



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>A. S. COLLEGE</b>
Name of the head of the Institution		<b>Dr. R.S.Jhanji</b>
Designation		<b>Principal</b>
Does the Institution function from own campus		<b>Yes</b>
Phone no/Alternate Phone no.		<b>01628228470</b>
Mobile no.		<b>9814901233</b>
Registered Email		<b>asckhn@rediffmail.com</b>
Alternate Email		<b>ascollegekhanna@gmail.com</b>
Address		<b>Samrala Road</b>
City/Town		<b>Khanna</b>
State/UT		<b>Punjab</b>
Pincode		<b>141402</b>
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sanjeev Kumar
Phone no/Alternate Phone no.	01628225170
Mobile no.	9872857032
Registered Email	skumar1962@gmail.com
Alternate Email	ascollegekhanna@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://asckhn.com/acskhn/userfiles/file/AQAR%202018%2019/AQAR%202017-18.pdf">http://asckhn.com/acskhn/userfiles/file/AQAR%202018%2019/AQAR%202017-18.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://asckhn.com/acskhn/userfiles/file/Activity%20Calendar%20for%20the%20Session%202018-19.pdf">http://asckhn.com/acskhn/userfiles/file/Activity%20Calendar%20for%20the%20Session%202018-19.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	A+	90.45	2004	03-May-2004	02-May-2009
2	A	3.51	2015	15-Nov-2015	14-Nov-2020

<b>6. Date of Establishment of IQAC</b>	02-Dec-2004
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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
<b>No Data Entered/Not Applicable!!!</b>		

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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	2019 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 :**

3

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)**

? At the start of the session, proposed annual activity calendar is prepared on the basis of Academic calendar issued by Panjab University for the session 201819 for all UG PG courses and inputs provided by different departments about the various activities planned by each department. The calendar was circulated among various departments ? As suggested by NAAC Pear team, the IQAC of the College tried to develop linkage with industry to have more institutionindustry interface for increasing their employability and to expose our students about contemporary issues faced by the present business world in the changing technological environment. ? The faculty members of the college were made aware about the Journals related to their discipline covered in CARE list of UGC through Panjab University, Chandigarh and many departments recommended various journals to be included in CARE list. ? The IQAC awared the faculty members about the students satisfaction survey on the overall institutional performance and also awared the students about their participation in the proposed survey to be conducted by NAAC, Banglore at the time of Accreditation process. ? For faculty development, continuous efforts are being made by the IQAC to promote research environment for the faculty. As a result of IQAC motivation, research activities are carried out by the faculty for guiding M.Phil and Ph.D students in the subject of Economics, Punjabi and History in collaboration with the Panjab University, Chandigarh, other universities and research institutes.

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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	Achievements/Outcomes
Encouraging teaching faculty for their participation in more academic and research activities and career development programmes	Principal of the college, Dr. R.S. Jhanji published 03 Books in the area of English Literature, Education and Women Empowerment. Principal of the College Dr. R.S.Jhanji presented paper in International Conference on Education and Social Science organized by International Society for Engineers and Researchers held at Vancouver from 20th June 2019 to 21st June, 2019. Prof. Mohan Singh Memorial Foundation, Ludhiana honoured Dr. Jhanji for his commendable services rendered in the field of education and social welfare on October 20, 2018. Management of Govind National College, Narangwal honoured Dr. R.S. Jhanji in the 'National Seminar on Emerging trends in Chemical and Mathematical Sciences' organized on February 16, 2019.
Timely updation of college website	College website is being updated time to time about different activities undertaken by the Institution in the field of academics, Sports and extra-curricular activities and Institutional Social responsibility. The merit list and admission criterion of Panjab University for students opting for B.Com, M.Com & BCA courses was also uploaded
Efforts to attain Autonomous Status for the Institution	To promote quality education and to de-affiliate HEI from the clutches of University's Regulations in HEI, the UGC offer the awarding of autonomous status online for those institutions with a higher accreditation score. Since many stakeholders are involved in the process, due deliberations were made with them regarding various dimensions of autonomous status. After getting final nod from the stakeholders, the
Implementation of PARAMARSH - A new scheme to promote quality and accreditation.	In response to UGC initiatives to participate in PARAMARSH scheme, the institution tried its level best to become mentor Institute for guiding and mentoring un-accredited institutions

of the illaqua. The condition of UGC for mentoring atleast 5 institutions was not materialised inspite of best efforts by the IQAC.

Preparation of Annual Activity Calendar for Academic, Cultural , Cocurricular Activities of the Institution for Quality enhancement

Prepared Academic, Cultural, Cocurricular Activity calendar and communicated to different departments and incharges of various Cultural and Cocurricular activities and monitored the progress as per schedule.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body A.S.College Khanna, Constituent of A.S High School Trust and Management Society	05-Sep-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

04-Feb-2019

17. Does the Institution have Management Information System ?

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The IQAC of the college is the nodal body for planning and devising the Annual Activity Calendar (AAC) detailing a for the students and faculty. The time-table committees also divide different classes into sections of appropriate broad layout of the Action Plan comprising of academic and co-curricular activities to be undertaken during the academic session. For this purpose, in the month of April, the Cell invites departmental details about the proposed work-load on basis of estimated enrollment, faculty requirement, recommended books and 'to do lists' from different Departments. The relevant details are also received from the different clubs/societies/associations/units, library and the General Office. All the Departments while deciding teaching work-load distribution pay due consideration to teachers' specialization areas, their

experience and level of course to be handled, and selection of optional papers. For example, the science students pursuing B.Sc (Medical) programme are taught optional paper of Economic Entomology & Pest Control, as the same is relevant to the regional needs and both the teachers are also having specialization in the same branch. The Departments offering short-term programmes in non-formal mode are required to review and update the theory & practical components of the syllabus framed for these courses. On basis of the details received the IQAC plans the complete AAC for Academics and Co-curricular activities. For effective implementation of the curriculum, the faculty requirement for different subjects is worked out from the proposed work-load and is intimated to the Management for timely recruitment of teachers. The time-table committees are constituted for Arts, Commerce and Science streams, and are informed to prepare the same exhibiting a positive time-management feature strength for each subject. The Cell also develops the Term-Wise Academic Plan consisting of two terms (First Term: July to September; Second Term: October to December) for Semester System Programmes. The AAC provide a diary of the different academic features (term completion time-frame; Student Enrichment Extension Lectures; Community Welfare Activities such as Blood Donation Camps, NSS Camps, Vanmahotsava; celebration of special days of National & International importance; educational excursions; festival celebrations; zonal & inter-zonal youth festivals; sports events etc. All these essentials are ready in print by the start of new academic session in the month of July and are circulated to the Departments and students for timely implementation, as required through the University Academic Calendar.

