



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Khalsa College for Women, Civil lines, Ludhiana.

- Name of the Head of the institution **Dr. (Mrs.) Mukti Gill**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **01614679089**
- Mobile no **9814781223**
- Registered e-mail **kcwldh@outlook.com**
- Alternate e-mail **kcwcompdept@gmail.com**
- Address **Khalsa College for Women, Civil Lines, Ludhiana**
- City/Town **Ludhiana**
- State/UT **Punjab**
- Pin Code **141001**

##### 2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Women**
- Location **Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Panjab University, Chandigarh**
- Name of the IQAC Coordinator **Dr. Priyaka Khanna**
- Phone No. **01614679089**
- Alternate phone No. **01612420987**
- Mobile **9814818576**
- IQAC e-mail address **iqackcw2022@gmail.com**
- Alternate Email address **kcwldh@outlook.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://www.kcwludhiana.org/igac-2021-22/>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.kcwludhiana.org/igac-2021-22/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>A+</b>	<b>90.20 (score)</b>	<b>2004</b>	<b>04/11/2004</b>	<b>04/11/2010</b>
<b>Cycle 2</b>	<b>A</b>	<b>3.12</b>	<b>2017</b>	<b>30/10/2017</b>	<b>30/10/2022</b>

**6. Date of Establishment of IQAC**

**27/08/2003**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year**      **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report      No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

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

- Transforming Students by Inculcating in them the Spirit of Patriotism and Nationalism - To honor and celebrate the 75th year of Independence under the theme of the 'Azadi Ka Amrit Mahotsav', many activities and competitive events were organized in the form of Debates, Webinars, Extension lectures, Video Contests, Poster making, Article Writing, PPT Competitions, Deshbhakti Geet and Rangoli competitions under the aegis of IQAC which inculcated the value of patriotism and nationalism among students. A video making online webinar was organized by NCC on 08-08-2021 wherein extension lecture was delivered by Brig. Gurwantjit Singh Baghiana and Major Wendy V. Sohsten on the sacrifices and struggle for Independence. Inter-College Declamation Contest "Kya 75 Salon Mein Yeh Azad Watan Apna Hai? Kya Yahi Hamare Shaheedon Ka Sapna Hai?" was organized by the Department of History on 12-08-2021. The Department of Economics organized the PPT Competition "India@75- Journey of Growth and Pride" on 14-08-2021. An Inter-College Patriotic Song Competition was organized at state level by the Department of Music (Vocal) on 14-08-2021. On 15-08-2021, Online Article writing Competition was organized at National Level by the Youth Club of the college to celebrate Azadi Ka Amrit Mahotsav. The Department of Office Management circulated a video amongst students on the theme "We Salute you Soldiers "on the day of Vijay Diwas. To mark the Martyrdom of Shaheed Bhagat Singh, an Extension Lecture was organized by the Departments of History and Punjabi.
- Experiential learning through Internships, Project- based

learning, laboratory work and Industrial /Field visits. - Experiential learning through project based learning and Internship helps students to ignite their serious thinking skills through new knowledge acquired by connecting with situations of the real world. More than 250 project work exercises on E-Commerce website, Management system, Development of graphical applications, Nutrition and Medical diagnosis etc. were carried out by students of Computer Science Department. A variety of Project based work was done by students of Biotechnology (20), Fashion Designing (04), Geography (21) Commerce (42) and Business Management (77) in their respective domain. Online Demonstration for filing IPR was given to more than 300 students on International Property Rights Day on April 25th,2022 by the Department of Computer Science. A 7 Days Internship was provided by the Department of Psychology in "Understanding Development Disabilities-Nayi Disha" which was attended by 45 students. 40 students of B.Sc. (Hons)Biotechnology participated in DBT sponsored workshop on DNA Science at Doaba College, Jalandhar to get hands-on learning experience in techniques of DNA, PCR agarose gel electrophoresis and restriction enzyme digestion. To familiarize students with real working environment, Industrial and field visits were actively organized by the Department of Commerce, Department of Computer Science, Department of Business Management and Department of English to industrial units like -Sharman shawls, Duke Fashion India Ltd, Kangaroo Industries, Arshit Spinning Mills, Milestone Gears Ltd at Baddi, Brilliko Institute of Multimedia and MAAC, AIR FM Gold 100.1 Channel. The Department of Fashion Designing visited Dyeing Unit and Techno-knit craft for providing valuable inputs about actual working of the fashion Industry. Even a Visit to Science City by students of Environmental Sciences and District Courts by students of Office Management was initiated to make them aware about various practical aspects of both the places. Eco Club organized an educational visit to Science City Kapurthala.

- Measures to Guard and Improve the Psychological wellness of students and staff. - For reinforcing positive thinking and to reduce the effect of worry, insomnia and stress many attempts were made by the Counseling Cell, Rotaract Club, Department of Physical Education, Commerce, Biotechnology, EBSB club, Student Council and Youth Club of the college. Many workshops on Life Values and Happiness, Mental health drives with the objective of strengthening mental immunity, Faculty Development Programme on Rethinking Disability for fostering an inclusive environment, Workshop on Managing Emotions, Buddy Workshop towards - A Value Oriented Lifestyle, Visit to Red Cross Bal Bhawan to mark International Happiness Day, Nukkad Natak for Happiness etc., were productively materialized in the campus. Department of Psychology organized

Selfie for a Cause @ KCW to mark world suicide prevention day. A special drama-based workshop "Knowing and Managing Emotions" and Emotional Empowerment Awareness Drive on the theme "Break the Bias" were organized by Counseling Cell. To apply life skills in context to health, Awareness Drives to reduce drug intake and suicide attempts were organized by the Youth Club, Counselling Cell and Red Ribbon Club. Extension lecture was organized by the EBSB club with an objective of motivating students to lead a Stress-Free Life. Eloquence cell organized a workshop on theme "Articulate Your Mind" to help the students work upon their psychological well-being. FIT INDIA EVENTS and a WORKSHOP ON YOGA AND ZUMBA were organized to take another step towards improving the physical and mental fitness of students by NCC unit and Department of Commerce.

