



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		HINDU KANYA COLLEGE, KAPURTHALA
Name of the head of the Institution		Dr. Archna 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, KAPURTHALA
City/Town		Kapurthala
State/UT		Punjab
Pincode		144601
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mrs. 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)	http://www.hindukanyacollege.com/IQAC-2015-16.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://hindukanyacollege.com/hkc-activities/campus-news_2017-18.htm

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

6. Date of Establishment of IQAC	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
Inter College Mega Fest: Umang	22-Mar-2018 1	600

Productive Center: World of Colors-Season One	16-Mar-2018 1	50
Promotion of Mother Tongue:International Mother Tongue Day	15-Feb-2018 6	400
Awareness on Drug Abuse: Nukkad Natak	16-Nov-2017 1	600
Productive Center: Handicrafts Sale	17-Oct-2017 1	120
Earn While You Learn: Mehandi Stall	07-Oct-2017 1	25
Women Security: Seminar on 'Shakti' App	06-Sep-2017 1	600
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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
Nil	Nil	Nil	2018 0	0
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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 year :

1

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)

To promote the scheme Earn While You Learn : Establishment of Productive Center

Steps initiated to ensure Women Security and spread awareness

Organizing a Summer Camp with 163 students-participating in fun filled enrichment course for 15 days.

Awareness on Social Issues like Drug Abuse initiated

An orientation programme by competitive cell to guide for civil services.

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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
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Managing Committee Hindu Kanya College Kapurthala	12-Sep-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

27-Feb-2017

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

27-Feb-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Administration: Administration work of college is computerised. Everything is uploaded on College website. Word Processing tools are used for correspondence and documentation. Information/Notices are also given to students/ staff members using computer based software. We use biometric

attendance for College staff. Finance Accounts: We have full fledged software for Accounts management which caters to our financial needs, ranging from voucher printing to Annual Year ending reports. Student Admission Support: • Student admission: For 1st SEM UG PG Students, online admission process is followed as per the requirements of the affiliating university. Details complete in all aspects related to all the students getting admission are entered in the computer to maintain the college record. • Students Records: Along with student's enrolment record, their attendance and performance records of presemester and Final examination are maintained in computers for proper evaluation. • Evaluation and Examination Procedures: Two presemester examinations are conducted to prepare the students for their final examinations, their result reports, monthly reports of the faculty are properly maintained. Examination: The Students performance in Annual House examination is maintained digitally. Report cards of students are being generated through software. All reports regarding examination/ report card is being done through Campus Analyser An Integrated software.

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 the mechanism for curricular planning and implementation. a) No doubt curriculum is designed by 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 copies of university syllabi and hand over the same to college library, where faculty members have an access without any delay for the timely implementation of the same. b) Further, planning of the curriculum is in the hands of the teaching faculty to set the syllabus, unit wise and get prepared to teach the students as per instructions from the university board of studies or academic council. c) Proper 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. d) For practical implementation, faculty incharge is allotted the time table

day wise and he/she also gets further instructions from heads or from Principal to prepare their teaching plan, write regular diaries and fix the period within which the topics are to be covered to the satisfaction and comprehension level of the learners. e) Moreover, Monthly proformas are filled by the faculty and the same is submitted to the Principal to keep a check on the timely implementation and efficient delivery of the syllabus f) 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 tack 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. g) Besides these, for implementation, teachers need updated study material, latest and useful teaching aids, current issues of magazines and journals, for which library staff is kept and maintained by an efficient library staff who keep themselves always ready to meet the requirements of teachers as well as students .In addition to all these some funds are always available to update the learning resources.

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
00	Diploma in Stitching Tailoring	27/07/2017	365	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	6

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 and VB.Net	02/08/2017	81
Certificate Course in ASP.Net	16/08/2017	5

Certificate Course in Fashion Designing and Garment Construction	01/09/2017	15
Certificate Course in PHP	14/02/2018	7
Certificate Course in Communicative skills	20/02/2018	39
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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
No Data Entered/Not Applicable !!!		
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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
<p>Any educational institution working for women section and that too to impart higher education is under a constant screening by its stakeholders. It's a challenging age and a changing scenario for the college and its managing committee. It is expected to reach its mission and goal at every cost, so getting feedback is always important for self-assessment and introspection. 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</p>

implementation of all useful recommendations and suggestions documented or expresses by our all stakeholders. The concerned departments and office staff are also councelled 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. The Principal with the help of managing committee always tries to give a suitable response to the feedback for the growth of the college.