#### 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
nil	nil	Nil	0	nil	nil

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
MSc	Chemistry	09/07/2018
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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
Nil	nil	Nil

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

	Certificate	Diploma Course
Number of Students	97	40

### 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
nil	Nil	0
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Multimedia and Animation	5
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### 1.4 – Feedback System

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

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

##### Feedback Obtained

The college has a well designed mechanism for collecting feedback from students. Suggestion boxes have been installed for students at most frequented places such as the Central Library, Common Room, Canteen and at different Departments. They are encouraged to deliver their feedback directly to their respective departments. The feedback is also collected through informal discussions held with the students at different fora. The students convey their opinion about the academic and other cocurricular aspects of the college through the representatives of Students Welfare Council. The members of the Governing Body, parents, alumni, retired teachers, eminent academicians and media attending the college function also provide their valuable inputs for curricular enrichment. Popularity of social media like face book has been exploited by the college as an efficient tool for receiving feedback. The students and other stakeholders can post their suggestions on the face book account of the college. The entire feedback obtained is thoroughly analyzed in the Annual Review Meeting of IQAC meetings to devise corrective and remedial steps for strengthening existing practices and undertake new initiatives for curriculum enrichment. The relevant feedback is also given to the university through Principal and other faculty members represented on syndicate/senate, Board of Studies and Academic Council of the university. Further, the faculty of the college remains in touch with Board of Studies of concerned departments. Time to time changes have been sought in the syllabi different subjects/Addon Courses. The same has been conveyed to the university through appropriate channels and corrective measures put in place. Fruitful discussions also take place during inspections carried out by university for commencement of new programmes/courses where faculty members have the opportunity to interact with the members of the inspection committee. Occasionally, there are flaws in question papers set by the university in semester examinations. Students make written representation regarding syllabus/pattern of question papers to the respective departments which is duly forwarded by the principal to the Board of Studies for necessary action. During the postaccreditation period, the institution successfully initiated M.Sc Chemistry in 2018. The course was started keeping in view the need and outreach of the area and increasing number of students completing B.Sc Course from the institution. Moreover, this is the first PG course in the science stream as Chemistry as a discipline is in more demanding mode in academia and industry.

## 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
BA	Humanities	700	589	589
BSc	Medical and Non-Medical	500	413	413
BCom	Commerce and Management	420	473	401
BCA	Computer	240	97	88
BVoc	BIR	150	18	18
BVoc	Mulimedia and Animation	150	30	30
MA	Political Science	120	36	36
MA	Punjabi	120	25	25
MA	History	120	36	36
MA	English	120	48	48
MA	Economics	120	24	24
MSc	Maths	120	40	40
MSc	Chemistry	40	40	40
MCom	Commerce	80	70	70

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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
2018	1568	331	37	0	38

### 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
75	75	212	7	4	6

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

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

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



The Institution has a very strong tradition of students mentoring and support system. In accordance with the vision and missions stated in the prospectus of the college, the institution aims at providing qualitative education to the students combining various sports and cultural activities. Since its inception, the College is committed to make continuous efforts to provide a wide range of support and guidance facilities to students coming from different sections of society. Over the years, the Institution has been successfully establishing several policies and practices to monitor various needs of the students. For the financial assistance to needy and deserving students all sort of benefits provided through the University and Government are rendered to the student belonging to the SC/ST/OBC, students with disabilities, and economically weaker students. The college also provides Fee concession and Financial Assistance to the economically weaker students out of Students Aid Fund, Students Scholarship Fund, and Humanitarian Aid Fund etc. The college has a fully functional Career Guidance and Placement Cell established in 2004. The aim of the Cell is to provide information and guidance about higher studies, Career options, and Recruitment examinations and to arrange on campus interviews. The teachers of the PG departments provide useful tips for preparing various competitive exams particularly UGCNET, SLET. Final Year students are given academic advice to pursue suitable higher studies and career options. For enhancing the skills in Computer Literacy, Spoken English, the College offers 06 short term courses in Nonformal mode. Promoting the Nationalistic goal of skill development, the college has started UGC funded Vocational Degrees in Multimedia, Animation and Graphics. Promotion of the mass participation in cocurricular activities and extracurricular activities is one of the core policies of the institution to ensure overall development of the students. The institution extends full financial support for hiring coach/trainers for various cultural and sports activities. A healthy Rapport between teachers and students is an age old tradition of the college. Different committees are constituted for academic, Personal and Psychological counselling of the students. AntiRagging Committee, Students Welfare Committee, Youth Services Club, Discipline Committee, Special Cell for Redressal of Grievances of Women closely monitor the students' need in terms of personal or social counselling.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1945	72	1:27

## 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
46	36	10	0	25

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. R. S.Jhanji	Principal	Prof. Mohan Singh Memorial Foundation, Ludhiana
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nill	I	21/12/2018	29/03/2019
BCom	Nill	I	26/12/2018	05/02/2019

BSc	Nill	I	24/12/2018	03/04/2019
BCA	Nill	I	17/12/2018	22/01/2019
BVoc	Nill	I	17/12/2018	28/03/2019
MA	Nill	I	22/12/2018	19/03/2019
MCom	Nill	I	20/12/2018	18/03/2019
MSc	Nill	I	22/12/2018	19/03/2019
BCA	Nill	II	18/12/2018	23/01/2019
BSc	Nill	II	22/12/2018	22/02/2019
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To access the performance of the students on academic and other fronts, various clubs and societies are formed to shape their personality on holistic basis. As for as academic performance is concerned, students are motivated for class participation, scan various ebooks and resources including their text books so as to grab the insight of their discipline. The students's academic performance is evaluated on the basis of class tests conducted as per university rules and their performance in the previous classes. The proper conduct of these tests is ensured so that the students are benefitted in the preparation of their final examination. The students are given assignments which encourages them to explore various esources and books available in the library. It is also ensured by the college that the parents/ guardians are informed through calls or registered letters if the students fail to perform well in the test or miss the test. The result is analyzed by calculating the passpercentage. If required, the parents/ guardians of the students are called for a meeting with the tutor to discuss about the student's performance. The students who participate in sports, NSS, NCC or other extracurricular activities are given special consideration and extra time by the faculty. Remedial classes and extra attention is given to students reappearing in the exams and other weak students. The students are motivated to participate in various competitions organized by the institution, other colleges and universities and to participate in sports and extra curricular activities which improves their different type of skills. The focus of continuous evaluation system is to ensure the overall development of the students, so that they are able to face the present global and competitive world.

