



## Yearly Status Report - 2018-2019

### 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. 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, Near Shalimar Bagh
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	Mrs. Jaswant Kaur
Phone no/Alternate Phone no.	01822231277
Mobile no.	9463957633
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-2017-18.pdf">http://www.hindukanyacollege.com/IQAC-2017-18.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_2018-19.htm">http://www.hindukanyacollege.com/hkc-activities/campus-news_2018-19.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
-----------------------------------------	-------------

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

[View File](#)

**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	2019 00	0
No Files Uploaded !!!				

**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)**

1. National seminars by department of Punjabi and Commerce 2. Organisation of Budding Entrepreneurs First Attempt by department of Commerce 3. Skill development activities Earn while you learn 4. Celebration of 50th year Golden Jubilee year of the college 5. Celebration of International Mother Tongue Day from 15th to 21st Feb., 2019

No Files Uploaded !!!

**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!!!	
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory**

Yes

body ?					
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Managing Committee</td> <td>03-Aug-2019</td> </tr> </table>		Name of Statutory Body	Meeting Date	Managing Committee	03-Aug-2019
Name of Statutory Body	Meeting Date				
Managing Committee	03-Aug-2019				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	25-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Institution follows a fully computerized system to oversee and supervise the information pertaining to the students and other vital information right from the day of their admission. For this a properly formulated Management Information System is observed with utmost care. Under this system, records regarding students' examination and results are also maintained in the computer. So, every important detail regarding every student is made easily accessible to keep a proper record of student's progression and fee related details. So, to sustain transparency, Fee and fund records are fully computerized that can be checked and monitored any time. Each member in the Administrative Office is provided with one personal computer for maintaining the college related information and for updating students' oriented details in Computer. In College Library, which is the epicenter of knowledge and updated study material, Library staff is directed to handle the details of old and newly added books, magazines and journals in the Computers provided to them. Students and faculty can easily access any book without much hassle by feeding its details on the computer available in the library. In addition to all these, college manage its information regarding overall</p>				

functioning of the college, its different departments, clubs and associations through the efficacious platforms like Staff Welfare Committee and Students' Welfare Committee. These committees preserve pertaining to the planning, proper implementation and maintenance of records. All activities of the college are properly maintained in hard copy and soft copy for proper record and 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

Planning of curriculum and its proper implementation are the substantial areas for the college for sustaining its standard for providing the updated and latest knowledge to its learners. a) The college follows and implements the curriculum designed and updated by the university with which it is affiliated i.e. Guru Nanak Dev University, Amritsar. Yet, the faculty members of our college also contribute their suggestions in the designing of the syllabi whenever they are asked to do so. Many faculty members are also the members of subject based university bodies and they keep on updating themselves regarding the new changes in the syllabi amended by the university for its timely implementation and practical application. For this, they also attend meetings of these bodies and forward their useful recommendations. The college accesses the latest copies of university syllabi from the university website and directs the staff of the college library to maintain a proper record of all the updated syllabi of all courses. In this way, the teachers and students here teachers get the immediate access of the updated syllabi from the college library. 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 according to the teaching days available and as per the schedule of pre-semester and final examinations. All the departments maintain a proper and updated record of this unitization of syllabi and keep on briefing its members about the strategies to implement it effectively to the satisfaction level of the students. Teachers maintain Teaching Plan Diaries to document their progress. e) Implementation of curricular effectively also includes the measures 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. f) Further, Staff meetings and Departmental meetings are held regularly to assess the performance of the

students. Monthly performas and Syllabus completion reports are also filled by the teachers and submitted to the Principal. g) In addition to all these, college efficient library staff keeps themselves always ready with the updated study material to cater to the needs of learners.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Diploma in Cosmetology	10/07/2018	1	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 !!!		
No file uploaded.		

