



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	HINDU KANYA COLLEGE, KAPURTHALA
Name of the head of the Institution	Dr. Archana Garg
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01822-231277
Mobile no.	9592902601
Registered Email	hkc_kpt@rediffmail.com
Alternate Email	bhalla71@gmail.com
Address	AMRITSAR ROAD
City/Town	Kapurthala
State/UT	Punjab
Pincode	144601
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Madhu Sethi
Phone no/Alternate Phone no.	01822508159
Mobile no.	9915317219
Registered Email	iqac.hkc@gmail.com
Alternate Email	hkc_kpt@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.hindukanyacollege.com/IQAC-2015-16.pdf">http://www.hindukanyacollege.com/IQAC-2015-16.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://www.hindukanyacollege.com/hkc-activities/campus-news_2016-17.htm">http://www.hindukanyacollege.com/hkc-activities/campus-news_2016-17.htm</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A	87	2007	31-Mar-2007	30-Mar-2012
2	A	3.03	2017	28-Mar-2017	27-Mar-2022

<b>6. Date of Establishment of IQAC</b>	01-Dec-2007
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### 7. Internal Quality Assurance System

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
To Inculcate Patriotic fervor amongst students -	09-Aug-2016 15	150

70th year of Independence was celebrated		
Awareness on Drug Abuse -- NukkadNatak on	09-Sep-2016 01	350
Awareness programmes for New Voters	11-Jan-2017 01	170
Celebration of District level National Voters Day	25-Jan-2017 01	165
Promotion of Mother Tongue -- Celebration of International Mother Language Day	21-Feb-2017 01	160
Women Empowerment-- Celebration of International Women	08-Mar-2017 01	365
To enhance the Creative and Imaginative skills --Hobby classes on	01-Apr-2017 30	165
To Increase the employability skill amongst students --Painting Exhibition -	20-Apr-2017 01	45
<a href="#">View File</a>		

**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
Nil	Nil	Nil	2016 0	0
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities</b>	No

during the year?

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

• Celebration of 70th year of Independence • Hosted Zonal Youth Festival of Guru Nanak Dev University from 26th September 2016 to 29th September 2016. •Industrial visits and educational trips were arranged by departments of Public Administration, Fashion Designing,Punjabi,JMC and Commerce • Painting Exhibition, 'World of Colours' • Awareness activities related to voting rights, drug abuse, cleanliness campaign

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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
To organize activities to inculcate analytical, communication, creative, managerial and Entrepreneurial skills	• Department of Hindi organised Poster making, Essay writing, Quotation writing, Creative writing, Sketch making competitions from 14th to 20th September 2016. • To develop analytical knowledge, Departments of Commerce and Economics organised Inter class Quiz on 6th September 2016 and 14th September 2016 respectively. • Department of Computer Science and IT organized Etesting on 22nd October and 27th October 10th November2016. Department of Mathematics organized Inter class Brain Twister Competition on 16th September 2016. • Department of English organised 'Open Text Book Assessment', Essay writing competition, Pen portraits of Literary Icons of English literature, Literary competition and Spell Bee contest on 28th October 2016, 4th November 2016, 8th February 2017 and 22nd April,2017 respectively to develop communication and creative skills.
To supplement class-room teaching and to give knowledge beyond Syllabi, extension lectures will be organized	Extension lectures were organized by following departments to enrich the acumen of students' knowledge- • Department of Sociology on the topic 'Gender Sensitization on 8th September 2016. • Social Sciences association on the topic 'Ideology of Swami Vivekanand Saraswati' on 11th August 2016. • Department of Public Administration on 'Rural Development Issues, Challenges and Remedies' on 20th August 2016. • Department of Computer Science on 'Web Technologies' on 20th August 2016 and

	<p>on 'Network and Infrastructure' on 27th August 2016.</p>
<p>To arrange activities to increase the employability skills of the students'</p>	<ul style="list-style-type: none"> <li>• Department of Home Science &amp; Fashion Designing organised Workshop on New techniques of Painting, free hand fabric painting and patch work with 3D outliners on 31st August 2016 and Workshop cum demonstration of latest models of fashion maker sewing machines of Usha Sewing Machine Company on 12th September 2016.</li> <li>• Hobby classes on 'Art and Craft' were conducted from 1st to 30th April 2017.</li> </ul>
<p>To prepare the students for competitive examinations, guidance will be provided</p>	<ul style="list-style-type: none"> <li>• Students of the college attended the orientation camp at SAMKALP, Delhi from 20th October 2016 to 23rd October 2016 under the guidance of Competitive Exams and Personality Enhancement cell</li> <li>• Students of the college also attended 2-Day Orientation Camp-Cum-Workshop arranged on 7th-8th April 2017 by Competitive Examination and Personality Enhancement Cell under the aegis of SAMKALP</li> </ul>
<p>Participation of Students and faculty in extension and outreach activities to imbibe social consciousness to make them aware and responsible citizens of community and also to ensure contribution to National Development</p>	<ul style="list-style-type: none"> <li>• Seminar on 'Breast Cancer' by Red Ribbon Club on 12th September 2016.</li> <li>• Anti corruption awareness week by Student Legal Literacy Cell in collaboration with Central Vigilance commission PNB, Kapurthala on 3rd November 2016</li> <li>• Seminar on 'Beti Bachao, Beti Padhao' was organized by NSS unit on 20th January 2017</li> <li>• Seminar on "AIDS" by Red Cross Unit &amp; Red Ribbon Club on 3rd September 2016</li> <li>• 'Swachh Bharat Abhiyan' a Cleanliness Drive in College by NCC Unit on 20th February 2017</li> <li>• An Awareness Rally by Students Legal Literacy Cell on 21st September 2016 to make citizens of Kapurthala aware of proper use of their Voting Rights.</li> <li>• Tree Plantation Drive by Nature Eco Club on 28th February 2017.</li> <li>• Celebration of International Day against Drug Abuse by NCC unit on 26th June 2017.</li> <li>• Nukkad Natak ' Aakhir Kadon Tak' on Drug Abuse by Red Ribbon Club on 9th September 2016.</li> <li>• Visit to Free Education Centre, Santpura, Markfed by students and teachers of Student Service Club on 29th October 2016 and distribution of sweets and stationery.</li> <li>• District Level National Voters Day on 25th January 2017 by Student Legal Literacy Cell with District Election Officer, District Legal Services Authority and District</li> </ul>