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

The institution adheres to the academic calendar prepared as per Panjab University Academic Calendar. The academic calendar is prepared in every academic session as per the inputs received from various faculties/departments to ensure the smooth functioning of the institution. The academic calendar is focused on the academic activities to be undertaken by different departments during the year. Timetable and the teaching plans for each academic term are prepared by the respective departments at the beginning of the session. It is ensured that the syllabi of all the classes are completed well in time and the classroom tests are conducted as per university rules. The students are given assignments and they are encouraged to explore various esources and e books regarding their discipline in addition to their text books. It is also ensured that the curriculum is fortified with activities like guest/ extension lectures, seminars, conferences etc. to update the students about the contemporary issues regarding their subject/discipline .The calendar is shared with the respective heads of the various departments to ensure its proper execution.

## 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://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/2\\_6\\_1%20PROGRAMME%20OUTCOMES.pdf](http://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/2_6_1%20PROGRAMME%20OUTCOMES.pdf)

### 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
Nill	BVoc	MULTIMEDIA	5	5	100
Nill	MSc	MATHS	21	13	61.90
Nill	MCom	Nill	36	36	100
Nill	MA	ECONOMICS	14	13	92.85
Nill	MA	PUNJABI	12	11	91.66
Nill	MA	ENGLISH	22	19	86.36
Nill	BCom	Nill	136	130	95.98
Nill	BCA	Nill	25	23	92
Nill	BSc	Nill	120	110	91.66
Nill	BA	Nill	193	125	65.10

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## 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)

[http://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/student%20survey%202\\_7\\_1.pdf](http://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/student%20survey%202_7_1.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	nil	0	0

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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
nil	nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	Nill	nil

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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
nil	nil	nil	nil	nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
nil	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	Chemistry	1	5.44
International	Commerce	4	2.08
International	Computer Science Applications	6	3.32
International	Economics	1	6.48
International	English	4	4.30
International	Physical Education	1	5.18
International	Physics	1	0.80
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	1
English	2
Mathematics	1
Computer Science Applications	2
Commerce	4
<a href="#">View File</a>	

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
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nil	nil	nil	Nil	0	nil	0
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### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	0	0	nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	13	0	0
Presented papers	2	11	0	0
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## 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
Gandhi Jyanti Swachhta Hi Seva	NSS	5	150
Lecture on Solid Waste Management	NSS	1	150
<a href="#">View File</a>			

### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
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### 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
Extension Activity	Surindera Pipe and Sanitary Store	World Water Day	5	67
Extension Activity	Red Ribbon Club	Poster Making Contest and Exhibition	2	234
Extension	PG Deptt of	International	2	35

Activity	Political Science	Womens Day		
SVEEP	Election Commission	Two Days camp to enrol new young voters	1	4
SVEEP	Election Commission	Exhibition on awarness to cast vote0	2	35
SVEEP	Election Commission	Signature Campaign from Young Voters to cast vote Voters	1	35
SVEEP	Election Commission	Awarness about Elections	2	35
Extension Activity	Shifali International School, Rahon Road,Ludhiana	Workshop on Reforms in Civil Services and other Competitive Exams	2	3
Extension Activity	PG Deptt of Political Science	Independence Day	3	35
<a href="#">View File</a>				

### 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
nil	0	nil	0
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
nil	nil	nil	Nil	Nil	0
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
nil	Nil	nil	0
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
1500000	1238518

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Laboratories	Newly Added

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### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
soul	Fully	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	51702	4625473	546	176489	52248	4801962
Reference Books	2039	401695	18	3820	2057	405515
CD & Video	696	8000	5	100	701	8100
Others (specify)	12	20722	0	0	12	20722
Journals	64	84753	0	0	64	84753
e-Books	3135000	5900	0	0	3135000	5900
e-Journals	6000	5900	0	0	6000	5900

[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
nil	nil	nil	Nil

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	140	6	6	1	0	5	15	5	1
Added	0	0	0	0	0	0	0	0	0
Total	140	6	6	1	0	5	15	5	1

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

5 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
nil	<a href="#">nil</a>

**4.4 – Maintenance of Campus Infrastructure**

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
203393	203393	753528	753528

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 college has well knit system of maintaining and utilizing Physical, Academic and sports infrastructure. Each facility is managed and controlled by respective faculty head/incharges with the support of supporting staff. The academic facilities like library, Labs, Seminar Rooms, Smart class rooms, language lab, music lab etc are maintained by respective incharges. The library facilities and support is provided and maintained by librarian of the institute, who is assisted by assistant librarian and other supporting staff. The library provides all type of resources(newspapers, journals, books, magazines) required by the faculty and the students including eresources through Infibinet and UGC resource centre situated in the library. The library committee takes care of all type of requirements and updatation of Library facilities time to time. Well mainatined AC reading hall has a capacity of 200 students is also housed in the library. The library also maintain seperate reading room for faculty. The library also supply daily newspaper to different departments and staff rooms. Various academic facilities are also provided by respective faculty head/Incharges. The dean academaics and the IQAC provide academic road map keeping in view the present education scenario under the guidance of the principal and governing body of the institution. Reagrding sports facilities, the college has a full fledged physical educational and sports department managed by head of physical education department, along with other faculty members and supporting staff. The Physical education department maintain records of all types of sports equipments and other sports related items. Every year sports council verify and check the records of every item and facilities offered by the sports department. The grounds and surrounding green areas are maintained by the groundmen . The college has a state of art sports stadium for promoting sports, cultural and physical activities. The inter class



tournaments of different games and annual sports meet is also organized in the stadium. The department also maintain open gym and indoor gym which offers variety of fitness equipments. All the equipments(Motor pumps, grass cutting machines and other equipments) are also maintained by the physical education department. Various sports activities and other social events of the Illaqua are organized in this stadium(World Kabbadi Cup and Police recruitment and training activities etc). All the laboratories (Physics, Chemistry, Biology, Computer Applications, Language and Music etc), are housed in the respective departments. The departmental head of each department is responsible for maintenance of these labs, with the support of lab attendants and other supporting staff. The labs are updated from time to time by the respective department. These labs facilities are available to students and faculty as per the respective time table of different classes.