- Promoting Digital Education Among Students - In order to foster Digital Skills and to address Digital literacy, many initiatives were taken by the Department of Computer Science. A workshop series on "Website Designing and Development, Graphic and Web design, UI Design and Animation, Animation and VFX", was conducted with an objective to inculcate essential graphic and visual skills. The workshop series covered the minute principles of creating a web page, concepts of advertising and graphic designing such as logos, company identities, brochures and catalogs with fine skills and depth of creativity. Apart from a workshop series, 30 hours value-added programs on Graphic Designing and Video Editing, Graphics and Multimedia Design, Shopify E-Commerce Websites Development were organized with the objective that students can be placed as a graphic designer in most of the reputed companies and opt for freelancing. A total of 379 students were provided expertise on web-designing, video editing and multimedia design. A workshop on Digital Marketing to make the students aware about the role of various digital channels in Integrated Marketing Communication was also organized by the department in collaboration with Ansh Infotech Ltd. The Department also initiated a Digital Literacy drive under the title "Each One Teach One" where more than 200 students were benefitted.

- Measures to Boost Education for Underprivileged students - The Computer Literacy Program was organized by the Computer Department under the campaign "E-Vidya" under 4 H-Head, Heart, Hands and Health Programme aiming at digital participation of under-privileged girls by training them to use technology. It was an appreciable effort made by the Department to spread digital literacy to more than 10 schools -Govt. Sen. Sec. Smart School PAU, Government Multipurpose Senior Secondary School, Government Senior Secondary School, Jawahar Nagar, Greenland Convent School, Guru Nanak International Public

School, Govt Sen Secondary Smart School, Shaheed-e-Aazam Sukhdev Thapar Government Senior Secondary School, Master Tara Singh Memorial College, Ludhiana. NSS Volunteers taught digital learning tools to underprivileged children.

- Efforts to enhance Entrepreneurial Education and Skills - In consonance with the objective of Skill Development and catering to the entrepreneurial inclination of the young women, workshops on Fabric Painting, Glass Painting, Photo Frame, Resin Art, Nail Painting, Hairstyling were conducted by the department of Fashion Designing, Fine Arts and Beauty & Wellness. To develop Entrepreneurial skills among students, Foodie Street was organized where the students learnt the art of marketing their own home-made products to the customers. With an initial investment of ₹ 2500 each, a total of 18 stalls of eatables ranging from pani-puri, cakes, mocktails, pasta, ice-cream and coolers were set up by the students. The students made huge sales and handsome profits. Another activity to promote entrepreneurial skills and experience entrepreneurship through hands-on learning is -Queen of Sales Competition organized by the Dept of Business Management. On the day of the contest, all the teams were given a packet of goods comprising T-shirts, key rings, jewellery items and other accessories, mobile pop-ups etc. The items were selected on the criteria that it should be affordable and easy for the students to sell them at a good margin and earn profit. - Department of Commerce organized a 5-Day workshop on Capital and Money market in collaboration with BOMBAY STOCK EXCHANGE wherein Dr Adithya Srinivas (Ph.D. Economics; MDP-IIM Allahabad) provided in depth understanding of stock., derivatives working and increase employability as financial consultant, advisor or broker. Five Days Women Entrepreneurship Workshop from 19th -23rd Jan,2022 under the theme "Empowering Women Empowers All" was also organized by the Department of Commerce where students interacted with women in leadership roles and spotlighted female leaders' unique prospects & strengths which reinforced a sense of visionary thinking, problem-solving skills, negotiation tactics, and promoted leadership styles among participants. Professional Chocolate Making Workshop was also organized by the Department of Commerce where Ms. Sanu Sharma - A certified Trainer specialized in Vegan, Gluten and sugar free food items trained the students.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>To contribute to social transformation through diverse ways.</p>	<ul style="list-style-type: none"> <li>• Educating and inculcating among students and staff the hierarchy of values- social, economic, athletic, emotional, religion and mental values. •</li> <li>• The Department of Psychology organized a 7-day online internship programme- NAYI DISHA on Developmental Disabilities from 2nd February 2022 to 16th February 2022 for 45 students of the department in collaboration with, Special Education Academy (Ludhiana) where the participants were made aware of how one functions around special children. 23 students of Biotechnology department visited Red Cross Bal Bhawan on International Happiness Day to inculcate the value of generosity among them. •</li> <li>• Informative video with the theme "Different but not Less" was shared with the students on World Autism Day and Students of M. Com visited Darpan -Centre for Autism to understand about their neurodevelopmental conditions and their wellbeing. Around 20 students from the department were taken for a visit to Gurdwara to inculcate religious instincts and spiritual values. •</li> <li>• The Departments of Computer Science and Psychology organized a Faculty Development Programme titled "Rethinking Disability- Fostering an Inclusive Environment" on Feb 10th 2022 wherein Puja Kalra, Developmental Therapist; Director, Special Education</li> </ul>