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
No Data Entered/Not Applicable !!!				
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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
2017	761	189	36	8	6

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	Numberof smart classrooms	E-resources and techniques used
50	25	3	4	2	3
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student mentoring system has been developed and observed very well in the college since its inception in year 1969. The college is completing its journey of successful 48 years by empowering women and equipping them with the latest education at affordable price with overall training for their holistic growth. .Normally all teachers provide a sense of security to all those who contact them for the admission or attending their classes for leaning 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. Student mentoring is done through various channels like- Tutorial System, Student Council, Prefectorial Board and Student Welfare Committee. College tutorial system is an exemplary model for an ideal relation between the tutor and the taught, because in tutorial period, a mentor may help the mentee with exploring courier, setting goals, developing contacts and identifying resources. College strength is divided into groups. Nearly a group of 20 students from different classes is assigned to one mentor/teacher. Fortnightly meetings are arranged of these groups. In such meetings, students / mentee are free to discuss their problems, personal issues, tension or study related difficulties and requirements. An informal atmosphere creates a better understanding and trust between the mentor and the

mentee. Mentors also keep the complete bio-data including family background and economic status of the students allotted to them. They also maintain a record of their class attendance, class performance and academic progress. Students' general conduct with teachers and classmates is also consistently observed by the teachers of these tutorial groups. 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. Additionally, the mentee are also enthused and trained to showcase their talents by participating in different competitions and co-curricular activities. 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. They give patient hearing to the students to create a trustworthy rapport, share experiences and try to provide learning opportunities. Regular meetings of the student council and prefectorial board are organized by the Principal and management committee is held for mentoring the students. 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 in the college for addressing the problems of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
950	50	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
50	50	0	11	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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!				
View File				

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

At the beginning of the academic year, each teacher prepares a teaching plan in which he/she is advised by the head of the department and the Principal to adhere to the proper unitization of the syllabi. A monthly report of completion of that plan and a confidential report thoroughly evaluated and duly signed by the head of the department are also submitted to the Principal so that the coverage of syllabus and satisfactory implementation of the curriculum can be reviewed by the senior authorities at the end of every month. To monitor the progress of the syllabus, regular class tests are conducted and assignments are given to the students. Pre-semester examinations are conducted twice a year to

assess the student's performance and also to prepare them for the final semester examinations. IQAC motivates different subject's societies to organize extension activities, lectures and talks in their subjects to widen the perspective of learners. Faculty members are encouraged to adopt various innovative teaching methods such as making their subject clear through latest technological aids like using overhead projectors, through power point presentations and by availing smart room facilities. Students are also given exposure through field tours, surveys, seminars and workshops etc. Some departments are also evaluating and encouraging the potential of their departmental students through organizing debates, extempore, group discussion, quiz, seminar presentation etc.

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 2017-2018, following was the academic calendar. 1. Regular Teaching July 15,2017 - Sept. 29,2017 2. Pre Sem Examination-I Oct. 2,2017 - Oct. 13,2017 3. Regular Teaching Oct. 14,2017 - Nov. 20,2017 4. Semester Exams Nov 27,2017 Onwards 5. Winter Break Dec.18, 2017 - Jan 4, 2018 6. Regular Teaching Jan. 8,2018 - March 18,2018 7. Pre Sem Examination-II March 19,2018 - March 28,2018 8. Regular Teaching March 29,2018 - April 30,2018 9. Semester Exams May 5, 2018 Onwards 10. Summer vacation June 1, 2018 - July 11, 2018 Adherence to the calendar Regular Teaching started from 20th July 2017 instead of 15th July 2017 as the affiliating university extended the date of admission. Pre-semester examination -I , started from 25th Sept, 2017 instead of 2nd Oct, 2017 so that students have more time to prepare for final examinations keeping in mind their mistakes in pre- semester examinations. Regular teaching for next semester started from 15th Jan, 2018 instead of 8th Jan, 2018 as the university examinations extended up to 13th Jan, 2018. Pre-semester examination-II , started from 2nd April, 2018 instead of 19th March, 2018 because of mega-fest Umang-2018 and Prize Distribution function organized on 22nd March, 2018 and 30th March,2018 respectively.