[http://asckhn.com/acskhn/userfiles/4\\_4\\_2%20Procedures%20and%20policies%20new.pdf](http://asckhn.com/acskhn/userfiles/4_4_2%20Procedures%20and%20policies%20new.pdf)

## 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	Student Aid fund	316	944516
Financial Support from Other Sources			
a) National	SC Scholarship	340	4716769
b)International	0	0	0
<a href="#">View File</a>			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Anti Drug Abuse Campaign Buddy Groups	01/08/2018	110	Anti Narcotic Club
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	career Guidance and Placement Cell	175	175	10	20
2018	Self Help Group(PG Deptt of Commerce)	40	3	6	3

[View File](#)

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
1	1	2

## 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
IOL Pharma Ltd Barnala	110	11	GGI, shri ram Life Insurance, Sky International Comapny	20	9

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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
2018	12	B.SC MEDICAL	SCIENCE	PU CHD	MSC CHEMISTRY, BIO TECH, GENETICS
2018	25	B.SC NM	SCIENCE	PUNJABI UNIVERSITY	M.SC CHEMISTRY
2018	80	BCOM	COMMERCE	PUP, PBI, CU	MCOM, MBA, LLB
2018	6	BCA	COMPUTER	PU, CU, MGC	MCA
2018	4	BA	ARTS	PU, ASC	MA POLITICAL, LAW

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	12
Any Other	16

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

Activity	Level	Number of Participants
Intramural Sports competition	COLLEGE	600

ATHELITC MEET	COLLEGE	400
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold	Internat ional	3	Null	237	Tarun Sharma
2019	Silver	Internat ional	1	Null	4873	Yogesh Verma
2019	Gold	National	2	Null	237	Tarun Sharma
2019	Gold	National	2	Null	7253	Gurpreet Singh
2019	Silver	National	1	Null	7253	Gurpreet Singh
2019	silver	National	1	Null	4873	Yogesh Verma
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

For giving due representation to the students as one of the major stakeholder, the institution form every year a student welfare council. Students who are toppers in academics, sports, cultural activities having qualities of leadership and initiative are nominated for the council. A total of sixteen students (one topper from each class) are nominated by the Controller of Examinations, two students each by Dean CoCurricular activities, Dean Sports, Head Physical Education, One each from NCC, NSS (Boys), NSS (Girls), Youth Services Club by respective teacher incharges, two girl students from each faculty (Science, Commerce, Arts PG, Arts UG, Computer Sciences) and one student each from every class by respective departments every year. There are more than 68 members of the Council and there is a fair representation to Girls as well as Boys. One of the senior most teachers is appointed as convener of the Students Welfare Council. The convener calls the meetings of the council. The fruitful discussions during these meetings act as important feedback mechanism for enhancing quality and addressing academics and infrastructure related issues. The college enrolls 02 students as members of the IQAC. The college has two important student committees namely Students Welfare Council and Brilliant Students Council All the societies, associations and clubs of different departments have student representatives on them. The students are members of Students Welfare Department, Youth Services Club, Health and Yoga, Red Ribbon Club, Green Brigade, NSS, NCC, Astronomy Club, Brilliant Students Club, Chemistry Association, Biology Association, Commerce Association, Computer Association, English Literary Society, Hindi Sahitya Sabha, History Association, Punjabi Sahitya Sabha, Physics Association, Economics Forum, Political Science, Photography Club etc. These associations organize various enrichment programs which are managed by member students under the guidance of respective directors/conveners.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The institution has a registered Alumni Association (No. 1789 of 199798) known as 'the A.S. College Alumni Association'. Also it has a branch in Toronto known as 'A.S. College ExStudents Association Toronto (Canada)'. It is noteworthy to mention here that the NAAC Peer Team had made highly appreciative remarks about the contributions made by A.S. College Alumni Association in its report for the first accreditation cycle. This association with a membership of over 1500 alumni, synonymies a powerful resource created by the influence and patronage of those who have graduated from this great institution. Since its inception 20th April 1997, the Alumni Association has been actively fostering and strengthening the intellectual connections to its alma mater, and has provided all alumni with a range of programs and services that will engage them with their institution and with each other. The purpose of the Association is to nourish the growth and enhance the reputation of the college, to maintain a mutually beneficial relationship between the college community and alumni, to oversee all alumni programs and activities and to foster loyalty and financial support for the alma mater. In fact, through this association the college seeks to gain support from the alumni and the local community. This Association is a powerful tool to preserve and continue the institutional traditions. It forms a strong network of highlyqualified people who hold executive positions and have provided/are providing a valuable source of support and advice at regional, State and National level. To name a few would be Sh. Pritpal Singh, ADGP, ITBP (President's Medal) Sh. Chanderjeet Singh, PCS (Judicial) Sh. Neeraj Goyal, HCS (Judicial) Sh. Sanjay Kumar Gupta, IAS, Ministry of Finance Sh. Gursharan Singh Gill, DETC, Patiala Sh. Raman Goyal, IRS Sh. Boota Singh, IRS Sh. Pawan Kapil, President, Reliance Refineries, Jamnagar Sh. S.S. Kang, Former Chief Justice J K High Court and Former Governor of Karala Sh. D.S. Mangat, Former DGP, Punjab Police Sh. Bharpur Singh, former Chairman PSEB Dr. T.S. Kaler, world famous cardiologist Harish Kumar, PCS Judicial Sh. Baldev Singh, IAS Sh. Abhishek Chhatwal, IAS Sh. Shamsher Singh Dullo, Former President PPCC Sh. Charanjeet Singh Atwal, Deputy Speaker, Lok Sabha Sh. Jasjeet Randhawa, Former Cabinet Minister Punjab Sh. S.S. Bari, Former Registrar Panjab University Chandigarh and a long list continues.

5.4.2 – No. of enrolled Alumni:

1500

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

80000

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association contributed a lot in the development of the Institution. The Alumni Association under the leadership of its President, Sh. Paramjit Singh Pammi organised Mehfil 2019 on 6th of April, 2019. On this occasion, renowned poets Sh. Sardar Panchhi, Sh. Gubhajan Gill, Jagtar Sekha, Suukhwinder Amrit, Gurtej Koharwala, Neetu Arora and Bhupinder Dullay mesmerized the audience with their poetic recitation. Van Mahotsav was organized in the college by alumni Association on 29th August, 2018. Large number of Trees were planted in the College and around the College. The students are given plants for planting these in their respective villages.

**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)

1. The institution decentralized its functioning through various committees, clubs and societies. At the beginning of session, different assignment committees (both academic and other cocurricular activities) are formed for the smooth functioning of the institution. Each committee is headed by senior member as its convener/incharge and few other staff members are also part of these assignment committees to assist the convener/incharge for the smooth functioning of these committees/clubs/societies. Through these committees, principal as head of the institution decentralized various academic and cocurricular tasks to be performed by the respective faculty. For big events like youth festival - zonal and inter zonal ,annual sports function ,prize distribution , convocation ,etc.These committees contribute a lot for holding such types of big ticket academic and extra cocurricular events. All these committees are very helpful in achieving institutions objectives, vision and mission as per academic and activity calendar prepared by the IQAC. Through these committees the faculty members improves themselves to enrich their managerial and other skills. 2. To ensure good governance at institution level, students as one of the major stakeholders are involved in decision making process by their active participation through student welfare council. Students who are toppers in academics, sports, cultural activities having qualities of leadership and initiative are nominated for the council. A total of sixteen students (one topper from each class) are nominated by the Controller of Examinations, two students each by Dean CoCurricular activities, Dean Sports, Head Physical Education, One each from NCC, NSS (Boys), NSS (Girls), Youth Services Club by respective teacher incharges, two girl students from each faculty (Science, Commerce, Arts PG, Arts UG, Computer Sciences) and one student each from every class by respective departments every year. There are more than 68 members of the Council and there is a fair representation to Girls as well as Boys. One of the senior most teacher is appointed as convener of the Students Welfare Council and faculty members from different faculties are also member of this council. Student welfare council are involved in the management of various big events in the institution like annual sports meet, youth festivals, prize distribution and convocation, etc. At this form, students are motivated to share their experiences and encourage to provide their feedback about the working of institution so that institution is able to focus on the holistic development of students and ensure that institution is running in right direction in achieving its goals. Through this platform, on the basis of the student feedback and interactions at the meetings of the council, the college try to identify the gaps (if any) in the expectations of students about various academic and infrastructure facilities and by taking remedial measures so as to satisfy the students as one of the main stakeholders.