Academy Ludhiana enlightened the participants on the fundamental distinction between impairment and disability. • Student Council and KCW Counseling Cell organized a workshop on "Life Values and Happiness" on 5th March 2022 in collaboration with The Satyug Darshan Trust, Faridabad-an NGO working for the upliftment of individuals, families and society at large by enriching them with moral and ethical values. A Sound healing session was organized to mark World Health Day on 7th April, 2021. • Buddy Workshops were also organized by Student Council and Counseling Cell on "Working towards Value Oriented Lifestyle" for Students, Teachers and non-teaching staff on 16th March, 2022. • Every year Student Council organizes "We Share We Care" drives in the winters (December and January) to help the needy and poor wherein they collect clothes and other materials to donate. Every month Rs.3100/ is donated to "NGO-Ek Noor Neki Ki Rasoi" as food donation to serve food to poor attendants of patients at Civil Hospital, Krishna Charitable hospital and Guru Nanak Charitable Hospital. Transforming society through legal Vidya. • Society being a substantial heterogeneous group, knowledge of law is key to eliminate all forms of hindrance to a smooth life. To sensitize the students about this, various initiatives were taken. Department of Computer Sciences organized a National Level



webinar in which more than 600 participants were made aware by Mr. Rakshit Tandon (Cyber Security Evangelist and consultant to Internet and Mobile association of India) about Cyber threats and empowered the students to be safe and secure online. • With the objective to make students understand that exercising voting right is not the only thing that is important but they should become a 'smart' voter also, Declamation Contest was organized by Electoral Literacy Club on 04-09-2022 on the topics: "Why should we vote?", "Role of Women in election" and "Role of educational institutions in Electoral Literacy". • Inter -Departmental Skit Competition was organized by Legal Literacy Club in which 60 students and 22 teachers participated with the motive of creating legal awareness on civil disputes typically relating to Domestic Violence, Cyber Crime, Sexual Harassments and other Matrimonial disputes. • A digital campaign was organized by Electoral Literacy Club with the help of Student Council and Senior Buddies from 1st December 2021 to 12th January 2022 to register the students who have attained 18 years of age. Online Google Meets were organized for one month to register maximum students. The campaign was successful and a total of 1021 students were registered for voter cards. • PPT Presentation on "Remove laws that harm,

create laws that Empower” was shared to mark Zero Discrimination Day. The Department of Political Science also celebrated National Constitution Day. • A week-long awareness drive was organized by the Counseling Cell from 01-03-2022 to 08-03-2022, to spread awareness about Gender Equality and important contributions made by women towards society. Women Cell organized online interactive session on the eve of International Women’s Day (8th March, 2022) on the topic Gender Equality Today for a Better Tomorrow wherein Advocate Shagun Gupta and Advocate Kannav Sharma interacted with students. To create awareness on Gender equality poster making contest, PPT competitions were also organized.

Emphasis on holistic Education of students as per nuances of new Education Policy.

• Focus has been on understanding the philosophy of the new education policy which aims towards holistic development of students by offering an inclusive environment promoting their physical, emotional, intellectual, cognitive, mental, moral and ethical abilities in an integrated manner. • In order to build the intellectual and critical thinking of students, project based learning and experiential learning was provided by various departments in form of Workshops, Industrial visits and Field visits, Interactive sessions, Laboratory experiments, Poster Making

Competitions, Group Discussions, E-Quizzes etc. Inter-College Mathematical Artistry competition on life, achievements and contributions of Srinivasa Ramanujan, Maestro -2022: PPT competitions, thought provoking "Nukkad Natak", Poetry and Slogan Writing Competitions, Career Assessment Test, Intra-College participations in events like Business Plans, Quiz contests, Digital Poster making, Code Developments, Logo & Graphic Designing were initiated among students. The Department of Physics organized the E-Physics expansion 2022- National level contest in order to promote critical and problem-solving skills among the students. Capacity building programs on Dissertation Writing, Workshop on Questionnaire Designing, Webinar on Academic Writing were organized by the Department of English and Commerce. • In order to develop the physical capacity of students, the Department of Physical Education, NCC and other departments have made active contributions. Annual Athletic Meet, which is a regular feature, was organized where students showcase their potential as strong spirited sports persons. Many students showed an outstanding performance in the arena of sports. One of them is worth mentioning: LOVELY KAPOOR, who bagged the gold medal in the 6th India Open Taekwondo International Tournament held at Rajasthan. NCC Cadets

participated in month long "Fit India Movement" wherein activities as Yoga, Skipping, Aerobics, Stretching etc. were encouraged and cadets made relevant videos and uploaded the same. Several activities such as Yoga workshop, Rangoli and Collage /Poster Making competitions/Inter college and Inter -class Singing competitions, Guitar classes and Singing contest which helped to hone the psychomotor skills of students were also organized. • To shape the students as Ambassadors of Community Welfare, various extension programs like Blood Donation, Free Health Check Up Camps, Food Donations, Awareness Sessions on drugs etc. were initiated by Rotaract Club, Red Ribbon Club, Student Council and Commerce Department. • To inculcate the spirit of love and dedication towards Mother Tongue 'Punjabi', Poster making competition was organized by the Department of Punjabi on 21-02-2021. Hindi Divas and International Maat Bhasha Divas were celebrated through a slogan writing contest. Sanskrit Divas was celebrated through "Chitar Nirmaan Pratiyogita with the theme Sanskrit Bhasha mein Raksha Bandhan ki Shubh Kamnayan and a Slogan Writing competition with theme Mum Bhasha Sanskritam. "Alfaaz '' is an initiative by the Library Committee to promote literary work of students in any language to encourage creativity and writing skills of students was