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://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 examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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)

No Data Entered/Not Applicable !!!

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
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No Data Entered/Not Applicable !!!

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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 Baking	Home Science	13/09/2017
Seminar on Fundamental Concepts of Political Science	Political Science	22/09/2017
Workshop on Data Analysis using SPSS	Commerce	30/10/2017
Extension Lecture on Latest Trends and Technologies in IT	Computer Science and IT	02/11/2017
Extension Lecture on Dilemma of Gender Change in Sports in 21st century	Physical Education	10/11/2017
Workshop on "Punjab De Lok Geet"	Music	12/02/2018
Exhibition of Posters on Historical Events	History	15/02/2018
Extension Lecture on Net Banking	Computer Science and IT	03/03/2018
Workshop on Basics of Camera	JMC	16/03/2018
Exhibition on "World of Colours"	Fine Arts	16/03/2018
Extension Lecture on Logical Reasoning	Philosophy	18/04/2018

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
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No Data Entered/Not Applicable !!!

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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
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No Data Entered/Not Applicable !!!

No file uploaded.

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)
International	English	5	5.4
International	History	1	00
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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
Hindi	1
No file uploaded.	

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	0	0
Presented papers	0	2	0	0
No file uploaded.				

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
No Data Entered/Not Applicable !!!			
View File			

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
No file uploaded.			

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
View File				

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
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
1450000	1503886

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
View File	

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 Analyser	Partially	3.5	2013

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	128	8	105	5	5	11	7	7	1
Added	0	0	0	0	0	0	0	0	0
Total	128	8	105	5	5	11	7	7	1

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

7 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
No Data Entered/Not Applicable !!!	

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
500000	225580	275000	319450

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)

To provide academic, physical facilities and support services to the learners' is the primary duty of an educational institution. Support services and facilities are an indispensable part of an educational institution. For the proper utilization and maintenance of these facilities, an educational institution has to adopt different procedures and policies. Proper record of all the facilities is maintained in the college office. Departmental stock registers are also maintained by the respective head of departments. Departmental issue and return registers are kept to maintain a record of all the facilities. There are different committees for the proper maintenance of all the equipment and facilities. Annual stock-checking is also a regular feature of the college for the upkeep of college facilities. The facilities and support services available for the students' in the college are: As far as academic facilities are concerned, spacious and well equipped classrooms are 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. Library is considered as the center of knowledge in an educational institution. It should be fully equipped with the resources of language. Our college library consists of 22179 books, 17 news papers, 72 journals along with an access to 31,35,000 E-Books and 6000 E- Journals through INFLIBNET UGC and INFONET consortium program. Facility of photocopier is also provided to the students in the college library. Besides main library, departmental libraries are also there for the students. Special workshops and coaching classes are arranged in the college to prepare the students for competitive examinations. College campus is fully WI-FI to serve the internet requirements of the students. In addition to regular courses, some values added are also available for the students. To inculcate different skills among students, various skill based courses are provided to the students. Fee concessions, special scholarships and books are provided to the needy and deserving students. To solve the students' issues regarding admission, fees and scholarships and examination, the college has a well furnished, fully computerized and air-cooled administrative block where experienced staff is always available. A first aid room and Campus cafe cum common room is there for students. It has a beautifully constructed double storey girl's 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. Transport facility is available for the students coming from far-off places. 24 hour power back-up and security is provided to the students. To inculcate the values of leadership, team-spirit, self-discipline and sense of responsibility in students, students' council consisting of class representatives of all the classes is elected at the beginning of the session. Student welfare committee is another platform to address and resolve students related crucial problems.

<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	Poshita	168	987900
Financial Support from Other Sources			
a) National	Nil	0	0
b) International	NIl	0	0
No file uploaded.			