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

No

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The institution provides education and training in Humanities, Social sciences, Natural and Bio sciences, Commerce, Computer applications and vocational courses. The subjects and their syllabi taught in these courses are provided by the university inline with the UGC guidelines. However, the

institution has the liberty to start Add-on courses/ Courses in NonFormal mode which are taught to students additionally besides their basic subjects of the course. Presently BioTechnology (to the medical students), Industrial Chemistry (to the nonmedical students), Travel and Tourism (to Social science students) and Computer based Accountancy (CBA to the students of Commerce stream) are taught as additional subjects. The college inline with Skill India Mission, also focus on skill development of its students, so that they can get better career opportunities in the present global business world. The college offers vocational programs like B Voc Course in Multimedia (Animation Graphics) and B.Voc in Banking, Insurance and Retailing . Several staff members are members of UG PG Board of studies of the affiliated university and other universities/institutes. At this platform, they are contributing in the curriculum development of different programs by giving their inputs on the basis of feedback from students, parents and other stakeholders.

Teaching and Learning

Teaching Aids Cell of the college imparts training to the teachers as well to the students for preparing Power point presentations, digital visualizers, interactive boards and animated video lectures besides class room teaching. Teachers are encouraged to attend faculty improvement programmes like Orientation Course, Refresher Course, Seminars, Conferences and Workshops. Students of Chemistry, Biotech undertake trips to Industry to understand the processes and mechanism of Industrial process. Industrial visits and online workshops are also arranged for the students of commerce and computer science students. Every year exhibitions and visit to historical monuments are arranged for students of History and other social sciences students. Different workshops on applications of latest softwares and tools are also organized for the students of science domain

Examination and Evaluation

To evaluate the academic performance of the students, the institution has separate Examination Branch which



prepares all examination related programmes on the basis of University calendar. With the start of semester system, MST has been conducted in the classes. The records of results of all the students are kept by the teachers and college examination branch. These results along with their attendance record are used to make their assessment which is added to the numbers of their final exam result. The institution final results are compared with the overall university results of a particular class and are discussed at the time of reopening of the college after summer vacation i.e before the start of new session so that necessary corrective measures can be taken in future.

Research and Development

The institute provides supports for Research and Development in terms of laboratories, library, Xerox facilities, scientific equipments, internet, INFLIBNET, computers, photography equipments to the teachers. The college has Research wing which provides information and guidance for publishing papers in indexed journals. Faculty pursuing higher degrees like M. Phil or Ph. D are advised to select genuine research guides. In the past i.e., between first and second accreditation time 4 minor research projects funded by UGC have been completed successfully in the subjects of Punjabi(2), Commerce(1) and Zoology(1). The institution motivates teachers to attend Seminars/Conferences and workshops organized by different universities and colleges so that they update themselves with the contemporary trends in their respective discipline

Library, ICT and Physical Infrastructure / Instrumentation

a) Library Having 52248 books, 2057 reference books, 64 periodicals/ journals, 701 CD`s and Videos with seating capacity of 200 students at one time, A. S. College prides of its Library as one of the best in this region. It is fully computerised and airconditioned. 12 daily Newspapers in Hindi, Punjabi and English language are available for the students and teachers. Other main distinct features of the college library is the working of SOUL 2.0 software for retro conversion of the books. The library provides access to Eresources(ebooks

and e-journals) through NLIST programme of INFLIBNET and NDL (National Digital Library). The UGC Network resource centre is also housed in the college library which provides internet access to various educational websites.

Newspaper clipping register is also maintained in the College Library in which records of all activities of the institution is kept. b) ICT Information and Communication Technology (ICT) is backbone of any institution imparting multidisciplinary education. The college offers Bachelor of Computer Application (BCA), B.A/ B.Sc. in Computer application (Computer as elective subject), B.Voc. in Multimedia and Animation. Computer Based accountancy (CBA) is taught as an Add on subject to the students of Commerce. The campus is fully equipped with WiFi facility. Internet facility is present along with computers in all the departments. Every department is provided with a separate PC, Printer etc, for departmental work. Heads of PG departments are given Laptops. Latest technology based teaching pedagogy is used for updating ICT skills to the students, so that they can catch and compete with the changing technological world. c) Physical infrastructure/ instrumentation The college is spread over 20 acres of land and has state of the art infrastructure along with ambience campus. It has 36 classrooms, 8 Science Labs, 3 Computer Labs, 1 Multimedia Lab, 1 BIR Lab, 2 Language labs, 2 Seminar Halls, 1 centrally airconditioned auditorium with Multimedia facility, 1 Girl`s common room, 1 Staffroom, separate administrative block, Library, Play Grounds, Stadium, Gymnasium hall, Dispensary, Separate Canteen for boys girls and teaching staff, separate office for each department. CCTV Cameras are fitted in all corners of the college. Solar lights remain illuminated all night. RO purified drinking water is available in all the blocks. 6 Xerox machines are available for photocopying. For regular power supply, the college has one 120KV, one 65KV and another 10KV generator. The college has constructed an OPEN GYM in the college grounds so that any student can work out in their free periods. A



branch of Punjab National Bank is also situated in the premises of the college. The science labs are fully equipped with all the required instruments. All the computer labs are air conditioned. The college regularly gives contingent grant to all the science departments separately for their day to day expenses.