	<p>Education Officers. • Awareness Programme regarding Voter cards and right to vote through extension lecture and Slogan writing competition on 11th January 2017 by Student Legal Literacy Cell • 70th year of Indian Independence by Extension Activity Committee from 9th August 2016 to 23rd August 2016 by arranging various activities-- caption writing, greeting card making, face painting, presentation of Giddha at district level, essay writing, Nukkad Natak, rangoli and singing of patriotic song etc. • Celebration of National Integration Week in the memory of Iron man of India - Sardar Vallabh Bhai Patel in the first week of November 2016 through activities viz. Slogan writing, Essay writing, Elocution, Singing of patriotic songs by Extension Activity Committee and NSS units.</p>
<p>To make the students aware about career opportunities available in their respective stream, career counselling programs will be organized.</p>	<p>• Seminar on 'Career counselling &amp; Resume writing' on 16th September 2016, 'Career counselling programme' on 25th October 2016, 'Career opportunities in Beauty industry' on 27th October 2016 and 'Various employment courses run by PNB' on 5th November 2016 were organized by Career counselling Students of Youth Service Club attended Youth Leadership and Hiking, Tracking camp at Dalhousie from 4th July 2016 to 10th July 2016</p>
<p>To sharpen various talents of the students, they would be given exposure to participate in events inside and outside the college</p>	<p>• Students of Youth Service Club participated in Zonal Youth Festival at Hindu Kanya College from 26th September 2016 to 29th September 2016 and won the Champions Trophy. • Talent Hunt was organised to bring out the hidden talent of the students on 6th August 2016 • Students participated in various off stage competitions in the college viz. RJ Hunt, Nail art, Painting, E-drawing, Selfie, Rangoli, Preparing of Snacks, Salads, Sweet Dish, Hobby display, Fancy dress held on 28th January 2017 . • Students also participated in the various activities like self defence, stitching, tailoring, art and craft, painting, cooking, dance, communication skills and English speaking organized under summer camp from 1st June 2017 to 15th June 2017 • Students participated in-- -Inter College Antakshri competition organised by GNDU Regional Campus, Ladhewali and won 3rd position. -At</p>

	<p>PCTE, Ludhiana on 5th October 2016 in various competitions like JAM, PICTO, Quiz, Solo song, Solo dance etc.</p> <p>-National Media Fest Lumis-2017 at Doaba college, Jalandhar on 17th March 2017</p>
To acquaint the students with Indian culture, festivals will be celebrated.	<ul style="list-style-type: none"> <li>• Celebration of Teej Festival on 4th August 2016 by Punjabi Department.</li> <li>• Celebration of Lohri and Makar Sakranti on 14th January 2017</li> <li>• Celebration of Basant Panchmi on 1st February 2017 by Music department</li> </ul>
Educational trips and excursions will be planned to give exposure beyond classroom studies	<ul style="list-style-type: none"> <li>• Students of Department of Public Administration visited village Dabulin, interacted with the village Sarpanch to discuss the aspects of local administration on 12th August 2016.</li> <li>• Students of Fashion Designing visited Space Fashion Industry, Ludhiana and Westend Wave Mall to know about latest trends and styles in fashion on 22nd August 2016.</li> <li>• Students of Punjabi department visited Bhai Veer Singh Memorial, the residence of Bhai Veer Singh -the first poet of modern Punjabi poetry on 12th February 2017.</li> <li>• Students of 4th Semester (all streams) visited Pushpa Gujral Science City, Kapurthala to know about environmental preservation.</li> <li>• Students of Journalism and Mass Communication department visited the office of Dainik Jagran, Jalandhar to have first hand knowledge of newspaper printing on 13th April 2017.</li> <li>• Students of Commerce department paid a visit to famous Gobindgarh Fort, Amritsar to know about Punjabi culture on 16th April 2017.</li> </ul>
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Managing Committee, Hindu Kanya College, Kapurthala</td> <td>30-Nov-2017</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Managing Committee, Hindu Kanya College, Kapurthala	30-Nov-2017
Name of Statutory Body	Meeting Date				
Managing Committee, Hindu Kanya College, Kapurthala	30-Nov-2017				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes				
Date of Visit	27-Feb-2017				

<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	12-Apr-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>In Hindu Kanya College, Management Information System or MIS serves as a centralized data repository capable of not only gathering, organizing and storing data but also processing and analyzing it and generating various institutions supporting reports from it. So, to maintain Management Information System efficiently, all the records regarding students' admission, examination and results are maintained in the computer which is easily accessible for information. A properly framed and transparent system is followed. College administrative office record is also fully computerized. It also reduces the workload of administrative staff and teachers by providing quick access to relevant data of any student or a group of students which can be drilled down, filtered, and arranged accordingly within a few clicks. Fee and fund records are fully computerized that can be checked and monitored any time. Administrative staff is provided with an individual computer system to maintain and sustain the college related information and for updating students' oriented details. Books, magazines and journals are also recorded, arranged and issued in the Library through Computers for proper maintenance. Students and teachers can get an instant access to any book, journal or reference books available or issued in the library. Besides these, in college, the active Committees like Staff Welfare Committee and Students' Welfare Committee have members from management, faculty and students. These are the platforms where the information regarding over all functioning pertaining to the planning, proper implementation and maintenance of records is preserved. All activities of</p>



the college are properly maintained in hard as well as soft copy for the future reference.

## 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

Institution has a proper and defined mechanism for curriculum planning and implementation. a) Undoubtedly, the curriculum is designed by the affiliating university i.e. Guru Nanak Dev University, Amritsar. The faculty members contribute in the designing of the syllabi by being the members of subject based university bodies. For this, they attend meetings of these bodies and give their valuable suggestions and useful recommendations. The affiliating university uploads the syllabi on the university website. The role of the college is to get the latest copies of university syllabi and handover the same to the college library, where teachers get the immediate access of the updated syllabi. b) In a planned way, latest curriculum is followed and properly implemented by the teachers of all the departments to teach the students as per the instructions from the University Board of Studies and Academic Council. c) For the effective and practical curriculum delivery, work load of all the subjects is taken in advance to assess the number of faculty members required. For this teachers are recruited well in advance to avoid any problem for the students. d) For effective implementation, proper unitization of syllabus is done before the commencement of the session for timely, effective and proper delivery of the syllabus. This unitization of the syllabi is done keeping in mind the total teaching days available and schedule of pre-semester and final examinations. The record of this unitization is maintained by the concerned departments. The same is conveyed to all the members of the department for its efficient implementation. Teaching Plan Diaries are maintained by the teachers to keep a check on their own progress. e) Implementation of curricular effectively also includes the steps and strategies planned for solving the difficulties of the students through tests, assignments and examinations, so that teachers can keep a continuous track of the actual preparation of the learners for final examinations. In the practical subjects due importance is given to relate the theoretical learning with the practical exposure given to the learners through live demonstrations, field work, surveys and projects. For this teachers lay emphasis on the practicality of the written work and its correction and improving their further strategies. f) Further, to keep a track of the proper implementation of syllabi, well planned measures are taken throughout the session. Staff meetings and Departmental meetings are held regularly to assess the performance of the students. Monthly performas regarding completion of the syllabus are filled by the teachers and submitted to the Principal duly signed by the teachers and the concerned heads of the departments. Before the end of the session, syllabus completion report is taken by the head of the institution to take the necessary steps if needed. g) In addition to all these, for implementation, teachers need updated study material, latest and useful teaching aids, current issues of magazines and journals, for which college efficient library staff keep themselves always ready to meet the requirements of teachers as well as students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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**No Data Entered/Not Applicable !!!**

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 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
<b>No Data Entered/Not Applicable !!!</b>		