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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

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
No Data Entered/Not Applicable !!!					
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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
5	5	3

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
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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
No Data Entered/Not Applicable !!!					
View File					

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
NET	2
Any Other	1
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

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
2017	Gold Medal	National	1	0	2043	Akwinder 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)

A Student Council is a group of students elected by their respective streams working together with two members from staff as staff advisors to provide a means for the students to express their views and provide the assistance in college affairs and activities. The purpose of the student council is to give students an opportunity to develop the qualities like leadership, self-discipline, mutual trust, sense of responsibility, teamwork and cooperation by organizing and carrying out college activities and various other duties in the college throughout the session. Student Council consists of the head girl, vice head girl, class representatives and prefectorial board having one prefect from each class. Their prime aim behind formation of the Student Council is to take all students into confidence prior to launching any new project or program or reviewing the policies of the management as the sole mission of the college is to channelize its all activities and outcome of all policies for the betterment of its students, its real pivotal force. During the session 2017-18, the student council is consisting of 60 members, representing all the classes and streams democratically. Their role and functions are multi-natured. 1. On the one side they represent students. All grievances of the students or expectations and demands of the students are conveyed to the authorities whenever they sit in a meeting or otherwise they contact the teachers or the Principal individually. So, these students' representatives serve as the mouth pieces of student community and give an outlet and proper expression to the views of the students in general. 2. On the other side, they help in conveying the instructions of the college authority to the students in their classes or sections. With this they shoulder the responsibilities of the teachers in managing different issues. 3. They are the active hands in the discipline committees and keep an eye on the students in all periods, during morning assembly and in all event management. 4. They are the members of reception committee .Whenever any prominent guests, eminent visitors and notable celebrities are invited in the college events, fests and functions, these

student council heads welcome them and get the opportunity to interact with them. 5. They are also connected with refreshment committee and become an example of hospitality and management. 6. They maintain wall magazines and in a way they also contribute their valuable services in the beautification of the campus. 7. They check whether water arrangement, washrooms, college canteen and reading room are in satisfactory conditions to meet the needs of the students. 8. They also see whether college has any provision to provide medical aid/ medicine in an emergency. Presently this body is working under the superb leadership and command of our college head girl (Ms. Bhawna) and two vice head girls (Ms. Navjot Kaur and Ms. Amandeep Kaur).

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

200

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

00

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 functioning substantially reflects the healthy practices of decentralization and participation. 1. At management level, the general body 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 finance, sports-persons, appointments, academic matters and cultural matters. 2. At college level, Principal being the chief administrator strives to accomplish the goals and missions through different departments, different units, and subject based associations, units, committee for academic matters, internal examinations, cultural activities, sports participation, extension activities and community orientation. Principal keeps on counseling 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 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 provide the momentum to the smooth running of the system. 5. Even Alumni render their suggestions and give their feedback to raise the standards of teaching and learning in the college. 6. Parents during parents' teacher meeting show 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	<ul style="list-style-type: none"> • Strategy formation and planning starts well in time for admission to all classes because the target is always two fold. One is to attract good students who are serious in perusing higher studies and secondly to fill all the seats in all the units of different streams and courses. • A special committee with senior staff members is instructed to identify the areas and the feeding institution from where new students are available, to contact them and to enlighten them about the functioning, facilities and attractive characteristics of the college. • During admission days, new prospectus is made available for perspective students. • College website is also available with complete information. In college campus, counselling section to guide the candidates. Administrative staff -fee collecting staff are also available on all working days to proceed with the admission procedure to avoid any inconvenience. • Principal is always available for meeting the parents or guardians to give hearing to their queries and for immediate solution of the issues.
Industry Interaction / Collaboration	Industry Interaction / Collaboration <ul style="list-style-type: none"> • Department of JMC collaborates with Media industry to give practical training to the students. • Students of Fashion Designing pay visits to garment industries. • College provides all required facilities to students to get benefits out of these linkages
Human Resource Management	<ul style="list-style-type: none"> • College authorities are always courteous and careful for human resource management factor to provide quality teaching through experienced, qualified and committed teachers for imparting knowledge for theory papers