Human Resource Management

The activities of the college are looked after by the various committees (65 in the present session) constituted by the Principal. Each committee is supervised by convener (senior faculty member) and several members from both teaching and nonteaching staff. The task performed by the committees is monitored by the Principal. The examination results of the teachers are also viewed by the Principal. On the basis of abilities of faculty ACR is written by the Principal which is further evaluated at the time of granting increments and CAS. Since, good faculty is the backbone of any institution, the college motivates the faculty members to attend conference/seminars/ workshops at National and International Levels. Recreational activities including sports events is also organized for both the teaching and non teaching staff members

Industry Interaction / Collaboration

Career Guidance and Placement Cell of the college provides information about jobs suitable for our graduates or postgraduates and also arranges placement drives oncampus or offcampus. With the introduction of Vocational skill based courses, institute industry interface becomes the need of the hour. Efforts are going on to sign more MOUs with the industry and business houses to expose the students with the present business world and changing paradigms in the society. In 201819, 160 students from different streams were registered with Career Guidance cell for guidance about different career options and opportunities available. Around 150 students participated in different job fairs. Tie ups are made with the local industries like Watson Industries, Khanna, IOL Pharmaceuticals, Barnala and banks for placement of students from commerce and IT streams. 11 students were selected by IOL

	Pharmaceuticals.
Admission of Students	<p>Admission process starts immediately after summer vacation as per dates already mentioned in the college prospectus however the prospectus is made available about one month earlier from the start of the new session. Admission dates and dates for the start of new and ongoing classes are fixed by the university. All the information about the admissions to different streams is also uploaded on college website. Admission help desk is also available to the new aspirants for guidance to choose right program/course as per their area of interest and core competencies. Admission in B.Com. I/BCA I and M.Com I is strictly made on merit basis for which the students submit duly completed applications on or before a particular date. The merit list along with admission schedule and cut off is displayed on the college notice board and also uploaded on the college website.</p>

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

E-governance area	Details
Finance and Accounts	<p>As an aided institution , the college regularly receive financial grants from the state governments for the sanctioned posts of teachers. The fee and funds are charged from the students as per university guidelines and regulations.The institution maintain separate account for different type of funds.Every year internal audit by the management and external audit by certified chartered accountant and the state government(AG ,Punjab) is conducted for the proper utilization of funds.The budget for various activities and balance sheet of the institution are also get approved by the management of the institution.</p>
Student Admission and Support	<p>In the beginning of the new session,admission process starts as per dates already mentioned in the college prospectus . Admission dates and dates for the start of new and ongoing classes are fixed by the university. All the information about the admissions to different streams is also uploaded on college website. Admission help desk is also available to the new aspirants for guidance to choose right program/course as per their area of</p>

interest and core competencies. Admission in B.Com. I/BCA I and M.Com I is strictly made on merit basis for which the students submit duly completed applications on or before a particular date. The merit list along with admission schedule and cut off is displayed on the college notice board and also uploaded on the college website

Planning and Development

To compete in the present globalized, competitive and academic environment, national education policy framed by the respective governments plays very pivotal role in the development of its human resources. In line with the national education policy and global education challenges, the IQAC in consultation with various stakeholders such as state government, affiliated university, management, parents, students, alumni and faculty plan future road map for the institutions. Every year, the IQAC of the college decide future plan of the institution so as to keep pace with the contemporary academic environment. All the efforts by the faculty, management and students are coordinated and directed for the holistic development of the institution specially students and faculty.

Administration

Being an aided institution, the college is governed by state government (Higher education department and DPI), affiliated university and of course the managing committee of the institution. The institution ensures full compliance to these statutory bodies in financial and academic regulations and requirements. The principal being head of the institution makes all correspondence with these bodies from time to time.

Examination

The institution has separate Examination Branch which prepares all examination related programmes on the basis of University calendar. With the start of semester , the students are made aware about the academic rules and regulations, examination system(both internal and external) through orientation programmes for different classes. MST are conducted as per university guidelines. The records of results of all the students are kept by the teachers and college examination branch. These results along with their

attendance record are used to make their assessment which is added to the numbers of their final exam result. The institution final results are compared with the overall university results of a particular class and are discussed with respective faculty/department, so that necessary measures can be taken in future to improve the performance of the students.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Sanjeev Kumar	Autonomous status to the colleges	UGC conducted workshop at Mata Sundri college for women ,New Delhi on 15 May, 2019	6400
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	nil	nil	Nil	Nil	Nil	Nil
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
Leadership for sustainable development	2	27/05/2019	01/06/2019	6
No file uploaded.				

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

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

## 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	3	6

**6.4 – Financial Management and Resource Mobilization**

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

It has been regularly done by internal and external auditors. Internal auditing is done by internal auditor appointed by managing committee for checking the receipts and disbursements of funds of the institutions. Balance sheets are presented to Governing body in their general body meeting held annually. The external audit is conducted by Indian Audit Accounts Department, AG (Audit) Punjab and certified chartered accountant appointed by the management of 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
Fees ,Funds and Donations	38971210	Students welfare
<a href="#">View File</a>		

## 6.4.3 – Total corpus fund generated

75092728
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**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	Null	Yes	Affilating University
Administrative	No	Null	Yes	Principal , Management

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

There is no Parent - Teacher Association in the college
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## 6.5.3 – Development programmes for support staff (at least three)

Wheat Loans, Uniforms, Group Insurance Scheme, General Welfare Scheme
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## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

Introduction of M.Sc(Chemistry) programme , 02 National seminar,Construction of open gym,Centralized RO system(water purifier)
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## 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
Nil	nil	Nil	Nil	Nil	0
No file uploaded.					

**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
Movie on Gender Sensitization	12/11/2018	13/11/2018	31	20

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
The students and the faculty are sensitised to switch off the fans/lights/ACs when not in use. An advisory is issued from time to time to the staff and the students for following good practices for reducing power consumption. The college has placed solar street lights at fifteen different places in the campus. These solar lights have replaced 200 watt sodium lamps. A 200 watt sodium lamp running for 8 hours during night consumes electricity 200X81600 watt1.6KWhours The power consumption for 30 days by the same lamp 30X1.648KWhours48 units Hence 15 solar bulbs save electricity 48X15 720 units per month The saving on electricity consumption per month is 720X8 Rupees 5760.00 Average month electricity bill of the college per month Rupees 75000.00 Saving of electricity by solar lights every month 7.69

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	0
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	26/12/2018	777777	Cleanliness Drive	Cleanliness Drive	163
2019	1	1	10/02/2019	111111	Vetran Walk	health awarness	60

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of Professional Ethics	23/07/2018	The booklet was handed over to different departmental heads and circulated in the college library, general office and staff room.

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

Activity	Duration From	Duration To	Number of participants
Lecture on Ethics	28/12/2018	28/12/2018	151
Ethics and Values	11/10/2018	12/10/2018	61

[View File](#)

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

1. Green Audit: The college has maintained a record of plant diversity and diversity of birds and butterflies on the college campus. Nests have been put on trees which have been adopted by the birds. 2. College has functional vermicomposting unit in the college campus for the management of solid waste under the guidance of Dr. Charn Kumar. 3. Van Mahotsav was celebrated on August 29, 2018. Twenty five trees were planted on the occasion. 4. On the 4th anniversary of Swachh Bharat Abhiyan and 150th birthday of Mahatma Gandhi, a seminar on the theme "Swachhta Hi Sewa" was organised on September 29, 2018. Dr. Sanjay Talwani, Head of Biology Department delivered a thought provoking lecture on SolidWaste Management. 5. Gandhi Jayanti was celebrated to mark the 150th birth anniversary of Mahatma Gandhi. A cleanliness drive was launched in the campus which began with a morning prayer on October 02, 2018. New dustbins were put in place during the cleanliness drive.

