributed immensely in Nation development which has been summarized in a book available on amazon etc. Therefore we can confirmly portray the performance of Institute in Practice 'Equitable and inclusive Quality Education.' To its priority and thrust area, which is a national agenda of new education policy. PERFORMNACE OF INSTITUTE DISTINTIVE TO ITS PRIORITY AND THRUST. Here data is presented to showcase the above practice: 1. Catering to rural youth: Data has been presented of last five years to showcase no. of rural students versus total no. of students, enrolled for higher education in this institute. 2. Catering to Minority Students: Since college is located in backward area, a number of students enrolled in this institute are from minority community, Data has been presented of last five years. 3. Catering to Girls Education: Institute is a boon for Girls education. Transportation facility was not satisfactory to get Higher Education in nearby cities. Therefore, institute emerged as place of worship to provide higher education to Girl child. 4. Catering to first Generation Learners: Due to rural, backward, bet, flood prone area, a lot of first Generation learners come for Higher education in this institute. Here data has been presented for academic year 2019-2020. To make inclusive education feasible, number of initiatives has been taken by our college, some of which are outlined below. 1. MOODLE is the platform designed to provide educators with a single robust, secure and integrated system to create personalised learning environments. 2. EQUAL OPPRTUNITY CELL has been established in college to provide equal opportunities to girls as compare to boys. 3. REMEDIAL CLASSES Different departments conduct remedial classes and provide course notes for students especially the slow learners and those students who are at the verge of dropping out due to arrear subjects. 4. MENTOR-MENTEE PROGRAM-Mentoring system is an integral part of an institution. It plays an indispensable role in bridging the gap between mentor and learners. 5. INTERNAL COMPLAINT CELL-This cell is established to create secure physical and social environment for girls. Aiming at social and intellectual upliftment of the female students, the cell stands for facilitating women's empowerment through guest lectures, seminars, awareness programmes on gender sensitivity, health and hygiene and other welfare activities. 6. GRIEVANCE CELL- The institute has a Grievance Redressal cell to maintain a harmonious educational and democratic environment in the institute.

Provide the weblink of the institution

<https://www.belacollege.org/InstituteDistinctiveness>

8.Future Plans of Actions for Next Academic Year

1. To introduce master's programme in language. 2. To make campus more eco-friendly. 3. To conduct vocational training and skill enhancement programmes. 4. To upgrade Library facilities. 5. To enhance indoor sports facilities. 6. To participate in NIRF. 7. To celebrate various days and events. 8. To upgrade Teaching Learning skills of faculty. 9. To strengthen community service programme. 10. To improve communication skills of students. 11. To Sign more MOUs with industries and institutes. 12. To combat Covid-19. 13. to strengthen feedback system for students. 14. To audit policies of college. 15. To improve support services. 16. to continue work of UBA, SAP and NISP.