and instructions for practical work. • Before the new academic session/ semester starts, as per workload, it is ensured whether the existing faculty and staff for administration and library or labs are adequate or new recruitment is required. If required, as per procedure. The Managing committee creates the new posts or fills the vacant posts on merit. • Service conditions, which are being provided, if needed, are reviewed to enhance salary, allowances, leave or any other facilities etc., so that all employees should feel satisfied. • To maintain a standard and quality, teaching faculty members are encouraged to attend GOC, Refresher Courses, National/International Conferences and seminars to present their papers, to write original papers for Journals, to spend time in library to enrich their knowledge etc. and some incentives are given to them for keeping themselves updated, upgraded and reskilled. • For non-teaching staff too, some short courses are arranged to sharpen their skills for efficient performance.

Library, ICT and Physical Infrastructure / Instrumentation

• College authorities have a positive and a supportive approach for adding and upgrading the infrastructure and instrumentation for class rooms, library and reading room, counselling room, all departmental labs (IT, Music, Home Science, Fashion Designing, Physical Education, Communication Skills, Fine Arts etc.), different offices and student's canteen. • Requirements of learners and faculty members are met satisfactorily by the librarian. For needy students new books are added to different sections. • Facility for wall magazine is provided to different departments. • Principal's office is renovated. • Before the new academic session starts, Principal's Office is assigned the task of discussing the future requirements about infrastructure with heads of department, librarian and office superintendent then the same are compiled and got approved by the managing committee in time to avoid any inconvenience.

Research and Development

Strategy to develop an aptitude for research and development has a limited scope for the students opting for

humanities stream. But for faculty to teach them or the students of IT, Management and Commerce need to be motivated to go for research is always a priority for college authorities. Since last five to six years a Research Committee is formed to peruse the cause of research orientation among the faculty members. • This committee communicates the information to interested faculty members about perspective fields, area for research, about funding agencies, sponsoring such projects, reading and filtering papers of the staff members written to the presented in national/international conferences, seminars or workshops etc. to be recommended by the principal. • It puts up the proposal for providing facilities to researchers for leave, monetary aid or travelling expenditure before college managing committee. • A research section allocated in college magazine to highlight the research related activities of staff members and students to inspire the readers. • Subject related project works are assigned to students of higher classes to create an interest for exploring new areas of studies.

Examination and Evaluation

• An objective, regular and a constant evaluation of the learners is an essential tool to improve the quality of learning. • Students appear in University Examination for promotion to higher class and they also appear in internal examinations to show their actual learning and level of preparation. • Learners are evaluated on regular basis, when the teaching goes on. Attendance in classes is obligatory for them and absentees are checked and instructed to be punctual. Defaulter's parents are also informed from time to time. Punctuality Award is given to the most punctual students of all classes. • Their understanding, Grasping of the subject and preparation for annual/university examination is checked/evaluated through class tests, assignments, seminars, response to surprise questions by class teacher. • For internal examinations or unit tests teachers set a procedure, fix a criterion and evaluate the answer books, for which university pattern is followed. • For timely evaluation, table marking is done in college

premises. Heads of departments give instructions to all to be impartial and strict. Overall performance is evaluated and the same is conveyed to student for overcoming their weaknesses. • For university examinations, it is the university staff to evaluate the performance of the students for both, theory as well as practical examinations.

Teaching and Learning

- Teaching and learning being the primary objective, always get a priority for which a strategy is framed by principal, college advisory body of head of departments so that its mission is achieved with a better quality, more learning and effective teaching style.
- Teachers are motivated to make their lectures interesting, updated and relevant for present scenario. • They are also advised to use teaching aids, adopt new teaching skills, apply the latest teaching methods to create a rapport with the learners and enter the class room with a well prepared lecture and updated knowledge about the topics.
- To facilitate them, library is upgraded with books, magazines, and E-learning sources. • Teachers are instructed to prepare papers for presentation and use the Smart rooms for students. • Students' feedback is conveyed to concerned teachers to respond as per the requirement of the learners.