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

	Certificate	Diploma Course
Number of Students	0	0

## 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
Certificate Course in VB 6.0	30/07/2016	54
Certificate Course in Personality Development	22/08/2016	33
Certificate Course in Food Preservation and Baking	24/08/2016	16
Certificate Course in Fashion designing and Garment construction	26/08/2016	20
Certificate Course in Punjabi typing	12/09/2016	54
Certificate Course in VB.NET	16/01/2017	73
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	Software Development	37
BSc	Software Development	12
MSc	Software Development	13
<a href="#">View File</a>		

## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

**Feedback Obtained**

The college has always been striving hard to meet the demands of the fast pacing and competitive world full of challenges. Since its inception in the year 1969, the college has been serving the society unwaveringly. It runs with a static aim that is to empower the women folk of the area by giving them the best, the higher and the latest education. It is expected to reach its mission and goal at every cost, so getting feedback is always important for self-assessment and introspection. So, feedback obtained from the college stakeholders is not only significant for the improved working of the college, but also for self- evaluation and rectification. . Institution has devised an efficient mechanism to collect feedback from the students and class representatives and Prefects who present students' continuous feedback, suggestions and grievances before Principal or College Managing Body in the periodical meetings of Student Council. Thereafter, College authorities take necessary action to address the issues concerning students and the overall growth of the institution. Further, feedback is also obtained from the parents of the students studying in the college in the parent's teachers meeting. Parents' valuable suggestions help the college authorities to evaluate the teaching techniques of teachers, their general conduct towards students, to improve the infrastructure and to assess the outreach of the learning from parents' perspective also. Besides, feedback is also collected from alumni during Alumni Meet in which alumni not only express their words of gratitude towards their alma mater, but also provide suggestive and feasible exhortations for the betterment of the institution and its integrated upgradation. Moreover, encouraging and suggestive responses from visitors and from the community people also help the institution to extract and evaluate assessment. In addition to these, some professors from the staff of the college have been designed with some questions about infrastructure, teaching style, academic courses, supporting services, healthy practices, library and labs etc. Comments or the observations on the feedback collected from various stakeholders are compiled and analyzed by the Principal from time to time and it is ascertained that there should be swift, timely and proper implementation of all useful recommendations and suggestions documented or expresses by our all stakeholders. The concerned departments and office staff are also counseled through regular meetings of Principal, college managing and advisory bodies. In these meetings a proper transparency is observed in clarifying the issues applicable to the functioning of the college. To chalk out the plan of action, suitable measures are taken .It is made sure that whether there is any new demand regarding learning resources, support services, facilities, need of a new teacher or any hobby class etc. To maintain the transparency and easy accessibility, the feedback obtained from all channels is properly documented and compiled. The Head of the institution, Internal Quality Assurance Cell and Advisory Body assess and analyze it for the timely rectification, effective implementation and for the improved working of the intuition.

**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
BBA	Commerce	60	14	14
BCom	Commerce	150	113	113
MCom	Commerce	60	43	43
BA	Arts	200	165	165
MSc	Fashion Designing	40	6	6
MA	Hindi	60	2	2
MA	Punjabi	60	9	9
BCA	Computer Science	120	33	33
BSc	Information Technology	60	5	5
BSc	Economics	60	10	10

[View File](#)

## 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
2016	947	189	48	8	9

## 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
64	37	3	4	2	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

College follows a well-planned network of proper and comprehensive Student Mentoring System. Students are provided a safe and secured environment and parental mentoring right from the time of admission and throughout the session. Within the safe, secured and healthy atmosphere of the college, all teachers provide a sense of security to all those who contact them for the admission or attending their classes for learning new concepts. Teachers mentor, counsel the students properly and provide them timely guidance, consistent motivation, emotional support and serve as role models for their students. In the regular classes, teachers strive to channelize the energy and potential in the right direction so that they can exhibit their true caliber. Students are mentored at every stage. Students' Adoption Scheme and Tutorial Group system are the two exemplary mentoring systems which bridge the gap between the teacher and the taught and strengthen their mutual bond for reaching the effective learning outcomes. Nearly a group of 20 students from different classes is assigned to

one mentor/teacher. Fortnightly meetings are arranged of these groups. Here, students get the opportunity to share their personal and study related problems and general grievances. Furthermore, they are informed and motivated to showcase their talents in various functions and events organized by the college from time to time.

Mentors also maintain a record of students' class attendance, Pre-semester and Final semester results and other useful details. Students are also sensitized to show their social concern by obtaining the membership of different clubs and associations working actively in the college for many social and noble causes. Here, the mentee are also enthused and trained to showcase their talents by participating in different competitions and co-curricular activities. Students' general conduct with teachers and classmates is also consistently observed by the teachers of these tutorial groups. So, mentor use both formal as well informal means for the mentoring the students to get the desirable results. For these meetings, some special agendas are circulated to inculcate values, discipline, enthusiasm and energy to face the crisis and critical moments in life. Besides these, through activities of different clubs and associations, students are properly instructed and made aware about various social and contemporary issues. Regular meetings of the student council and prefectorial board are also organized by the Principal and management committee is held for mentoring the students. For the immediate application and for reaching out the desired productive outcome, the suggestions discussed in these meetings are conveyed to the students through their class representatives and class prefects. A counseling cell is also working in the college to guide the students in their hour of need. A Grievances cell is also available for addressing and the problems of the students and providing them feasible solutions.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1136	64	1:18

## 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
64	64	0	34	7

### 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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 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
BA	00	IV Semester	10/06/2017	20/07/2017
BA	00	II Semester	09/06/2017	10/07/2017
MCom	00	IV Semester	31/05/2017	19/07/2017
MCom	00	II Semester	30/05/2017	18/07/2017
BCom	00	VI Semester	13/06/2017	16/07/2017
BCom	00	IV Semester	14/06/2017	15/07/2017
BCom	00	II Semester	31/05/2017	13/07/2017

BBA	00	VI Semester	31/05/2017	11/07/2017
BBA	00	IV Semester	16/06/2017	10/07/2017
BBA	00	II Semester	13/06/2017	05/07/2017
<a href="#">View File</a>				

**2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)**

With the commencement of the academic year, each teacher prepares a teaching lesson plan and a practical strategy to implement the latest curriculum and syllabi chalked by the affiliating university. Further, a Monthly Report of successful implementation and completion of the decided unitization of syllabi is also submitted to the Head of the institution after getting properly assessed, verified and signed by the Head of the Department along with the Confidential Report. Thus, the coverage of syllabus is monthly reviewed. To keep a track of the continuous progress of the students, regular class tests and assignments are given to the students. Moreover, Internal Quality Assurance Cell encourages different subject based societies, clubs and associations to arrange extension activities, talks and awareness campaigns to supplement the classroom learning and to widen the horizon of knowledge. Besides these, faculty members are motivated to adopt and implement latest teaching pedagogies to supply technology-aided learning. Faculty members are encouraged to adopt various innovative teaching methods such as making their subject clear through latest technological aids like using over head projectors, through power point presentations and by availing smart room facilities. Teachers also encourage students to undertake projects for achieving the practical implication of their subjects. This provides our students an additional edge over others in this fast pacing challenging scenario of competitive world. Besides these, Students are taken to different educational tours, trips, excursions, field trips, market surveys, bank visits and different workshops to provide them wide exposure and healthy recreation.