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	35

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

Amidst the fast pacing and crucial times, the College has a noble yet challenging role to serve the society by empowering the women folk of the area by giving them the best, higher and 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. Therefore, for maintaining the high standard of education the college works under the constant and impartial screening of its stakeholders. 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 cancelled 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 analyse 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 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
2018	603	123	29	8	4

## 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
41	28	3	5	2	3
No file uploaded.					
No file uploaded.					

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 calibre. Students are mentored at every stage. Students' Adoption Scheme and Savikaran- "We are with You" 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 are 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 counselling 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
726	41	1 : 18

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
-------------------	-------------------------	------------------	-------------------------	---------------------



positions			the current year	Ph.D
41	41	0	13	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>			
No file uploaded.			

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

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

The institution, since its inception in 1969, has been striving to initiate the measures and reforms to assess its continuous internal evaluation for its overall development and sustainable growth. Teachers on their level keep a record of their progression, successful implementation of the latest curriculum and syllabi detailed by the affiliating university in their Lesson Plan Diaries and departmental registers. Further, a Month end Report in the form of Monthly Performas is also filled by the faculty and is 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 filled by the Head of the Department. Thus, the coverage of syllabus is monthly reviewed. The internal evaluation of learners is also done consistently through their performance in the regular class tests and assignments given by their subject teachers .Moreover, the Managing Committee of the college, Principal and Internal Quality Assurance Cell encourage different subject based societies, clubs and associations to arrange extension activities, talks and awareness campaigns to supplement the classroom learning and widen the horizon of knowledge. Besides these, faculty members are motivated to adopt and implement latest teaching pedagogies to supply technology-aided learning. Teachers also encourage students to undertake projects for achieving the practical implication of their subjects. 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 27,2018 - Sept. 29,2018 2. Pre Sem Examination-I Oct. 1,2018 - Oct. 12.2018 3. Regular Teaching Oct. 13,2018 - Nov. 20,2018 4. Semester Exams Nov.25,2018 onwards 5. Winter Break Dec.20, 2018 - Jan.06,2019 6. Regular Teaching Jan. 7,2019 - March

16,2019 7. Pre Sem Examination-II March 18,2019 - March 27,2019 8. Regular Teaching March 28,2019 - April 30,2019 9. Semester Exams May2,2019 onwards 10. Summer vacation June1, 2019 - July11,2019 Adherence to the calendar Regular Teaching started from 27th July 2018 as per the prepared calendar. Pre-semester examination-I, started from 29th Sept, 2018 instead of 1st Oct, 2018, 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 14th Jan, 2019 instead of 7th Jan, 2019 as the university examinations extended up to 12th Jan, 2019. Utmost efforts were taken to follow the prepared calendar .

## 2.6 – Student Performance and Learning Outcomes

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

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

nil

## 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
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 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
One Week Workshop on Eye Make-Up	Cosmetology	03/08/2018
A lecture on 'Tally'	Commerce	20/08/2018
Workshop-cum-Seminar on Advance Bridal Makeup Techniques	Cosmetology	13/09/2018
Workshop on Ice-Cream Making in collaboration with NCFI, Jalandhar	Home Science	15/09/2018

An extension lecture on the options and avenues available in 'Android Applications	CS and IT	21/09/2018
Workshop on Advance Makeup for Reception and Party in collaboration with VLCC	Cosmetology	17/10/2018
A Workshop on SPSS	Commerce	10/11/2018
Workshop on Nail Art	Cosmetology	25/01/2019
Workshop on 'Landscape and Water Colour Painting'	Fine Arts (Two day)	28/02/2019
Extension Lecture on Working of Stock Exchanges	Commerce	01/03/2019
Extension Lecture on Skin Care	Cosmetology	09/04/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				
No file uploaded.				

### 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>					
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	3	5.27
No file uploaded.			

### 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

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	2	1	0
Presented papers	2	1	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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Cleanliness Campaign	NSS Units	Cleanliness Campaign" in the village	6	65

		Razapur on 26th September 2018		
International Women's Day	Youth Services Department	International Women's Day was celebrated in collaboration with Youth Services Department	10	200
No file uploaded.				