Curriculum Development

- Curriculum and syllabi of different academic courses are formulated by Guru Nanak Dev University, Amritsar. • Moreover, our senior faculty members participate in the modification and designing process of curriculum. • 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 process of existing curriculum design. • While teaching the contents, the faculty members enrich it with innovative methods, Explanations, Life related examples and effective aids to simplify it or make it interesting and qualitatively fruitful.

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

E-governance area

Details

Student Admission and Support	During the admission time, complete details of students are stored in the software. Further, reports in different forms are generated when a need arises.
Examination	University examinations are conducted as per the pattern and instructions given by university authorities. But at internal level tabulation of marks and report preparation is done with help of information technology.
Planning and Development	E-Governance i.e. application information and technology is integrated with planning and development activities of the college to increase accessibility and swiftness in showing output to the stakeholders. Often the information is transmitted to faculty members for meeting, time table, new plans and projects are sent digitally.
Administration	College administrative machinery largely experiments with new techniques for better maintenance and accountability. Many of its details like accounts- documentation, admission in new classes, university enrollment, profile of the students semester wise, reporting of events held in college are being kept systematically through e-governance.
Finance and Accounts	Salary bills and transfer of amounts to different accounts, financial transactions with different branches of university for sending different fee and charges, fee collection from students and college management budget or actual receipts and expenditure are done with the help of information and computerization.

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
No Data Entered/Not Applicable !!!				
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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	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2017	orientation programme	Nil	01/08/2017	01/08/2017	50	0
2017	orientation programme	Nil	13/10/2017	13/10/2017	50	0
2018	DIGITAL PAYMENTS	DIGITAL PAYMENTS	02/03/2018	02/03/2018	45	4
2018	orientation programme	Nil	30/03/2018	30/03/2018	50	0
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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
Induction Training Programme	2	15/05/2018	13/06/2018	28
Refresher Course	2	15/06/2018	05/07/2018	21
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
34	16	17	39

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Concession for wards in College Fee	Concession for wards in College Fee, Accommodation for few menial staff	Poshita scheme, Scholarship fee Concession, Free boarding and lodging for Sports students, Books for Needy Students, Remedial classes for weak students

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 Institution 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	453359	For student fees
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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	Managing Committee
Administrative	No		Yes	Managing Committee

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

1. Parents suggested that an induction Programme should be arranged for parents to know about the short and crash courses facility being provided for learners.
 2. Instead of a Formal Meeting with teachers, they should be given more opportunities to talk to authorities for improving or changing the system where student feel hesitant to express. 3. Teachers also Support the Parents to give more attention to their wards at home and ask them whether they are feeling satisfied with the day to day working of the college and convey the same to them either through managers or telephonically, if it's difficult to come personally.In

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

1. Employees development is always in focus to increase their morale and to build strong work culture. 2. Principal and Office superintendent regularly review their working, advise them to be more alert and accountable and remain in touch with the needs of the employees. 3. Good employees are appreciated and their working style is recognized

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

1. A Meeting of Educationist of the city and joining villages and Sarpanches of the village was arranged to discuss the problems for a value based education and character building of the present day students. 2. Two Nukkad Natak by students on Drug Addiction/abuse and Jago grahak jago. 3. Extension Lecture on Net Banking by Department of Commerce.

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
No Data Entered/Not Applicable !!!					
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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
Extension Lecture on Dilemma of Gender Change in Sports in 21st century	10/11/2017	10/11/2017	92	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
NIL

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
2018	1	1	10/04/2018	30	Maintenance of public park	cleanliness and to maintain greenery	40
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/07/2017	1. Education means including human values among the learners, besides loading them with information and knowledge. 2. In this

College Exemplary Focus is put on strengthening human Values, through various ways and activities. a) It is the printed prospectus, a document given to all students at the time of admission, having a special chapter on rules and code of conduct. b) During Morning Assembly, teachers talk on value-based thoughts. c) Special days are celebrated to inspire the students for a value-based life and behavior. d) Activities like Havana Solemuration and Akhand Path of Ramayana ji and Path of Sukhmani Sahib. e) Award for honesty, simplicity, selfless services, Good Volunteers in different units and Punctuality etc.