## 7.2 – Best Practices

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

**Participation in Extracurricular Activities** The importance of extracurricular activities in the institution is well recognized. These activities exist to complement the academic curriculum and to augment the students' overall personality. These activities have a positive impact on the students learning and development. Working together with other students in various activities, they learn inter personal skills, team spirit, and managing conflicts. Participation of students in these activities helps them to understand the importance of critical thinking, time management, academic and intellectual competence. **Cultural Activities** A contingent of 114 students of A.S. College participated in the Zonal Youth and heritage festival of Zone A of Panjab University Chandigarh held at SCD Govt. College Ludhiana from October 0205, 2018. 66 (75) of the participants were female. The college achieved second runner up position in the event among 17 participating colleges of the Zone. Nearly 35 students of the college participated in the trials that were organised to select students for participation in various events of the youth festival. The college won a total 31 prizes and Eight individual prizes in Zonal Youth and Heritage Festival Cultural Achievements First Prize The college students won 14 first prizes including including 5 individual in the events: Naala Making (Paramjot Kaur, B.A.III, 1467), Eennu Making (Prabhjot Kaur, M.A.I (Pbi), 6201), Cartooning(Anmol, B.Sc.I, 2447), Clay Modeling (Anmol, B.Sc.I, 2447), Drama (Individual, Parneet Sharma, B.A.III, 1409), Mehandi Designing



(Himanshi Kotia, B.Sc.III, 3407), Fulkari (Manpreet Kaur, B.A.III, 1460), Folk Dance Luddi (Individual Komal, B.Com.II, 4223), Ladies Traditional Song (Team), Ladies Traditional Song (Individual Jeewanjot, B.Com.III, 4645), Kavishri (Team), Kavishri (Individual), Jaspal Das (B.A.II, 1058), Giddha (Team) Giddha (Individual Harmanjeet Kaur, B.Voc., 5603) Second Prize The college students won 15 second prizes including 1 individual in the following events: Folk Song (Sukhwinder Singh, MAI (Pbi), 6255) Indian Group Song (Team), Photography (Sukhdeep Singh, BAI, 211), On the Spot Painting (Kanchan Pandit, MScI (Che.), 7638), Clay Modeling (Harmeet Singh, BScIII, 3622), Drama(Team), Quiz (Team), Classical Dance (Puneet Kumar, MAI (Eng.), 6652), Embroidery (Bagh Simranjeet Kaur, BScII, 2823), Pakkhi Designing (Sandeep Kaur, MAII (Pbi), 6306), Cross Stitch(Samilejeet Kaur, BAIII, 1466), Folk Dance Luddi (Team), Kali (Team), Kali (Individual, Sukhjinder Singh, MAI (Pbi), Poem Recitation (Nidhi Sahu, BAIII, 1445). Third Prize The college students won 10 third prizes including 2 individual in the following events: Mitti De Khadone (Harmeet Singh, BScIII, 3622), Peerhi Making (Shanti Devi, MAII (Pbi), Chhikku Making (Sandeep Kaur, MAII (Pbi), 6306), Group Shabad( Team), Ghazal/Geet (Sachin Chopra, BAIII, 1614), Indian Group Song (Individual, Sachin Chopra, BAIII, 1614), Instrumental Music Indian (Percussion, Tarunpreet Singh, BScII, 5308), Group Dance General (Team), Group Dance General (Individual Amanpreet Kaur, MAI (Eng.) 6619), Dasuti (Samilejeet Kaur, BAIII, 1466)

7.2.2 Sports Activities The Department of Physical Education organized inter class sports competitions in fourteen disciplines during the session 201819. Ten Inter Class Competitions were organised for boys including chess, badminton, table tennis, basketball, volleyball, cricket, cross country, football, kabaddi and tug of war. Four Inter class competitions were organized for girls namely chess, badminton, table tennis and tug of war.

S. No.	Game	Men	Women	Total
1	Badminton	58	10	68
2	Table Tennis	10	04	14
3	Chess	13	03	16
4	Basketball	60	(5 Teams)	60
5	Volleyball	60	(5 Teams)	60
6	Cricket	128	(8 Teams)	128
7	Kabaddi (Ps)	60	(5 Teams)	60
8	Football	96	(6 Teams)	96
9	Tug of War	60	(6 Teams)	80
10	Cross Country	158	158	11
11	Annual Athletic Meet	427	403	830
TOTAL		1130	500	1630

Sports Achievements 12 teams of Cricket, Badminton (Men and Women), Table tennis (Men and Women), Gymnastics, Weight Lifting, Chess, Shooting, Kabaddi Circle Style, Kabaddi National Style, Karate and Boxing of our college participated in the Panjab University Inter College Competitions. Students of the college won 21 medals in the different sports competitions: Competition Medals Total Gold Silver Bronze Intercollege 01 02 02 05 State 02 02 01 05 National 04 02 01 07 International 03 01 04 Total 21 As is obvious from the data that more than 50 students of the college are involved in sports activity and more than 35 of the students are involved in cultural activities in the college.

7.2.2 Achievements in Academics: The academic life is backbone of any educational institution. The primary aim of our institution is to achieve academic excellence. The institution has a brand name in the affiliated university particularly in the academic front. To maintain pace in the academic session 201819, the institution secured a number of university position in UG and PG classes. In December 2019 examinations 3 students of UG and 10 students of PG Courses of our college were placed in the top 10 positions of the Panjab University Chandigarh in the odd semesters of session 201819. The details are given in the table below.