### 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
National Seminar on the topic 21st Century Punjabi Short Story by Department of Punjabi	Students, Faculty from different universities, colleges	Punjab Arts Council, Chandigarh	1
National Seminar on Transforming Indian Business in Changing Economic Environment by Department of Commerce in collaboration with PCMA	Students, Faculty from different universities, colleges	Punjab Commerce and Management Association (PCMA) and Sponsorship from Kalyani and Sharma Publishers	1
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
550000	417711

#### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
<a href="#">View File</a>	

### 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	
Text Books	6159	579279	32	10047	6191	589326
Reference Books	15935	2062060	53	22096	15988	2084156
Journals	82	61495	0	0	82	61495
Others (specify)	0	0	0	5900	0	5900
No file uploaded.						

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

#### 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
250000	257366	200000	348476

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 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. A reception room, visitor 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 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 are provided to broaden the the horizon of the students. To inculcate different skills amongst students, various skill based courses are provided to the students. Special workshops and coaching classes are arranged in the college to prepare the students for competitive examinations. Educational and recreational trips 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. The college library is fully computerized with 22179 books, 17 news papers, 72 journals and an access to 31,35,000 E-Books and 6000 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	Poshita	150	992000
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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
<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
2018	Orientation Programme	200	250	0	50
No file uploaded.					

### 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
No file uploaded.					

### 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	3
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 !!!		
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal	National	1	0	3525	Akwinder Kaur
No file uploaded.						

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 the students of their respective streams. This council is working diligently under the supervision and guidance of two members from staff as advisors to provide a means for student expression and assistance in college affairs and activities. The purpose of the student council is to give students an opportunity to develop the qualities like leadership, team spirit, self discipline, sensitivity towards moral values and social issues. They assist teachers by organizing and carrying out college activities. Student Council consists of 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 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 and upliftment of its students. The Student Council performs multi-natured roles, responsibilities and functions. 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 elected student representatives become the mouth pieces of student community and give an outlet to their views and recommendations. 2. On the other side, they help 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 are the active hands in discipline committees and keep an eye on the students in all periods, during morning assembly and in all event management. In this way they maintain a proper discipline and decorum in the college. 4. They are also the members of reception committee. So, they welcome and get the golden opportunities to

interact with celebrities, eminent guests or prominent leaders are invited for college functions, events, fests and functions. 5. They are connected with refreshment committee and set an example of hospitality and management. 6. They maintain wall magazines and help in the beautification of the college campus. 7. They check whether water arrangement, washrooms, college canteen and reading room are in a satisfactory form to meet the needs of the students. 8. They also see whether college has any provision to provide medical aid/ medicine in an emergency. In the present session, this body is working efficiently under the leadership of our all rounder head girl (Ms. Kavita Dhiman), two vice head girls (Ms. Palak Sharma Ms. Sahibdeep Kaur).

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

260

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

A meeting of alumae association was organized on 27th November 2018, the participants were briefed about the activities to be organized to celebrate 50th year of the college. They were also told about new courses to be started.

### 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 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, 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 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.
Industry Interaction / Collaboration	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 Cosmetology department also get several opportunities to learn from the leading professionals and experts in the field of cosmetology, hair styling and bridal makeup etc. College supports the students to avail the benefits out of these linkages.
Human Resource Management	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.

Library, ICT and Physical Infrastructure / Instrumentation

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.

Research and Development

A research committee has been formed to monitor research papers presented and published by the faculty members 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 center superintendents and invigilators.
Teaching and Learning	Quality of teaching and learning 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 programs, 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 and syllabi of varied academic courses is framed and developed by Guru Nanak Dev University, Amritsar, with which the college is affiliated for all its courses. Besides this, our several learned and experienced senior faculty members, who are the members of various academic bodies of Guru Nanak Dev University, Amritsar contribute their valuable recommendations, for 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
Planning and Development	Implementation of e-governance is operational in the key areas of college functioning like maintaining records of all students' details, important meetings, time tables, different duties assigned to the teachers. Often, new plans and policies initiated for the betterment of the college are also stored digitally for the future reference. Besides these, reporting and media coverage of all the events organized in the college are done digitally and uploaded on college website.