Code of Conduct for teachers

17/07/2017

With the commencement of every session, a handout detailing the General Code of Conduct for teachers is supplied to every teacher. In this handout, properly compiled rules and regulations laid for the teachers to be observed by them throughout the session during their college hours and general working. Teachers are directed to reach the college and classes on time. They are further directed to observe the uniform code without any fail. Further, they are also briefed about how to avail leaves and how to deliver their lectures and perform various duties during college to meet the satisfaction level of the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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Seminar on Women Rights by Legal Literacy Club	24/01/2018	24/01/2018	110
International Mother Language Day by Punjabi department	15/02/2018	21/02/2018	400
Yoga Day	21/06/2018	21/06/2018	200
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Planting of trees saplings inside and outside the campus.
- Tobacco and smoke free zone.
- Best efforts are made to keep the campus plastic, Thermocol Polythene free.
- Extension lectures and rallies are arranged regarding environment awareness.
- Students are motivated to celebrate eco-friendly Diwali.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Savikaran - "We are with you" is a student supporting platform and has been one of the leading and promoting healthy practices adopted by the institution for bridging the gap between tutor and the taught during the current session. It has been a novel practice which has not only provided a common platform of mutual interaction, but has also given a defined shape to the functioning of the college. 'Savikaran' with its prime motto, "We are with you" has been emphasizing on the support system and comforting ambience to nurture and expedite the all-round development of its students. Under the protective shield of 'Savikaran' students and teachers feel safe, secured and attached to the institution as well to one another for creating a growth accelerating cohesive system of mutual coordination and unflinching trust. Under this innovative scheme, students have been divided into different groups which have been further mentored with parental care and guidance by the teachers. Each group has been named after prestigious women personalities so that girls' students of our college should strive to achieve their best in all possible manners. Further to give personal attention and individual mentoring, teachers have been keeping a comprehensive record of all students which tracks down each student's personal and educational growth throughout the session. Teachers have been documenting all the details of students relating to their results, curricular activities, attendance record and other areas of their personal accomplishments within the college and even outside it. Besides these, teachers have also been expressing their impressions about the students' general conduct, behaviour and conduct in their class with their teachers and peer-groups. Furthermore, to bring the transparency in the system, students are also asked about their personal grievances, individual problems relating to their teaching and infrastructure. Teachers address to their grievances with parental concern and timely approach. In addition to all these, teachers have also been maintaining students' family related information pertaining to their family members, status of their parents, their annual income and other details. Teachers in a way have been developing system in which students and teachers come together on a single platform where students express their varied potential in the extra-curricular activities besides their academic achievements. In a way, Savikaran has been guaranteeing a feasible and practical launching pad for the students to express themselves in multifarious way. This system brings teacher and taught closer and help creating a positive atmosphere and better rapport with one another. For the college also, Savikaran along with its documented and recorded details have been yielding to its vision and mission that is to empower the women folk

in the nearing areas where women get less access to wider areas of knowledge and get the golden opportunity to explore their capabilities 2. Earn While You Learn: College has adopted a new healthy practice namely, "Earn While You Learn" to make the students self-dependent, our college caters to the needs of students of rural and neighbouring areas. Now in the age of globalization, students need to be self-dependent and for becoming that they must have some skills along with formal education. Keeping this in mind, and also to make the students capable to compete in this fast growing world, various professional courses are provided to them so that they can utilize their skills and be financially independent. To inculcate the skill of managing and controlling, different programs are organized in college where they exhibit their skills and earn money. This fills them with the sense of self-satisfaction and confidence that they will not be dependent in their future lives, rather can live happy and peaceful lives with their own learning. Department of Cosmetology arranges stalls of Mehandi and Nail Art on the occasions of Teej and Karva Chouth, the students of the department provide their services to faculty and students to get profited. Students of Cosmetology also provide their services to students and faculty and earn money Department of Home Science, Fashion Designing and Fine Arts arrange a Diwali Mela where students exhibit their self-made items like handicrafts, decorative items, fancy jewellery, Rangoli designs etc. and they make profit by selling these items to faculty and students. Department of Fine Arts encourages students to be efficient in preparing various types of paintings. Then the department organizes an exhibition, "Word of Colours", where the students display their self-made paintings and earn profits. These are the activities organized in this session to develop this sense of being financially independent and in coming year, more activities will be organized to teach the students, how to put their learning into practice and be self-dependent.