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

Every year, before the session begins in July, an academic calendar is prepared and the same is incorporated in the college prospectus. Then the whole session goes as per the -schedule fixed in that calendar. For the academic session, following was the academic calendar. 1. Regular Teaching July 15,2016 - September 30,2016 2. Pre Sem Examination-I October 1,2016 - October 10, 2016 3. Regular Teaching October 12, 2016 - November 14, 2016 4. Semester Exams November 19, 2016 onwards 5. Winter Break December 19, 2016 - January 05, 2017 6. Regular Teaching January 8, 2017 - March 22, 2017 7. Pre Sem Examination-II March 23, 2017 - March 31, 2017 8. Regular Teaching April 1,2017 - April 30, 2017 9. Semester Exams May 4, 2017 onwards 10. Summer vacation May 29, 2017 - July10,2017 Academic calendar prepared in the beginning of the year was adhered to for the college academic activities throughout the year.

**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)

<http://www.hindukanyacollege.com/subject-details.htm>

**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		
00	BA	Arts	116	100	86.20
00	BSc	Economics	13	13	100
00	BCom	Commerce	103	101	98.05
00	BBA	Commerce	9	8	88.88
00	BCA	Computer Science	29	25	86.20
00	BSc	Information Technology	5	5	100
00	BA	Humanities	109	106	97.24
00	BSc	Economics	18	18	100
00	BCom	Commerce	100	100	100
00	BBA	Commerce	19	19	100
<a href="#">View File</a>					

## 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)

<u>Nil</u>
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## 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
Total	0	0	0	0

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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
Seminar on 'Web Technologies and MS Office'	Computer Science and IT	20/08/2016
An Extension lecture on 'Rural Development Issues, Challenges and Remedies'	Public Administration	20/08/2016
Seminar on 'Network and Infrastructure'	Computer Science and IT	27/08/2016
Workshop on 'Painting'	Home Science	31/08/2016
Workshop Cum Demonstration of Latest Models of Marker Range of Usha Sewing Machine Company	Home Science	12/09/2016

An Extension lecture on "Punjabi Sabhyachar Vich Lokgeet"	Punjabi	04/11/2016
Seminar on 'How to prepare Research papers'	History	19/01/2017
A Workshop on data analysis using SPSS	Commerce	23/03/2017
An Extension lecture on 'Soft Skills'	English	25/03/2017
Seminar on 'Importance of Journalism and Social Media'	Journalism and Mass Communication	15/04/2017
An Exhibition- 'World of Colours'	Fine Arts	20/04/2017

### 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
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>					
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## 3.3 – Research Publications and Awards

### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
00	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)
National	Nil	0	0
<a href="#">View File</a>			

### 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
Commerce	1
Punjabi	2
English	3
Hindi	3



History	3
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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
<b>No Data Entered/Not Applicable !!!</b>						
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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
<b>No Data Entered/Not Applicable !!!</b>						
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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	0	3	0
Presented papers	6	11	0	0
Resource persons	1	0	0	1
<a href="#">View File</a>				

### 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
Seminar on AIDS on 3rd September 2016	Red Cross and Red Ribbon Club	3	150
Nukkad Natak on Drug Abuse 'Aakhir Kadon Tak' on 9th September 2016	Red Cross and Red Ribbon Club	3	350
Seminar on Breast Cancer on 12th September 2016	Red Cross and Red Ribbon Club	3	170
Awareness Rally 'To make citizens of Kapurthala aware of proper use of voting rights' on 21st September 2016	Students Legal Literacy Club	3	100

Visit to 'Free Education Centre, Santpura, Markfed, Kapurthala on 29th October 2016 to distribute sweets and stationery	Student Service Club	2	30
Voters Awareness Programme on 11th January 2017	Students Legal Literacy Club	3	170
A Seminar on 'Beti Bachao, Beti Padhao' on 20th January 2017	NSS Units	4	155
Celebration of National Voter's Day on 25th January 2017	Students Legal Literacy Club	3	165
Swachh Bharat Abhiyan on 20th February 2017	NCC	2	67
International Day Against Drug Abuse on 26th June 2017	NCC	2	21
<a href="#">View File</a>			

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
00	00	00	0
<a href="#">View File</a>			

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	NCC	Swachh Bharat Abhiyan on 20th February 2017	2	67
Beti Bachao Beti Padhao	NSS	A Seminar on 'Beti Bachao Beti Padhao' on 20th January 2017	4	155
Awareness of Voting Rights	Legal Literacy Club	Awareness Rally 'To make citizens of Kapurthala aware of proper use of voting rights' on 21st	3	100

		September 2016		
Awareness against Drug Abuse	Red Cross and Red Ribbon Club	Nukkad Natak 'Aakhir Kadon Tak' on 9th September 2016	3	350
Gender Issue	Sociology Department	An Extension lecture on 'Gender Sensitisation' On 8th September 2016	1	180
AIDS Awareness	Red Cross and Red Ribbon Club	Seminar on AIDS on 3rd September 2016	3	150

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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
00	00	00	00

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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
<b>No Data Entered/Not Applicable !!!</b>					

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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
<b>No Data Entered/Not Applicable !!!</b>			

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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
1950000	6104253

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Video Centre	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with Wi-Fi OR LAN	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 partially)	Version	Year of automation
Campus Analyzer	Partially	3.5	2013

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6029	551027	99	22283	6128	573310
Reference Books	15718	1942226	148	89442	15866	2031668
Journals	73	53495	23	10620	96	64115
Others (specify)	0	0	0	5900	0	5900
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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
<b>No Data Entered/Not Applicable !!!</b>			
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	114	95	5	5	5	10	7	7	2
Added	0	0	0	0	0	0	0	0	0
Total	114	95	5	5	5	10	7	7	2

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

## 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
nil	<a href="#">nil</a>

## 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
350000	540001	550000	210975

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)