Administration	College Administrative Office is fully computerized and the administrative staff maintains records regarding students' examination and results in the computer. So, every important detail regarding every student is made easily accessible to keep a proper record of student's progression and fee related details. To sustain transparency, fee and fund records are fully computerized that can be checked and monitored any time.
Finance and Accounts	To operate and maintain salary accounts, transfer of bills, managing of financial transactions and for university correspondences, system of e-governance is observed. Fully computerized mechanism is operational in the college for keeping a proper digital record of fee details, fund received to the college and other concessions given to the students.
Student Admission and Support	At the time of admission, the complete record of every student is stored in computer and is maintained from time to time, so that it can be preserved permanently and can be accessed anytime without much hassle. In this way paper-free approach is also getting impetus.
Examination	Semester end examinations are conducted by university for every class. But, college maintains record of results through e-governance. A proper digital record of house, internal and university examinations is maintained by the administrative staff.

### 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
2018	00	00	00	0
No file uploaded.				

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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

		staff				
2018	Orientation Programme	Nil	09/08/2018	09/08/2019	41	0
2018	Orientation Programme	Nil	10/11/2018	10/11/2018	41	0
No file uploaded.						

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

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
27	41	19	42

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Fee Concession for Wards	Fee Concession for Wards	Fee Concessions for students, Poshita, Books, free hostel facility for sports students

## 6.4 – Financial Management and Resource Mobilization

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

<p>Firstly, Internal Audit Institution , Kapurthala audits college accounts which is done by C.A. Jalandhar 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 from Government to the institution after every two years.</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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	676000	For Students Fees
No file uploaded.		

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 extend their unflinching support in balancing the education of their wards at home and college, which moulds a student's overall personality and character in a real manner. 2.) College arranges Parent Teacher Meetings from time to time to have the general interaction with the parents. During these meetings, parents not have the face to face interaction with the subject teachers, but also get an added benefit to address their issues of concern to the Head of the institution and also to the members of Managing Committee. 3.) Parents also provide the valuable and feasible recommendations to bring in the innovation and better standards in the teaching learning process. 4.) Teachers also suggest the parents to keep a close check on their ward's daily activities and overall performance. 5.) During the college events and functions like Prize Distribution Function, Fete or any other event, where parents are invited, Parents and teachers again get a common platform to share their ideas and view points for the holistic growth of the students.

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

The overall progress and cohesive growth of all employees is always the prime focus of the institution. Staff Academy provides a platform to support staff and also to abridge them with the latest developments in the field of education by conducting various faculty development programmes, extension talks and seminars. Principal and Office Superintendent evaluate and review the working of the employees and teachers regularly and apprise them with the latest changes and also advise them to be more vigilant and accountable with their general conduct and working. Staff members exhibiting commendable working are appreciated by the Head of the institution and the Management from time to time.

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

1. National seminars were organized by departments of Punjabi and Commerce  
 2. Budding Entrepreneurs- First Attempt by dept. of Commerce  
 3. Cleanliness Campaign at village Razapur by NSS units  
 4. Celebration of Senior Citizens Day

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

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

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
00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
<b>Physical facilities</b>	<b>Yes</b>	<b>1</b>
<b>Ramp/Rails</b>	<b>Yes</b>	<b>1</b>
<b>Rest Rooms</b>	<b>Yes</b>	<b>1</b>

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
<b>No Data Entered/Not Applicable !!!</b>							
<b>No file uploaded.</b>							

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

Title	Date of publication	Follow up(max 100 words)
<b>Prospectus</b>	<b>01/07/2018</b>	<p>a) There is a 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 solemnization and Akhand Path of Ramayana ji and Path of Sukhmani Sahib. e) Award for honesty, simplicity,</p>

selfless services, Good Volunteers in different units and Punctuality etc.