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_2017-18.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

College has Various Distinctive Features which make it different from other institutions. 1. It is the only girls-college, giving the most secure and safe environment to its learners. 2. It has been assessed and accreditation by NAAC, twice and awarded with grade 'A', thus it has achieved the status of being the model College for the Area. 3. It has a big, beautiful and a newly built building, well ventilated classrooms and labs with latest amenities. 4. Its policies and culture is student-centric, because welfare, growth and satisfaction of the students are its primordial priority. 5. It is offering a variety of academic courses at U.G level and various Master Degree courses too with one year diplomas thus providing vast choices for the learners to carry on with plethora of opportunities. 6. Different departments design short term crash courses and enrichment programs for adding value to the normal degree courses of the students. 7. Holistic development of the students is the main focus area of all the teachers, Principal and the College Managing body for which a healthy network of units, associations, cells and centres are working for academic excellence, extra activities and sports etc. 8. It is addressing the needs of economically poor students with special Poshita Schemes, financial concessions and scholarships. 9. Special policies chalked out to benefit the sports student with expert coaches, arranging ground for practice, free lodging and boarding and Facility for extra classes. 10. Being a student-centric institution, here, students get excellent facilities for exposure to their

potentialities and multidisciplinary learning through a blended learning inspired by tradition and technology. 11. The college observes various healthy practices like engaging its faculty and students in various activities encouraging social awareness and for creating a deep respect for Indian culture and its rich heritage. 12. Students are also provided the safe and secured and ragging free atmosphere 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. College provides a consistent inspiring experience to the students by inviting various luminaries, eminent leaders, great women personalities and vibrant celebrities for distributing prizes, conferring degrees, delivering convocation address and inviting the alumni for suggestion etc. 14. Moreover, it is also catering to the needs of rural girls for higher studies and affording good transportation for them. 15. College has been honoring the toppers with Gargi and Saraswati Awards with cash prizes, college souvenir and shawl etc. 14. Having its regular publications like admission- brochures, annual report, sports bulletin and college magazine, the college has been documenting the saga of its successful years of serving the society and enlightening the minds with the beacon of knowledge. 15. Students participation is made possible through class-representatives, Head girl and vice Head girl, class prefects etc. who are elected democratically by the students. 16. Students are given the projects and assignments for the collaborative as well as independent learning.

Provide the weblink of the institution

http://www.hindukanyacollege.com/Institute_distinctness.pdf

8.Future Plans of Actions for Next Academic Year

Future Plan • To explore the horizons of learning and inherent potential and abilities of students, various promotional activities will be conducted throughout the session, so that students will get the proper platform to showcase their multidimensional calibre and widen the scope of their learning. • Students will be encouraged to attach their theoretical learning with their practical life by developing projects and research oriented and field based activities so that students will soar high in their capabilities to tackle the changing and challenging trends of time. • To inculcate awareness and social responsibility among the students, the institution will arrange different rallies and use different platform. The purpose of such rallies will be to make students sensitive towards social issues. Three principles will be followed social consciousness, team work and character building. • To inculcate and enrich the sense of learning and to accelerate the teaching process, several extension lectures and talks will be arranged by the institution so that teachers should reach out their capabilities and horizons of knowledge. Moreover, with these extension lectures teachers will be armoured with the latest and updated knowledge so that they can supply their knowledge in the best possible manner. A confident and good teacher will promote the holistic development of her learners and make them step ahead in their life in all possible avenues. • To supplement the classroom learning and theoretical knowledge gained within the four walls of a classroom, different educational tours, excursions and trips will be organized during the next session. Students will not only be encouraged to explore the outer world but also will get a golden opportunity to improve their general outlook towards society. Moreover, students will get recreational atmosphere outside the premises of the college. Besides, all these students will also imbibe important personality promoting qualities like team work, tolerance and sympathy. Such external recreational activities and tours will assist students in their character building, personality enhancement and moral development