<p>To encourage industry-academia interface at a more inclusive level</p>	<p>undertaken successfully.</p> <ul style="list-style-type: none"> <li>• In order to strengthen the Academic - Industry Bond, a platform was provided to students to interact with Industry Professionals through "I-Connect - Student Industry Interaction Week". Expert talks on International Scope of Website Developers, Data Scientists and Digital Marketing Experts and Workshops on "Java &amp; Android Application Development", "Graphic Design &amp; Web Design Automation using Python", "UI designing using material UI "Animation as a career option". "Animation &amp; VFX (Visual Effects)" were effectively conducted.</li> </ul>
<p>Celebration of national/International commemorative days, events and festivals</p>	<ul style="list-style-type: none"> <li>• To maintain harmony and a healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed in our Institution under the aegis of IQAC. Days like Independence Day, Republic Day, Constitution Day, etc imbibe the value of patriotism and are constant reminders of observance of good citizenship behaviour to retain and maintain our sovereignty. Days associated with gender equity and women empowerment like Women's Day, Mother's Day, Girl Child Day, etc pave the way and open our minds to an equitable future. The various Jayanti days of famous leaders and philosophers act as</li> </ul>

catalysts of positive change in our social and cultural mindset. Specific days to mark the Physical and Mental Health issues like Cancer Day, World Aids Day, Mental Health Day, World Happiness Day, etc help the youth to adopt a healthy lifestyle. Celebrating festivals and seasons gives the stakeholders to strive for spiritual enlightenment as a way of life. They prod us to acknowledge diversity and live harmoniously despite our linguistic and cultural differences. Environment days, not only address and advise about sustainable development but also provide an attitudinal change to live and commiserate with our surroundings. The culture of holistic education is fostered by these celebrations.

To organize several skill development workshops and value-added courses for students to enhance their employability quotient.

- In order to foster Digital skills and to address Digital literacy, many initiatives were taken by the computer department. Skill development certificate course in graphic designing and video editing in which 159 participated and learned the core graphic skills. Another workshop on "DevOps" was organized on 30th October, 2021. Certificate course in "Graphics and Multimedia Design" and "Shopify E-Commerce Website Development " was organized. A five days capacity building cum Awareness Workshop on "Jobs in the Banking Sector : Career Options for IT Students and Cracking the competitive Exams" was organised. Another

one day workshop on Digital Marketing was organised to give students understanding of core processes of planning a digital marketing campaign..• Two-day workshop on Mushroom Technology with hands on training on spawning, preparation of pure culture for startup was organized. • 7-day workshop on Dissertation writing was organized by the Department of English to strengthen the writing and research skills and teach students the finer points of Dissertation Writing and intricacies of Research Methodology. • 45 students of the Youth Club attended Webinar on National Youth Day on Life Management Skills for Personal Effectiveness organized by RGNIYD and 4 students attended youth leadership training camp from 8th March to 16th March 2022 and got 'A Grade'. • 10 Days online workshop on Youth Leadership training camp on the theme 'Inspire, Engage and Enable' were organized by department of Youth Welfare, PU Chandigarh to foster leadership skills among students. • To instill marketing and sales skills among students, a mega event under the title "Queen of Sales" was initiated by the Department of Business Management where 30 teams comprising of 5 students each participated and were given prizes on the basis of maximum profitability generated. Another event "Foodie Street was organized where students showed their entrepreneurial skills

	<p>through 18 stalls. Interactive session on Enhancing Entrepreneurial Skills for startups and on Communication Skills (was organized by Department of Business Management and Placement Cell. Nearly 200 students participated in both sessions. 3-day workshop on Interview Skills in collaboration with Hit- Bulls Eye, Interactive session on Enhancing Communication Skills, Workshop on Cyber Frauds with real case studies where students were made aware of Phishing, Vishing, Smishing and e-mail spoofing etc. were organized by Placement Cell.</p>
<p>To undertake environmental initiatives and apprise students of the significance of wildlife conservation.</p>	<ul style="list-style-type: none"> <li>• The Department of Zoology celebrated "Wildlife Week" from 02.10.2021 to 08.10.2021 to spread the message amongst students about the conservation and protection of wildlife.</li> <li>• Gardening club organized a "Go Green" drive by distributing the evergreen plants from 17-11-2021 to 21-11-2021, giving the message of enhancing the green cover of the city by growing the evergreens in their homes and thus reducing the pollution levels. Different saplings of herbs and shrubs like Coleus, Chlorophytum and Syngonium etc. were distributed (for free) from the counter.</li> <li>• E-Waste Awareness Week was organized by the Department of Computer Science to create awareness about the growing menace of E-waste and the grave risks it poses to the environment and human health.</li> <li>• The Botanical society, under the</li> </ul>



"Green Initiative" made herbal hand sanitizer using neem leaves, turmeric, aloe-vera gel, lemon, camphor and coconut oil (during the pandemic times) which is alcohol free and soft on hands. This was distributed among the common public. • Apni Mandi was organized by the Gardening club on 12-01-2022 by putting up a stall of organic seasonal vegetables grown in the Botanical Garden of the college with the objective of spreading the message "Eating organic isn't a trend, it's a return to tradition." Organic vegetables were distributed among the staff members and students and awareness related to technical knowledge of growing and maintaining seasonal vegetables was provided to them. • Awareness Drive on Soil Conservation was organized by Gardening Club on 31-3-2022, with an objective to enlighten the students on how to save soil from degradation. • Inter College Competition "Trash to Art" was organized by ECO Club on 26-04-2022 to mark "Global Recycling Day" wherein students made craft items from waste materials to promote three R's (Reduce, Reuse and Recycle) among daily routines. • Department of Biotechnology organized a poem recitation competition on the theme "Detox Plastic" on the 05-05- 2022 wherein students of Biotechnology recited self-composed poems. Main objective of organizing the event was to raise awareness amongst students

about the toxicity caused by plastics and the measures that can be effectively taken to reduce that. • In collaboration with Ludhiana Cares Ladies Society, Department of Biotechnology initiated a Drive on the Waste Segregation and Milk Bag Recycling Project. An awareness drive was conducted by the students in the morning assembly on 4th May, 2022 and via classroom interaction on 5th May, 2022 with the students of different streams. The collection drive for the same is still going on. • National Webinar was organized by the Department of Zoology on 21-05-2022 on 'Use, Adapt and Share Biodiversity Assets' to sensitize the young minds about the effects of climatic changes on our ecosystem. • An awareness campaign on "Ground Water - Making the invisible visible" was organized on World Water Day. • Students participated in a virtual international short-term training program on Recent Advances in Environmental Toxicology & Wildlife Conservation. Students and staff placed Bird Feeders and water containers at different places in campus.