S.No.	Name	Class	University	Roll No.	University Position
1	Ishita	BSc 1st Semester	18050472	1st 2	Sumanpreet Kaur B.Com 5th Semester
2	42302	4th 3	Shreya	BCA 3rd Semester	17045544 6th 4
3	Simran Rani	M.A(History) 3rd Semetser	73265	1st 5	Jyoti Rankesh M.Sc (Math) 3rd Semester
4	68798	2nd 6	Pooja Sharma	M.Com 1st Semester	43102 1st 7
5	Anjali	M.Com 3rd Semester	71101	3rd 8	Sumanpreet Kaur M.A.(Pol. Sc,) 1st Semester
6	42302	4th 9	Ritika Sharma	M.Com 1st Semester	43107 5th 12
7	Parmjeet Kaur	M.A(History ) 3rd Semester	73258	9th 13	Ardeep Kaur M.A(History ) 3rd Semester
8	73252	10th	In May 2019 examinations	2 students of UG and 9 students of PG Courses of our college were placed in the top 10 positions of the Panjab University Chandigarh in the	



even semesters of session 201819. The details are given in the table below:

S.No.	Name	Class	University	Roll No.	University	Position
1	Ishita	BSc	2nd Semester	18056472	1st 2	Harjot Kaur
2	Aru Bhalla	MA(Economics)	2nd Semester	18056466	5th 3	Aru Bhalla
3	Anjali M.Com	4th Semester	73511	2nd 5		
4	Pooja Sharma	M.Com	2nd Semester	45901	4th 6	Ritika Sharma
5	M,Com	2nd Semester	45906	4th 7	Jyoti Rankesh	M.Sc (Math)
6	4th Semester	67928	5th 8	Simran Rani	M.Sc(History)	4th Semetser
7	70955	5th 9	Pawandeep Kaur	M.Sc(Chemistry)	2nd Semester	36012
8	6th 10	Ravinder Kaur	M.A(Punjabi)	2nd Semester	44300	7th 11
9	Harmandeep Kaur	M.A(English)	4th Semester	69734	10th	Percentage of students

getting first division in UG classes in even semester is also a testimony of performance of our students in academics in as given in the table below: Class 2nd Semester 4th Semester 6th Semester B.A. 26.9 39.7 23.8 BCA 25.8 62.5 64.0 B.Sc (Medical) 60.0 85.3 77.3 B.Sc (Non Medical) 65.2 70.6 17.34 B.Com 73.84 76.85 74.26 The students at UG and PG levels religiously participate in submission of assignments. A successful pilot study on submission of assignments by online mode was carried out in the college. Mid semester tests, presentation of seminars, snap tests keep the students active in academic arena. An emphasis is given on timely completion of the syllabi. Teachers hold extra lectures if needed.

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

[http://asckhn.com/acskhn/userfiles/file/AQAR%202018%2019/7\\_2\\_1%20Best%20Parctics.pdf](http://asckhn.com/acskhn/userfiles/file/AQAR%202018%2019/7_2_1%20Best%20Parctics.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

In consonance with the Vision of our institution Improving the lives of our students, their communities and enhancing the socioeconomic prosperity of the region through education while inculcating the spirit of nationalism and striving for excellence in everything we do, the college has been keeping pace with the emerging trends in education. New courses/subjects have been introduced in its curricular framework from time to time to fulfil the aspirations and needs of the students. In addition to regular degree courses the college offers Certificate, Diploma and Advance Diploma Courses in Travel and Tourism, Biotechnology and Chemistry. B.Voc course in Multimedia, Graphics and Animation is being offered as a job oriented course. The college has started M.Sc (Chemistry) from the session 201819. The magnificent campus of the college, its impressive building, spacious playgrounds, well equipped laboratories, Digital Laboratory, Career Guidance Centre, Gymnasium, AudioVisual Teaching Aids Cell, Language Lab, UGC Network Resource Centre, New PG Block, HiTech AC Auditorium, Seminar Hall, A short firing range, Boxing ring, and non resident student centre are an eloquent testimony to the honest labour of founders, builders and custodians of great temple of learning. The college provides an ambient environment for the all round development of students There is an equal impetus to academic and extra/cocurricular activities. Merit positions of our students in University Examinations are testimony to this. In December 2019 examinations 3 students of UG and 10 students of PG Courses of our college were placed in the top 10 positions of the Panjab University Chandigarh in the odd semesters of session 201819. In May 2019 examinations 2 students of UG and 9 students of PG Courses of our college were placed in the top 10 positions of the Panjab University Chandigarh in the even semesters of session 201819. Students get an ample opportunity to showcase their talent and skills by participation in youth festivals and sports activities. The college got 2nd Runner up position in the Zonal Youth Festival of Panjab University Chandigarh owing to a total tally of 31 prizes ( 9 First,

14 second and 8 third prizes). The students of our college have bagged 4 international medals (3 Gold and 1 Silver), 7 national medals (4 Gold, 2 Silver and 1 Bronze), 5 state medals (2 Gold, 2 Silver, 1 Bronze), 5 intercollege medals (1 Gold, 2 Silver, 2 Bronze) in addition to various inhouse sports activities on the campus that are organised throughout the year. Publication of the college magazine the 'Sapta Saroja', activities of department level societies Biological Society, Chemical Society, Commerce Association, Computer Association, Economics Forum, English Literary Club, Physics Association, Punjabi Sahit Sabha, NSS, NCC provide a platform to the students to hone their creative skills. These clubs and societies organises poster making completions, celebration of important days like women's day, international mother language day, debates, quizzes, participation in cleanliness drives etc. All these activities lend dynamism and vibrancy to the campus life and are distinctive to the vision of our college.

Provide the weblink of the institution

[http://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/7\\_3%20Institutional%20Distinctiveness.pdf](http://asckhn.com/acskhn/userfiles/file/AOAR%202018%2019/7_3%20Institutional%20Distinctiveness.pdf)

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

1. To organize at least 02 National/Regional level conferences/seminars. 2. To engage more students in small projects in different faculties. Some of the identified projects are Vermicomposting, water testing, candle making, learning to make an extension board, economic surveys of the surrounding villages. 3. Chemistry Department to Organise workshop in collaboration with IANCAS c/o Radiochemistry Division BARC, Mumbai. 4. To organize awareness campaigns against bursting of crackers and burning of paddy as this is a major environment challenge which is a big environmental issue for the states of Punjab, Haryana and New Delhi. 5. Library to activate a book reading club and presentation of book reviews by students to a select gathering of students. 6. It is a matter of great honour that we have received Panjab University approval for starting Second Year of M.Sc Programme in Chemistry from this very session 201920 and we will make all efforts to make it a grand success in future. 7. To organize seminars/workshops, extension lectures, NSS NCC activities, debates, paper presentation contests, community service programmes, athletic events and other cocurricular activities, and to commemorate days of National/International importance. 8. To give impetus to department level activites so that the students are motivated and positively engaged in creative activities. 9. During the new session 20192020, we are committed to optimize the use of available resources. As a part of this commitment, we need to strengthen the Shortterm Skill Development Courses (Nonformal Mode) being offered by our college. For this purpose, the Language Lab is being upgraded as the Centre for Shortterm Courses (in Spoken English, Language Translation, German, French, Translation, Vermicomposting, Computer Internet etc.). The teacher incharges for these courses will frame a joint timetable in this regard. 10. As per the future action plan mentioned in the SSR for CycleII, the Language Departments are expected to prepare a proposal for installation of an FM Radio Station. The respective departments are requested to prepare this proposal and submit the same to the relevant funding agencies through IQAC.