The students are provided spacious, airy and well equipped classrooms. The college has a well furnished, fully computerized and air-cooled administrative block where experienced staff is always available to redress the problems of the students. College has easily accessible reception room, visitors' lobby, first aid room, Campus café cum common room. It has a beautifully constructed double storey girls' hostel with all modern amenities for the comfortable stay of the students. There is a mess with homely food and common room with indoor games for the recreation of the students. College has beautiful and well maintained lush green lawns. College campus is fully wi-fi to serve the internet requirements of the students. Water cooler facility is also provided at every floor of the campus. Facility of photocopier is also provided to the students in the college library. Transport facility is available for the students coming from far-off places. 24 hour power back-up and security is provided to the students. There are 7 hi-tech computer labs with 120 computers, 2 labs of Home Science, 2 Music rooms, 3 labs of Fashion Designing, 1 Language lab, 1 Fine Arts room, 1 Lab of Cosmetology to give practical training in their concerned subjects. Value added courses are provided to broaden the horizon of the students. To inculcate different skills amongst students, various skill based courses are provided to the students. Special workshops, seminars and coaching classes are arranged in the college to prepare the students for competitive examinations. Educational tours, trips and recreational excursions are organized from time to time to provide real life exposure. Fee concessions, special scholarships and books are provided to the needy and deserving students. Students' council consisting of class representatives of all the classes is formed to inculcate the values of leadership, team-spirit, self-discipline and sense of responsibility amongst students. Student welfare committee is another platform to address and resolve students related crucial problems. All these facilities and support services need to be maintained for their proper utilization. Various committees consisting of teaching and non-teaching staff are formed for the maintenance of the facilities. The infrastructure purchased at any point of time is entered in the stock register maintained by the concerned department or office. Regular stock checking is done to upkeep the facilities and support services. Timely and need based repair is there to maintain the college equipments. The Principal keeps a watch on all the support services for their proper implementation and acute optimum application. The college library is fully computerized with 29440 books, 19 News Papers, 96 journals/magazines and an access to 1,25,000 E-Books and 3000 E- Journals through INFLIBNET UGC and INFONET consortium programme. Besides

main library, there is the facility of departmental libraries for the students.

<http://www.hindukanyacollege.com/facilities.htm>

## 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/Scholarships, Poshita	237	1097025
Financial Support from Other Sources			
a) National	00	0	0
b) International	00	0	0
<a href="#">View File</a>			

#### 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
Remedial Classes for weak students	08/08/2016	21	Computer Science IT department
Personal Counseling during Tutorial Group meetings and Student Adoption scheme	10/09/2016	1136	Teaching Staff
Remedial Classes for weak students	20/10/2016	60	Commerce Department
Hobby classes on 'Art and Craft'	01/04/2017	165	Home Science Department
Yoga Day(International Yoga Day)	21/06/2017	250	NSS, NCC, YSC, Red Cross unit, Red Ribbon Club, Student Service Club
<a href="#">View File</a>			

#### 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
2016	Seminar on various Self Employment Courses run by PNB on 5th November	0	260	0	0

	2016 by Career Counseling and Placement cell				
2016	2 day Orientation Camp-Cum-Workshop Program by Competitive Exams and Personality Enhancement Cell under aegis of SAMKALP, New Delhi on 7th and 8th April, 2017	169	0	0	0
2016	Seminar on 'Career Counseling Programme' by department of Mathematics on 25th October, 2016	0	165	0	0
2016	Seminar on 'Career Counseling & Resume writing' by Career Counseling and Placement cell on 16th September, 2016	0	188	0	0
2016	Seminar on 'Career Counseling & Resume writing' by Career Counseling and Placement cell on 25th October, 2016	0	240	0	0
2016	Orientation camp at	5	0	0	0

	SAMKALP, Delhi from 20th October, 2016 to 23rd October, 2016 under Competitive Exams and Personality Enhancement Cell				
2016	Seminar on 'Career Career Oppor tunities in Beauty Industry' by Career Counseling and Placement cell on 27th October 2016	0	175	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
0	0	0

## 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
00	0	0	00	0	0
<a href="#">View File</a>					

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
2017	5	BCOM	Commerce	LKC Jalandhar	MBA
2017	7	BCOM	Commerce	PTU Jalandhar	MBA
2017	1	BCOM	Commerce	GNDU Regional Campus	LLB



2017	1	BCOM	Commerce	DAV Jalandhar	MA
2017	13	BCOM	Commerce	NJSA	MCOM
2017	20	BCOM	Commerce	Hindu Kanya College	MCOM
2017	1	BCA	Computer Science and IT	GNDU Main Campus	MCA
2017	1	BCA	Computer Science and IT	PTU Jalandhar	MBA
2017	2	BCA	Computer Science and IT	DAVEIT Jalandhar	MCA
2017	2	BCA	Computer Science and IT	Hindu Kanya College	MSc IT

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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	0

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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
Zonal Youth Festival of Guru Nanak Dev University, Amritsar was organized	Inter-College	60
Talent Hunt	College	305
Ramayan Path	College	750
Off stage competitions one day before Student Fest	College	130

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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
2016	Miss Punjaban	National	0	1	5508	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 Council provides a voice to the students by becoming their spokesperson and it plays a significant contribution for improving the efficacy of their educational institution. So, it is important that students should be given a platform like Student Council which consists of a body of students elected from all the streams and classes. In college, Student council is working diligently under the supervision and guidance of two members from staff as advisors to provide a means for students' expression and assistance in college affairs and activities. The teamwork exhibited by the members of Student Council promotes other vital qualities like leadership, team spirit, self-discipline, sensitivity towards moral values and social issues. Student Council assists teachers by organizing and carrying out college activities and it is led by a head girl, two vice head girls, class representatives and prefectorial board having one prefect from each class. The prime aim behind formation of the Student Council is to win confidence of all students and influencing them to launch new project or program or reviewing the policies of the management. It works by following a defined and planned framework and its one of the chief concerns is to channelize its all activities and outcome of all policies for the betterment and upliftment of its students. The Student Council performs multi-natured roles, responsibilities and functions. 1. They represent students' voice. They present the grievances, views and suggestions made by the students before the higher authorities, Principal and Management in the Student Council Meetings. So, these elected student representatives become the mouth pieces of student community and give an outlet to their views and recommendations. 2. They also bridge the gap between students and teachers and help teachers in conveying the instructions of the college authority to the students in their classes. Therefore, they play a healthy role in the overall functioning of the college. 3. They extend their help in maintaining a proper discipline and decorum in the college. 4. During the college functions and events, being the members of reception committee. They welcome the eminent guests or prominent leaders. 5. They participate in the events related to social awareness and environmental issues organized by different clubs, units and associations. 6. They also keep vigilance over the medical aids available in the college. 7. To maintain the hygienic and healthy atmosphere in the college, they collect the report from the students regarding the condition of washrooms, water coolers and college canteen, etc. and convey the same to the higher authorities for the necessary and timely action. 7. Being the representatives of students, they also get an opportunity to hone their communication, planning and organizational skills. 8. In the present session, the Student council is working efficiently under the leadership of our all-rounder Head Girl (Ms. Manpreet Kaur ), two Vice Head Girls (Ms. Loveleen Kaur Ms. Dilpreet Kaur), who are the catalyst for promoting an environment conducive to educational and personal development.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