Faculty Development Program to foster the faculty knowledge, skills and professional competency.

• To empower our faculty members with the necessary knowledge, skills, and resources to meet the evolving needs of our students and contribute to the advancement of their respective disciplines four Faculty Development Programs were organised under aegis of IQAC. •

With the active Participation of Dr.Sanjay Gaikwad ,Dr. Peeyush Pahade, President, IQAC cluster and with the support of Madam Principal Dr.Mukti Gill , Dr.Honey Walia Co-ordinator, IQAC organized a 7 day Faculty development programme on 'Revised Guidelines For NAAC Accreditation' wherein the faculty members were given an insight into the revised NAAC requirements. A week-long FDP threw a flood of light on the various aspects of innovative ways of making teaching learning process highly fulfilling. • To enlighten the faculty members about the National Education Policy a seminar was organised by the IQAC on Feb.3,2022. Dr. Mohinder Kaur Grewal Retired Principal Government College for Girls, Ludhiana. She highlighted the various aspects of New Education Policy 2020 like Decentralization of admission, Choice Based Credit System, Creative thinking and so on. She emphasised on the point that NEP primarily focuses on the holistic growth of an individual .She further added that the holistic development of the student can only be possible by striking a balance in head, heart and hands. • The Departments of Computer Science & Psychology of Khalsa College for Women, Civil Lines, Ludhiana organized a Faculty Development Programme for fostering professional ethics, titled- "Do's and Dont's of Classroom Teaching". • The facilitator, Dr. Pargat Singh Garcha,

Principal in GHG Khalsa College of Education, Gurusar Sudhar introduced the concept of Professional Ethics & Code of Conduct. He elaborated on the similarities and points of disparity between the two. • The departments of Computer Science and Psychology of Khalsa College for Women, Civil Lines, Ludhiana organized a Faculty Development Programme titled "Rethinking Disability- Fostering an Inclusive Environment". There were 91 participants from all departments of the college. • The facilitator, Ms. Puja Kalra, Developmental Therapist; Special and Remedial Educator; Teacher Trainer and Director, Special Education Academy Ludhiana introduced the concept of disability and enlightened the participants on the fundamental distinction between impairment and disability.

Improvement of infrastructural facilities.

• Providing a learning environment has a profound effect on students, faculty and administration and renovation of an existing classroom is a collaborative process and enables the institution to provide high-quality, state-of-the-art teaching and learning spaces for students and faculty. Major renovation was initiated in the Commerce department with respect to room layouts, furniture, and equipment that satisfy current and future pedagogical needs of the majority of the faculty and students. • Interactive smart white board with in-built PC's,

	<p>Internet facilities for ease of learning ,all in one computers ,new lab for facilitating the students with respect to skill development courses, innovative ceiling designs , air conditioned staff rooms and classrooms, glass window panes for dust free environment &amp; protection against pollution and unwanted noise to facilitate proper learning ,installation of UPVC windows were proposed in addition to Major changes with respect to improved water facilities , increased power volts, new furniture and fixtures were approved for the department of Commerce with budgeted expenditure of Rs. 2 Crore appr.</p>
<p>Promote research orientation.</p>	<ul style="list-style-type: none"> <li>• To bridge the gap between theory and practical, the staff &amp; students were sensitized regarding research acumen knowledge through various workshops &amp; seminars. • One Day National Level Webinar on "Writing a Research Article for Publication in An Academic Journal" was organized for providing training to participants about publishing research papers in reputed &amp; critically acclaimed journals. • Two-day workshop on Questionnaire Designing was also organized by the Department of Commerce. • A 7-Day workshop on Dissertation Writing was organized by the Post Graduate department of English to develop the students' ability to prepare research reports and dissertations in a systematic</li> </ul>

	<p>manner. • To provide insight into research techniques in the field of Molecular Biology, two days hands -on learning experience was provided on DNA &amp; RNA techniques. • Workshop on Project Report Writing was organized by the Computer Department and to provide experiential research training to the students of Department of Business Management another workshop was organized. A webinar on open e-resources was organized by the library committee where 74 faculty members were made aware of Open E-resources to enhance their learning with respect to accessing high-quality online material.</p>
<p>Promotion of organized inter-college tournaments for students to encourage cohesiveness and cooperativeness.</p>	<p>• Intercollege events are integral for building interpersonal skills, especially in the arena of sports as it ensures physical and mental health along with cohesiveness and cooperation. Panjab University in collaboration with KCW organized the Inter College Road Cycling competition (from Janpath villa to Hambran road, Ludhiana) on 14-03-2022. • Inter College Track cycling competition was also organized by the institute in collaboration with Panjab University which was held at PAU, Ludhiana on 16-03-2022. A number of sportspersons participated in the event enthusiastically and made their institute proud by scripting talk of victory. Another Inter College Softball tournament was</p>

held at Khalsa College for Women wherein students brought laurels to the college by clinching the championship trophy in the event organized by Panjab University, Chandigarh from 19-3-2022 to 21-3-2022.
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**13. Whether the AQAR was placed before statutory body?** **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Management	05/08/2021