Code of conduct

20/07/2018

General Code of Conduct for teachers is given to every teacher for the smooth functioning and to maintain the decorum of teaching ethics. In the form of a properly typed handout teachers are briefed about the rules and regulations laid for the teachers, which they have to adhere and follow throughout the session during their college hours and in their general working. This handout apprises the teachers about the rules related to leaves, for carrying any research activity or publishing any book and their punctuality in coming to college, performing any college duties or reaching classes on time. It also directs the teachers for maintaining a congenial atmosphere in the college by keeping a good rapport with other faculty members and students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
A Lecture on Human Rights and Moral Duties	10/11/2018	10/11/2018	160
International Yoga Day	21/06/2019	21/06/2019	135
No file uploaded.			

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

- A Tree Plantation activity was organised on 25th August 2018, in the college premises in which students volunteers of Eco-club, NCC planted saplings to mark the day.
- A Poster and Slogan Writing Competition was organised on the topic "Eco Friendly Diwali"
- An Oath Taken Ceremony was held in the assembly to celebrate an "Eco- Friendly Diwali"

7.2 – Best Practices

## 7.2.1 – Describe at least two institutional best practices

• **Budding Entrepreneurs: First Attempt-** Naye Uddhmi, Paheli Uddan .In continuation with the healthy practice adopted in the last session i.e. "Earn While , You Learn" , In this session, a new effort has been undertaken to develop different other skills in students. Today, the world being growing in to a global market, the need of the hour is to make the students market ready with efficient managerial skills and administrative efficacy. Gone are the days when women don't enter the business arena. Now-a -days,women are more successful business women. In the corporate sector, women have turned out to be at the top by taking wise and profitable decisions for their concerns. Women are considered as an entity having the capacity to be multitasking. They are observed as the best managers of their concerns because of their decision making capacity. Keeping this in mind, this healthy practice has been initiated from this session by Department of Commerce. Faculty and students of the department organize stalls of self-prepared eatables. The students make all the required arrangements for these stalls from purchasing to earning profit. They work in a properly planned manner to reach out their target. They prepare eatables, mark price of the items by keeping in mind the income and expenditure. They sell their delicious eatables to the staff and students and earn profit. This practice has helped in inculcating entrepreneurial, managerial and marketing skills amongst students. The students have taken this practice very positively and expressed that this way, they get practical knowledge of the subjects taught in their classes. They can implement theoretical knowledge into the practical utilization. They also learn the importance of hygiene in eatables and how to be efficient managers and entrepreneurs in their future life.

• **Literary Competition: ' Innovative Craft for Draft'**: From time immemorial, in human world , words play a primary role in changing the very course of action and for everyday interaction . It is aptly said, "Pen is mightier than the sword". There are countless ways of writing on the same topic. There are innumerable techniques of how we maneuver with the vocabulary. That's why to give the flights to the latent and creative skills of the budding yet potential writers, a literary competition named, Innovative Craft for Draft' has been introduced as an innovative and new healthy practice during the session. With this students not only get the golden opportunity to hone their grammatical and syntax based knowledge, but also to explore and express their perspective towards different topics of contemporary relevance and application. Under this specially formulated and well organized activity, all students pertaining to all streams of the college are involved and divided into different groups and all the teachers are assigned the duty to conduct this collaborative activity in the college. Students are allowed to pen down their imaginative flights in the medium of their choice. So, the students express their literary and creative skills in the form of anecdotes, short story, poems, fun facts and topics related to other areas of knowledge like Science,technology, personal grooming, hygiene and general awareness . Students generally prefer to express their views in any one of three main languages which are Hindi, Punjabi and English according to their suitability . They select any one medium and further these students are assessed and evaluated by the subject teachers to mark their growth and capability in expressing themselves. Medium-wise best entries are awarded with the positions and student winners are also awarded with certificates. With this innovative and best practice, students are informed and apprised with latest and updated areas of knowledge. Moreover, they also learn how to register their expression and imaginative impressions on pages creatively and confidently by creating their draft of writing with novelty, modernity and new approach . Students when frame the draft, learn how to discover better alternatives and to draw positivism even in the tough, crucial and challenging times . Besides , students get the platform for empathize with the social as well as environmental issues.