160

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

3

## 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)

College is working substantially by observing the healthy practices of decentralization and participation at various levels. 1. At management level, the general body of member of management entrusts its powers in its executive body. Different sub committees are therefore, formed to transact the whole business efficiently. These committees also recommend their policies for managing the issues pertaining to finance, sports-persons, appointments, academic matters and cultural matters. 2. At college level, Principal being the head of the institution strives to achieve the goals, vision and missions laid down by the college since its inception for the holistic development of both learner and the learned. The Principal works efficiently by channelizing and dividing the responsibilities to different departments, different units, and subject based associations, units and committees. These committees further work together for achieving the academic excellence, for conducting internal examinations, for organizing cultural activities, for encouraging students to participate in sports , extension activities and community orientation. Principal keeps on counselling the staff for upgrading their potential and research based learning so that teacher can provide the best and the latest knowledge to the students as per the changing trends to meet and tackle the challenges of the real world. 3. At student level, student council and class prefects are called to give their suggestions. Even class representatives from all classes are given opportunities to participate in administration. Student Council assists in decentralization as they share the power and responsibilities by contributing their valuable services in organizing different activities, functions and events in the college. 4. Different subject based associations, clubs and forums along with different clubs promoting co-curricular activities are also sharing the responsibility for sensitizing and directing students as well as teachers for rendering their contributions for getting attached to the society and various social issues. These clubs and associations expedite the momentum of the whole system of the college for its overall smooth running. 5. Alumni of the college also give their suggestions and feedback to raise the standards of teaching and learning in the college. 6. Parents during parents' teacher meeting provide their active involvement and concern for the improvement of the functioning of the college. 7. Other stakeholders like community persons are also involved in framing policies through college vision committee. 8. Besides these bodies observing growth promoting measures, Internal Quality Assurance Cell also strives hard to a maintain an active , transparent and comprehensive record of the various workings and activities of the college.

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
Admission of Students	Counseling bureau provides guidance to new students for selecting courses and subject as per their caliber and aptitude. It facilitates the admission process. All counters directing and guiding new entrants for getting proper

	<p>counseling are set under the same roof. Students are properly guided regarding how to fill the admission form. Counseling regarding all queries and depositing fees is also efficiently done in a planned way.</p>
Industry Interaction / Collaboration	<p>A linkage with Sethi and Association has been established to benefit the students of Commerce department to provide them with the practical training. Department of JMC collaborates with media industry to give practical training to the students. Students of Fashion Designing pay visits to the leading garment industries. Students of these departments also get several opportunities to learn from the leading professionals and experts in the related fields. College supports the students to avail the benefits out of these linkages.</p>
Human Resource Management	<p>Teachers are motivated to pursue research works, minor and major projects to promote their healthy and intellectual growth and for their professional advancement. The staff welfare schemes and other type of duty leaves are also made available to the staff members for carrying on the research oriented activities. The college encourages staff members to attend GOC, refresher courses, workshops, seminars and conferences. Similarly they are also encouraged to conduct and arrange seminars, talks and conferences for their professional growth and intellectual uplifting of the students.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>We have a fully computerized library with a wide range of latest books, magazines and journals related to curriculum and other wider areas of learning. New stock of books, journals and magazines are added every year to supplement learning sources and to enrich the departmental libraries. Facility of Archive section, separate P.G. section, open shelf reference books, magazine, journals, and internet access is also provided to the students as well as faculty in the college library.</p>
Research and Development	<p>A research committee has been formed to monitor research papers presented and published by the faculty members</p>

throughout the session in various workshops, seminars, conferences organized by different colleges many faculty members have presented their research papers at national, international conferences, seminars during this session. To provide proper support, the provision of duty leaves is also provided to the faculty for the research activities. A research corner has been given a special prominent place in the college magazine to encourage the staff to enrich their research potential and to improve their professional growth.

Examination and Evaluation

Punctuality of students is monitored through the class attendance which is daily documented in attendance registers. Students overall performance is evaluated through class test, assignments, projects, seminars and different departmental activities .Evaluation is based on objectivity, uniformity and analytical approach. A table marking evaluation system is observed during house examination to bring in the transparency and fairness in the evaluation process. For Semester end Examination University controls the whole procedure whereas faculty render their services by performing assigned duties as centre superintendents and invigilators.

Teaching and Learning

Quality is ensured through implementation of advanced latest modes of teaching and through strategies to meet the ever changing demands of society - group discussions, seminars, workshop, orientation talks are arranged to supplement the classroom learning. - faculty members keep themselves update through various faculty development programmes , workshops and induction program to cater the quality in inculcating knowledge - department libraries assist the learners and the faculty in accessing book faculty and question banks.

Curriculum Development

Curriculum development of varied academic courses is done by Guru Nanak Dev University, Amritsar - besides this our several learned and experienced senior faculty members are the members of various academic bodies of Guru Nanak Dev University, Amritsar who actively participate in the

modification and designing process of curriculum - faculty members implement innovative technology aided tools, modern strategies and effective teaching methodology to simplify the content of curriculum and syllabi so that it can be accessed and comprehended by the learners in better way.

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

E-governance area	Details
<p>Planning and Development</p>	<p>Providing quality in education and improving over-all functioning of the college have always been the foremost concerns of the college since its inception. In the present scenario, e-governance has been a catalyst in improving the standard of education, providing speedy information, improving transparency and improving administrative efficiency in our institution. E-governance is implemented and operational in the core areas of college working like maintaining records of all students' details, important meetings , time tables of all classes , different duties assigned to the teachers. Furthermore, the digital record of new plans and policies introduced or chalked out for improving the functioning of the college is also maintained for the future reference. In addition to all these, reporting, posts and media coverage of all the events organized in the college are done digitally and uploaded on college website in time.</p>
<p>Administration</p>	<p>Administrative Office of the college is fully computerized. All records pertaining to students like admission, fee details, concession given to them, examination, results and other important details are digitally handled ,preserved and updated by the administrative staff in the computer. So, the significant information regarding every student is made easily accessible to keep a proper record of student's progression and fee related details.Under e-governance, a transparent system is monitored and a proper updation of the data is done from time to time.</p>
<p>Finance and Accounts</p>	<p>Moreover, an efficient mechanism of digitalization is observed to operate</p>

	and maintain salary accounts of the staff, transfer of bills, managing of financial transactions and for university correspondences. In this way paper-free approach is also getting impetus.
Student Admission and Support	All details of students are entered in computer at the time of admission and it is well maintained in the administrative office. This data can be accessed any time whenever the need arises.
Examination	Besides retaining the computerized record of all house and internal examinations conducted within the college, the college administrative staff also maintains a properly compiled electronic record of results of all Semester-end Examination conducted by the affiliating University.

### 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
2016	00	00	00	0
<a href="#">View File</a>				

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)
2016	Orientation Meeting	Nil	26/07/2016	26/07/2016	64	0
2016	Extension lecture on New Trends in Teaching	Nil	20/08/2016	20/08/2016	64	0
2016	Interaction Meeting	Nil	09/11/2016	09/11/2016	64	0
<a href="#">View File</a>						

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
Short term course on Research Methodologies in Social Sciences at Kurukshetra University Kurukshetra	1	22/06/2017	28/06/2017	7
Workshop on Research Methodology 'Simulation of a Research problem and Deriving Conclusions' at GGSDS College Mahilpur, Hoshiarpur	1	26/12/2016	02/01/2017	8
Inter Disciplinary Refresher Course in Information Technology at Punjabi University, Patiala	2	01/12/2016	21/12/2016	21
Short term course on Soft Skills and Creative Writing at Guru Nanak Dev University, Amritsar	2	04/10/2016	10/10/2016	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	64	19	44

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fee concession of wards	Fee concession of wards	Poshita scheme, books, Scholarship fee Concession



## 6.4 – Financial Management and Resource Mobilization

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

Firstly, Internal Audit of the Institutional is done initially by the internal auditor and finally by a designated and certified Chartered Accountant yearly. Secondly, External Audit is conducted by Senior Audit Officer of Indian Audit and Accounts Department of Pr. Accounts General Audit Punjab to supervise the Grant issued by the Government to the institution.