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Khalsa College for Women, Civil lines, Ludhiana.
• Name of the Head of the institution	Dr. (Mrs.) Mukti Gill
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01614679089
• Mobile no	9814781223
• Registered e-mail	kcwldh@outlook.com
• Alternate e-mail	kcwcompdept@gmail.com
• Address	Khalsa College for Women, Civil Lines, Ludhiana
• City/Town	Ludhiana
• State/UT	Punjab
• Pin Code	141001
<b>2.Institutional status</b>	
• Affiliated /Constituent	Affiliated
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid
• Name of the Affiliating University	Panjab University, Chandigarh
• Name of the IQAC Coordinator	Dr. Priyaka Khanna



• Phone No.	01614679089				
• Alternate phone No.	01612420987				
• Mobile	9814818576				
• IQAC e-mail address	iqackcw2022@gmail.com				
• Alternate Email address	kcwldh@outlook.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.kcwludhiana.org/iqac-2021-22/">https://www.kcwludhiana.org/iqac-2021-22/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.kcwludhiana.org/iqac-2021-22/">https://www.kcwludhiana.org/iqac-2021-22/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	A+	90.20 (score)	2004	04/11/2004	04/11/2010
Cycle 2	A	3.12	2017	30/10/2017	30/10/2022
<b>6.Date of Establishment of IQAC</b>			27/08/2003		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			5		
• Were the minutes of IQAC meeting(s)			Yes		

and compliance to the decisions have been uploaded on the institutional website?		
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>Transforming Students by Inculcating in them the Spirit of Patriotism and Nationalism - To honor and celebrate the 75th year of Independence under the theme of the 'Azadi Ka Amrit Mahotsav', many activities and competitive events were organized in the form of Debates, Webinars, Extension lectures, Video Contests, Poster making, Article Writing, PPT Competitions, Deshbhakti Geet and Rangoli competitions under the aegis of IQAC which inculcated the value of patriotism and nationalism among students. A video making online webinar was organized by NCC on 08-08-2021 wherein extension lecture was delivered by Brig. Gurwantjit Singh Baghiana and Major Wendy V. Sohsten on the sacrifices and struggle for Independence. Inter-College Declamation Contest "Kya 75 Salon Mein Yeh Azad Watan Apna Hai? Kya Yahi Hamare Shaheedon Ka Sapna Hai?" was organized by the Department of History on 12-08-2021. The Department of Economics organized the PPT Competition "India@75- Journey of Growth and Pride" on 14-08-2021. An Inter-College Patriotic Song Competition was organized at state level by the Department of Music (Vocal) on 14-08-2021. On 15-08-2021, Online Article writing Competition was organized at National Level by the Youth Club of the college to celebrate Azadi Ka Amrit Mahotsav. The Department of Office Management circulated a video amongst students on the theme "We Salute you Soldiers" on the day of Vijay Diwas. To mark the Martyrdom of Shaheed Bhagat Singh, an Extension Lecture was organized by the Departments of History and Punjabi.</li> </ul>		
<ul style="list-style-type: none"> <li>Experiential learning through Internships, Project-based learning, laboratory work and Industrial /Field visits. - Experiential learning through project based learning and</li> </ul>		

Internship helps students to ignite their serious thinking skills through new knowledge acquired by connecting with situations of the real world. More than 250 project work exercises on E-Commerce website, Management system, Development of graphical applications, Nutrition and Medical diagnosis etc. were carried out by students of Computer Science Department. A variety of Project based work was done by students of Biotechnology (20), Fashion Designing (04), Geography (21) Commerce (42) and Business Management (77) in their respective domain. Online Demonstration for filing IPR was given to more than 300 students on International Property Rights Day on April 25th, 2022 by the Department of Computer Science. A 7 Days Internship was provided by the Department of Psychology in "Understanding Development Disabilities-Nayi Disha" which was attended by 45 students. 40 students of B.Sc. (Hons) Biotechnology participated in DBT sponsored workshop on DNA Science at Doaba College, Jalandhar to get hands-on learning experience in techniques of DNA, PCR agarose gel electrophoresis and restriction enzyme digestion. To familiarize students with real working environment, Industrial and field visits were actively organized by the Department of Commerce, Department of Computer Science, Department of Business Management and Department of English to industrial units like -Sharman shawls, Duke Fashion India Ltd, Kangaroo Industries, Arshit Spinning Mills, Milestone Gears Ltd at Baddi, Brilliko Institute of Multimedia and MAAC, AIR FM Gold 100.1 Channel. The Department of Fashion Designing visited Dyeing Unit and Techno-knit craft for providing valuable inputs about actual working of the fashion Industry. Even a Visit to Science City by students of Environmental Sciences and District Courts by students of Office Management was initiated to make them aware about various practical aspects of both the places. Eco Club organized an educational visit to Science City Kapurthala.

- Measures to Guard and Improve the Psychological wellness of students and staff. - For reinforcing positive thinking and to reduce the effect of worry, insomnia and stress many attempts were made by the Counseling Cell, Rotaract Club, Department of Physical Education, Commerce, Biotechnology, EBSB club, Student Council and Youth Club of the college. Many workshops on Life Values and Happiness, Mental health drives with the objective of strengthening mental immunity, Faculty Development Programme on Rethinking Disability for fostering an inclusive environment, Workshop on Managing Emotions, Buddy Workshop towards - A Value Oriented Lifestyle, Visit to Red Cross Bal Bhawan to mark International Happiness Day, Nukkad Natak for Happiness etc., were productively materialized in the campus. Department of

Psychology organized Selfie for a Cause @ KCW to mark world suicide prevention day. A special drama-based workshop "Knowing and Managing Emotions" and Emotional Empowerment Awareness Drive on the theme "Break the Bias" were organized by Counseling Cell. To apply life skills in context to health, Awareness Drives to reduce drug intake and suicide attempts were organized by the Youth Club, Counselling Cell and Red Ribbon Club. Extension lecture was organized by the EBSB club with an objective of motivating students to lead a Stress-Free Life. Eloquence cell organized a workshop on theme "Articulate Your Mind" to help the students work upon their psychological well-being. FIT INDIA EVENTS and a WORKSHOP ON YOGA AND ZUMBA were organized to take another step towards improving the physical and mental fitness of students by NCC unit and Department of Commerce.