Moreover, this activity allows the budding writers to stimulate their energy in the positive direction and push their imagination to 'think out of the box' and also to improve their communication skills.

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.htm](http://www.hindukanyacollege.com/best_practices.htm)

### 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 vision of the institute focuses on four aspects especially women empowerment, value based education, interdisciplinary approach and sustainable development. Besides the institutional uniqueness is well marked through its excellence in academics, exploration of knowledge through research oriented methods, innovative entrepreneurship and holistic development of learners with global vision. Moreover participation of students in co curricular activities, extra curricular activities and activities limits promoting social awareness regarding vital social issues, help students to enhance their all rounded personality to face the turbulent road of the future. In addition to all these, institution provide career guidance, personal counselling and well structured training through professional bodies and student associations. It is the only girls-college, giving the most secure and safe environment to its learners. 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. It has a big, beautiful and a newly built building, well ventilated classrooms and labs with latest amenities . Its policies and culture is student- centric, because welfare, growth and satisfaction of the students are its primordial priority. It is offering a variety of academic courses at U.G level and various Master Degree courses too with one year diplomas thus providing a vast choices for the learners to carry on with plethora of opportunities. Different departments design short term crash courses and enrichment programmes for adding value to the normal degree courses of the students. 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. It is addressing the needs of economically poor students with special Poshita Schemes, financial concessions and scholarships. 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. 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. Besides these, some of the prominent distinctive achievements accomplished in the session 2018-19 are: a.) Our NCC cadet SU/O Ms. Poonam Sharma attended RDC cultural parade at New Delhi on 26 January 2019. b.) Three students of M. com from commerce department cleared UGCNET exam in December 2018. c.) Power to faculty members Mrs Ritu Gupta, Head, Department of English and Ms Babita, Assistant Professor in Fine Arts attended workshops to enhance the proficiency in their respective subjects. d.) The students from department of cosmetology bagged 1st and 2nd position in GNDU merit list. e.) Ms. Akwinder Kaur and Ms. Rajandeep Kaur bagged first position in Sonalika 3rd U-19 India inter University national Gatka championship held at Seechewal.

Provide the weblink of the institution

[http://www.hindukanyacollege.com/institute\\_distinctiveness.htm](http://www.hindukanyacollege.com/institute_distinctiveness.htm)

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

• To acquaint the freshers with the college functioning and other important aspects, an Induction Programme will be organized so that new students can be briefed with the rules, regulations and general functioning of the college. They will be also briefed about the various subjects and their relevance in the competitive world around them. Besides these, students will be also informed about different Support Services, Value Added Courses ICT enabled learning provided in the college for them. They will further be apprised with the relevance of soft as well as hard skills in their life. Further , they will be also enlightened about value of physical and mental fitness, personal hygiene and how to save environment.

• To train and armour teachers with the latest , updated teaching pedagogies and innovative teaching methodologies, an Induction Programme -cum -Workshop will be planned for the teachers in the next session. Teachers will be trained to meet the changing demands of the contemporary and challenging world so that the students can be catered with the latest trends and techniques to outreach their potential.

• To make faculty ICT-enabled and technology oriented , special computer classes will be arranged. Faculty would be given training of computer typing , how to prepare power point presentations, create an e-mail ID and how to send attachments through emails. To make the students aware about setting their goals and have a vision for their future, a vision board will be set up in the college. It will make the students more expressive in exhibiting their goal in life.It would sensitize them to have a fixed goal. Keeping in mind the mental health of the students and increasing psychological issues in the society, to save the students from taking extreme steps, a wellness day will be observed. Through this, the students will be taught how to tackle the real life problems, to handle the pressures of life, to build up healthy relationships and to come out successful with flying colors in their future life. They would be given yoga sessions and expert lectures to have healthy mental health.