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
Individuals	713200	Fee of Needy Students
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

00

## 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	No		Yes	Management Committee
Administrative	No		Yes	Management Committee

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

1. Parents, besides having formal meeting with the concerned teachers, are given opportunity to talk freely to the higher authorities for improving the overall performance of their wards as well as to bring in the innovation and better standards in the teaching learning process. 2. Teachers also council the parents to give more attention to their wards at home and to keep a vigilant watch on their ward's daily activities and overall performance. 3. Parents and teachers collaboratively work in a cohesive way from the both ends to assist the students and to guide them productively.

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

It has been believed that the most important human resource that any institution providing higher education and that too to the women folk, has always been its faculty members, who teach knowledge and operational , communication and managerial skills to their students. Several measures are taken for the professional and overall growth of the teachers, such as: 1) Teachers are enthused to attend GOCs, refresher courses, workshops, seminars and conferences to hone their teaching skills and techniques. 2)Management and the Principal support the staff for carrying on their research activities for their professional growth for these, leaves are also sanctioned to the staff on considerable grounds. 3) Principal and College Superintendent keep a check on the working of every teaching and non- teaching staff member. They counsel faculty for bringing innovations in their teaching methods and pedagogy.

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

Post Accreditation Initiatives • Introduction of regular PG courses • Availability of new subject Fine Arts to increase students' employability • Organization of UGC sponsored conferences and publication of research journals to promote research culture

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
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
2016	To Inculcate Patriotic fervor among students -- 70th year of Independence was celebrated	09/08/2016	09/08/2016	23/08/2016	150
2016	Awareness on Drug Abuse -- Nukkad Natak on "Drug Abuse"	09/09/2016	09/09/2016	09/09/2016	350
2017	Awareness programmes for New Voters - an extension lecture on voting rights and slogan writing competition were organized	11/01/2017	11/01/2017	11/01/2017	170
2017	Celebration of District level National Voters Day-- District Election Officer addressed the new voters and Epic cards were distributed	25/01/2017	25/01/2017	25/01/2017	165

	to them				
2017	Promotion of Mother Tongue -- Celebration of International Mother Language Day	21/02/2017	21/02/2017	21/02/2017	160
2017	Women Empowerment-- Celebration of International Women's Day	08/03/2017	08/03/2017	08/03/2017	365
2017	To enhance the Creative and Imaginative skills --Hobby classes on 'Art and Craft' were conducted	01/04/2017	01/04/2017	30/04/2017	165
2017	To Increase the employability skill amongst students --Painting Exhibition -"World of Colours" was organised	20/04/2017	20/04/2017	20/04/2017	45
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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
An Extension lecture on 'Gender Sensitisation'	08/09/2016	08/09/2016	180	0
Seminar on 'Beti Bachao, Beti Padhao'	20/01/2017	20/01/2017	155	0

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

## 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	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
2016	1	1	06/09/2016	1	Tree Plantation Drive	Protection of Environment	18
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
Code of conduct for students	15/07/2016	<p>a) Right from the day of admission, all students are provided a printed prospectus through which they are informed about the general rules and code of conduct laid for them while studying in the college. b) Special days are celebrated to inspire the students for leading a value-based life and behavior. c) During special extension lectures or in Morning Assembly, teachers inculcate moral values and sensitize students about contemporary relevant issues d) College inaugurates the new session by solemnizing auspicious Akhand Path of Ramayan . Additionally, Path of Shri Sukhmani Sahib in the mid of the session is also solemnized to inspire our Students to imbibe spiritual strength and staunch faith in the righteousness. e)</p>

		<p>Further, to enthuse students to embrace good manners, noble behaviour and refined qualities, students are felicitated with the special awards for exhibiting honesty, simplicity, punctuality and selfless services.</p> <p>Best Volunteers in different units are also identified and graced with the special awards.</p>
<p>Code of conduct for teaching staff</p>	<p>12/07/2016</p>	<p>To maintain the professional ethics, standards of quality education and smooth work culture in the institution, a well framed typed handout detailing the General Code of Conduct for teachers is given to every teacher with the commencement of the new session. Teachers are apprised about the rules and regulations laid for them , which they have to adhere and follow throughout the session during their college hours and in their general day to day working. Further, this printed list of code of conduct briefs the teachers about other significant rules related to pursuing research oriented activities and publishing any book. Rules laid for availing leaves are also briefed in it. Besides these , teachers are also directed to reach the college and to their respective classes on time. Additionally, this handout of code of conduct also instructs teachers to maintain a congenial atmosphere in the college while teaching or performing any other duties by keeping a good rapport</p>

with other faculty members and students. Moreover, notices are also framed and circulated to guide the teachers and menial staff about their duties in college events and functions. A properly compiled record of all notices is also maintained for the future reference .

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
An Extension talk on 'Ideology of Swami Vivekanand Saraswati'	11/08/2016	11/08/2016	170
Screening of Short Movie ' Jhelum-based on Kashmiri Pandit's problems'	01/09/2016	01/09/2016	185
International Mother Language Day by Punjabi Department	21/02/2017	21/02/2017	160
International Yoga Day	21/06/2017	21/06/2017	250

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree plantation drive in the college
- Adoption of trees by students
- Regular one day camps for the proper maintenance of plants in the college campus
- Maintenance of park around college
- Ban on use of polythene bags in the college

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

(a) Best Practices of the Session to arouse Social Consciousness among students: Our institution strongly believes that the social consciousness is a crucial element for the overall development of a learner's personality. So, the college strives to attach its students with society and its diverse issues. Such social practices enable the students to consider the perspective of other people and understand their needs. Indeed, socially aware students not only get the real life exposure to hone their social skills by interacting with people from diverse backgrounds, but also learn to recognize the resources available and use them wisely to address the needs of the contemporary society. Students also get the chance to improve their communication skills, collaboration, social responsibility and professionalism, all of which are helpful in their personal life and professional growth. During present session, college has been actively organizing many activities promoting social consciousness among students. Student Legal Literacy Club of the college in collaboration with the District Legal Services Authority, Kapurthala organized an awareness programme

on 11th January 2017 to motivate the young students of 18 years of age and above to get their voter cards made and exercise their right to vote wisely.

The students of the college also presented a skit on the theme. Ms. Suresh Sharma, convener of the club made the audience take Oath as honest voters by repeating the oath, determined by the Election Commission of India. On 25th January, 2017, District Level National Voters' Day was celebrated in which the newly Epic Voter Cards were distributed to the young voters. Moreover, Swachh Bharat Abhiyan or Cleanliness drive and a Pledge ceremony in College were also organized by NCC Cadets and NSS volunteers of the college to put in their share in the mission of keeping India clean, green and disease and pollution free.