- Promoting Digital Education Among Students - In order to foster Digital Skills and to address Digital literacy, many initiatives were taken by the Department of Computer Science. A workshop series on "Website Designing and Development, Graphic and Web design, UI Design and Animation, Animation and VFX", was conducted with an objective to inculcate essential graphic and visual skills. The workshop series covered the minute principles of creating a web page, concepts of advertising and graphic designing such as logos, company identities, brochures and catalogs with fine skills and depth of creativity. Apart from a workshop series, 30 hours value-added programs on Graphic Designing and Video Editing, Graphics and Multimedia Design, Shopify E-Commerce Websites Development were organized with the objective that students can be placed as a graphic designer in most of the reputed companies and opt for freelancing. A total of 379 students were provided expertise on web-designing, video editing and multimedia design. A workshop on Digital Marketing to make the students aware about the role of various digital channels in Integrated Marketing Communication was also organized by the department in collaboration with Ansh Infotech Ltd. The Department also initiated a Digital Literacy drive under the title "Each One Teach One" where more than 200 students were benefitted.

- Measures to Boost Education for Underprivileged students - The Computer Literacy Program was organized by the Computer Department under the campaign "E-Vidya" under 4 H-Head, Heart, Hands and Health Programme aiming at digital participation of under-privileged girls by training them to use technology. It was an appreciable effort made by the Department to spread digital literacy to more than 10 schools -Govt. Sen. Sec. Smart School

PAU, Government Multipurpose Senior Secondary School, Government Senior Secondary School, Jawahar Nagar, Greenland Convent School, Guru Nanak International Public School, Govt Sen Secondary Smart School, Shaheed-e-Aazam Sukhdev Thapar Government Senior Secondary School, Master Tara Singh Memorial College, Ludhiana. NSS Volunteers taught digital learning tools to underprivileged children.

- Efforts to enhance Entrepreneurial Education and Skills - In consonance with the objective of Skill Development and catering to the entrepreneurial inclination of the young women, workshops on Fabric Painting, Glass Painting, Photo Frame, Resin Art, Nail Painting, Hairstyling were conducted by the department of Fashion Designing, Fine Arts and Beauty & Wellness. To develop Entrepreneurial skills among students, Foodie Street was organized where the students learnt the art of marketing their own home-made products to the customers. With an initial investment of ₹ 2500 each, a total of 18 stalls of eatables ranging from pani-puri, cakes, mocktails, pasta, ice-cream and coolers were set up by the students. The students made huge sales and handsome profits. Another activity to promote entrepreneurial skills and experience entrepreneurship through hands-on learning is -Queen of Sales Competition organized by the Dept of Business Management. On the day of the contest, all the teams were given a packet of goods comprising T-shirts, key rings, jewellery items and other accessories, mobile pop-ups etc. The items were selected on the criteria that it should be affordable and easy for the students to sell them at a good margin and earn profit. - Department of Commerce organized a 5-Day workshop on Capital and Money market in collaboration with BOMBAY STOCK EXCHANGE wherein Dr Adithya Srinivas (Ph.D. Economics; MDP-IIM Allahabad) provided in depth understanding of stock., derivatives working and increase employability as financial consultant, advisor or broker. Five Days Women Entrepreneurship Workshop from 19th -23rd Jan,2022 under the theme "Empowering Women Empowers All" was also organized by the Department of Commerce where students interacted with women in leadership roles and spotlighted female leaders' unique prospects & strengths which reinforced a sense of visionary thinking, problem-solving skills, negotiation tactics, and promoted leadership styles among participants. Professional Chocolate Making Workshop was also organized by the Department of Commerce where Ms. Sanu Sharma - A certified Trainer specialized in Vegan, Gluten and sugar free food items trained the students.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
<p>To contribute to social transformation through diverse ways.</p>	<ul style="list-style-type: none"> <li>• Educating and inculcating among students and staff the hierarchy of values- social, economic, athletic, emotional, religion and mental values. • The Department of Psychology organized a 7-day online internship programme- NAYI DISHA on Developmental Disabilities from 2nd February 2022 to 16th February 2022 for 45 students of the department in collaboration with, Special Education Academy (Ludhiana) where the participants were made aware of how one functions around special children. 23 students of Biotechnology department visited Red Cross Bal Bhawan on International Happiness Day to inculcate the value of generosity among them.</li> <li>• Informative video with the theme "Different but not Less" was shared with the students on World Autism Day and Students of M. Com visited Darpan -Centre for Autism to understand about their neurodevelopmental conditions and their wellbeing. Around 20 students from the department were taken for a visit to Gurdwara to inculcate religious instincts and spiritual values.</li> <li>• The Departments of Computer Science and Psychology organized a Faculty Development Programme titled "Rethinking Disability- Fostering an Inclusive Environment" on Feb 10th 2022 wherein Puja Kalra, Developmental Therapist;</li> </ul>