Besides, on 26th June 2017, NCC Cadets of the college NCC Unit observed 'International Day Against Drug Abuse' and displayed slogans exhibiting their concern for the malady of the present scenario. So, our college holds this strong opinion that with high adaptability to diverse situations and a good level of understanding of other's opinions, socially-aware students are less likely to indulge in negative behavior. They are also less vulnerable to stressful situations and have fewer chances of getting involved in undisciplined behavior. Indeed, with such practices students also develop a more sensitive and positive outlook of life. (b) Best Practices of the Session to provide wide exposure and skill based knowledge to the students: College, following the motto of the year, "Shiksha ki dorr, Navuthan ki aur", arranged many skill promoting activities, seminars, excursions, workshops and industrial visits throughout the session to widen the horizon scope of its students. On 12th February 2017, an educational trip to Amritsar was organized by UG and PG classes of PG Department of Punjabi in which 33 students along with the staff members visited Bhai Veer Singh Memorial, residence of Bhai Veer Singh, the first poet of Modern Punjabi Poetry and got a golden opportunity to have more insight into the poet's background. On 25th March 2017, an extension lecture on the topic, "Soft Skills" was arranged by the English Literary Society of the college in which Dr. Disha Khanna, Deputy Dean, Faculty of Liberal Arts, GNA University, Phagwara gave the tips to students on how to crack an interview and also elaborated various techniques to enrich soft skills in English. On 22nd March 2017, an industrial visit to Space Fashion Industry and Westland Mall, Ludhiana was arranged for the students of the Department of Fashion Designing so that the students should know about the process of designing a fabric, production center and latest trends in fashion. Moreover, from 1st April to 30th April, hobby classes on 'Art and Craft' were conducted free of cost for the students of collegiate school. In addition to all these, on 23rd March, a workshop on SPSS was organized for the students of M.Com. 2nd semester for imparting practical training on various concepts of research. Department of Journalism and Mass Communication also arranged a voyage to Dainik Jagran office at Jalandhar for its students where they got knowledge about the printing mode of media. Additionally, during summer camp in the month of June, various fun-filled and enrichment courses were also arranged for the students like Self Defence, Stitching and Tailoring, Art Craft, Painting, Cooking, Dance and English Speaking.

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

[http://www.hindukanyacollege.com/best\\_practices\\_2016-17.pdf](http://www.hindukanyacollege.com/best_practices_2016-17.pdf)

### 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

The institution stands apart from all other educational institutions in the area as it is the only model women college placing greater emphasis on promoting value-based education and armouring its learners with the power of



professional and skill based knowledge. The institute aims at instilling a sense of self-discipline and accountability among its girl's students and developing a respect for democratic, ethical, and moral values. That's why the institution has become pioneer in providing paradigmatic excellence quality education intertwining tradition with technology morality with modernizations. There are varied distinctive features worth highlighting: 1. Being the only women college in the district, it provides a safe, secured environment and parental care to its students. 2. It has accomplished the status of a 'model college' in the area and has been assessed and accreditation by NAAC, twice and awarded with grade 'A'. 3. It has a spacious, beautiful and a state of art building, well ventilated classrooms, lush-green lawns, fully computerized administrative block, well stocked library and labs with latest amenities. 4. It follows a learner-oriented approach and that's why the holistic development of its learners has always been the main focus of the institution since its inception in 1969. 5. A variety of academic courses at U.G level, various diplomas and Master Degree courses are also offered. 6. To supplement the classroom theoretical learning, different departments organize value-added short term courses, skill based practical training programs and workshops for providing wide and real life exposure to the students. 7. Besides these, a healthy and cohesive formation of different units, clubs and associations promotes co-curricular activities and societal awareness among its students. 8. College extends the financial support to the poor students with its special Poshita Schemes, financial concessions and scholarships. 9. Sports students of the college are also provided proper training under the expert coaches, free lodging and boarding facilities. 10. Moreover, the students are also provided the healthy, hygienic and ragging free atmosphere. 11. Students are given individual attention and mentoring support during tutorial groups in which teachers and students from junior and senior classes sit together and share their experiences, expectations and concerns with each other. 13. Additionally, the institution provides the students varied platforms to meet, interact and learn from the various eminent guests, prominent leaders, great women personalities and vibrant celebrities who are invited for gracing college functions or distributing prizes, conferring degrees or delivering convocation address etc. 14. It is also giving quality education, wide and practical exposure and feasible transportation facility at the affordable price to the girls from the nearby rural areas. 15. College has been honoring the toppers with Gargi and Saraswati Awards with cash prizes, college souvenir and shawl etc. 16. Students Council consisting of Head girl, Vice Head girl, Class-representatives and Class Prefects, is a body of the elected students who not only voice the students' opinion before the college authorities, but also assist in the smooth running of the various college activities.

Provide the weblink of the institution

[http://www.hindukanyacollege.com/Institute\\_distinctness\\_2016-17.pdf](http://www.hindukanyacollege.com/Institute_distinctness_2016-17.pdf)

## **8.Future Plans of Actions for Next Academic Year**

8. An Orientation Programme will be organized for the new entrants in the college to apprise them with the rules, regulations and general functioning of the college. Besides these, they will also be briefed about prospects of different streams, clubs, committees, associations, forums and support services working actively in the college. A new practice, "Earn While You Learn" will be initiated with the mission to provide students a platform to showcase their potential and learn the marketing skills. With this new innovative practice, students will be given a platform to sell their self prepared handicrafts and other items of daily use. For giving this initiative, a practical shape, 'A Diwali Mela' and ' Mehandi Stall' will also be organized in the college. To mentor and train, the girl students of our college, Women Security Awareness programmes and seminars will also be planned. As Punjab is fighting a tough



battle against drugs and trying its best to save the youth from its deadly clutches. Realizing the gravity of the situation, it becomes pertinent for the college to spread mass awareness among the youth regarding Drug Abuse. For this, many activities are to be planned by different units and clubs. An Inter- College Mega Fest- Umang is also to be organized to adjudge the capability and versatility of students from various colleges. It is expected that by organizing such a Mega Fest, students will definitely learn and imbibe healthy competitive spirit and new skills from their contenders. An Industrial visit by Students of Fashion Designing to Space Fashion Industry, Ludhiana will be planned so that they can get the real life exposure about the designing of fabric, its production center and latest trends in fashion. Besides these, Department of Home Science will organize a one day workshop on Baking. Department of Fine Arts has also thought of organizing an Exhibition of Paintings which will be entitled as "World of Colours" in which it is planned that students will be given a dual golden opportunity to showcase their creative gallery of paintings and to sell their paintings, if they desire. Besides all these, clubs, units and departments of the college have also planned to organize in the coming year, several activities related to enhancing their students' soft skills, competitive spirit and social awareness. For this many workshops, excursions, seminars and other relevant growth promoting activities are in the pipe-lining process.