Director, Special Education Academy Ludhiana enlightened the participants on the fundamental distinction between impairment and disability. • Student Council and KCW Counseling Cell organized a workshop on "Life Values and Happiness" on 5th March 2022 in collaboration with The Satyug Darshan Trust, Faridabad-an NGO working for the upliftment of individuals, families and society at large by enriching them with moral and ethical values. A Sound healing session was organized to mark World Health Day on 7th April, 2021. • Buddy Workshops were also organized by Student Council and Counseling Cell on "Working towards Value Oriented Lifestyle" for Students, Teachers and non-teaching staff on 16th March, 2022. • Every year Student Council organizes "We Share We Care" drives in the winters (December and January) to help the needy and poor wherein they collect clothes and other materials to donate. Every month Rs.3100/ is donated to "NGO-Ek Noor Neki Ki Rasoi" as food donation to serve food to poor attendants of patients at Civil Hospital, Krishna Charitable hospital and Guru Nanak Charitable Hospital. Transforming society through legal Vidya. • Society being a substantial heterogeneous group, knowledge of law is key to eliminate all forms of hindrance to a smooth life. To sensitize the students about this, various initiatives were

taken. Department of Computer Sciences organized a National Level webinar in which more than 600 participants were made aware by Mr. Rakshit Tandon (Cyber Security Evangelist and consultant to Internet and Mobile association of India) about Cyber threats and empowered the students to be safe and secure online. • With the objective to make students understand that exercising voting right is not the only thing that is important but they should become a 'smart' voter also, Declamation Contest was organized by Electoral Literacy Club on 04-09-2022 on the topics: "Why should we vote?", "Role of Women in election" and "Role of educational institutions in Electoral Literacy". • Inter-Departmental Skit Competition was organized by Legal Literacy Club in which 60 students and 22 teachers participated with the motive of creating legal awareness on civil disputes typically relating to Domestic Violence, Cyber Crime, Sexual Harassments and other Matrimonial disputes. • A digital campaign was organized by Electoral Literacy Club with the help of Student Council and Senior Buddies from 1st December 2021 to 12th January 2022 to register the students who have attained 18 years of age. Online Google Meets were organized for one month to register maximum students. The campaign was successful and a total of 1021 students were



	<p>registered for voter cards. • PPT Presentation on "Remove laws that harm, create laws that Empower" was shared to mark Zero Discrimination Day. The Department of Political Science also celebrated National Constitution Day. • A week-long awareness drive was organized by the Counseling Cell from 01-03-2022 to 08-03-2022, to spread awareness about Gender Equality and important contributions made by women towards society. Women Cell organized online interactive session on the eve of International Women's Day (8th March, 2022) on the topic Gender Equality Today for a Better Tomorrow wherein Advocate Shagun Gupta and Advocate Kannav Sharma interacted with students. To create awareness on Gender equality poster making contest, PPT competitions were also organized.</p>
<p>Emphasis on holistic Education of students as per nuances of new Education Policy.</p>	<p>• Focus has been on understanding the philosophy of the new education policy which aims towards holistic development of students by offering an inclusive environment promoting their physical, emotional, intellectual, cognitive, mental, moral and ethical abilities in an integrated manner. • In order to build the intellectual and critical thinking of students, project based learning and experiential learning was provided by various departments in form of</p>

Workshops, Industrial visits and Field visits, Interactive sessions, Laboratory experiments, Poster Making Competitions, Group Discussions, E-Quizzes etc. Inter-College Mathematical Artistry competition on life, achievements and contributions of Srinivasa Ramanujan, Maestro -2022: PPT competitions, thought provoking "Nukkad Natak", Poetry and Slogan Writing Competitions, Career Assessment Test, Intra -College participations in events like Business Plans, Quiz contests, Digital Poster making, Code Developments, Logo & Graphic Designing were initiated among students. The Department of Physics organized the E-Physics expansion 2022- National level contest in order to promote critical and problem-solving skills among the students. Capacity building programs on Dissertation Writing, Workshop on Questionnaire Designing, Webinar on Academic Writing were organized by the Department of English and Commerce. • In order to develop the physical capacity of students, the Department of Physical Education, NCC and other departments have made active contributions. Annual Athletic Meet, which is a regular feature, was organized where students showcase their potential as strong spirited sports persons. Many students showed an outstanding performance in the arena of sports. One of them is worth

mentioning: LOVELY KAPOOR, who bagged the gold medal in the 6th India Open Taekwondo International Tournament held at Rajasthan. NCC Cadets participated in month long "Fit India Movement" wherein activities as Yoga, Skipping, Aerobics, Stretching etc. were encouraged and cadets made relevant videos and uploaded the same. Several activities such as Yoga workshop, Rangoli and Collage /Poster Making competitions/Inter college and Inter -class Singing competitions, Guitar classes and Singing contest which helped to hone the psychomotor skills of students were also organized. • To shape the students as Ambassadors of Community Welfare, various extension programs like Blood Donation, Free Health Check Up Camps, Food Donations, Awareness Sessions on drugs etc. were initiated by Rotaract Club, Red Ribbon Club, Student Council and Commerce Department. • To inculcate the spirit of love and dedication towards Mother Tongue 'Punjabi', Poster making competition was organized by the Department of Punjabi on 21-02-2021. Hindi Diwas and International Maat Bhasha Divas were celebrated through a slogan writing contest. Sanskrit Divas was celebrated through "Chitar Nirmaan Pratiyogita with the theme Sanskrit Bhasha mein Raksha Bandhan ki Shubh Kamnayan and a Slogan Writing competition with

	<p>theme Mum Bhasha Sanskritam. "Alfaaz '' is an initiative by the Library Committee to promote literary work of students in any language to encourage creativity and writing skills of students was undertaken successfully.</p>
<p>To encourage industry-academia interface at a more inclusive level</p>	<ul style="list-style-type: none"> <li>• In order to strengthen the Academic - Industry Bond, a platform was provided to students to interact with Industry Professionals through "I-Connect - Student Industry Interaction Week". Expert talks on International Scope of Website Developers, Data Scientists and Digital Marketing Experts and Workshops on "Java &amp; Android Application Development", "Graphic Design &amp; Web Design Automation using Python'', "UI designing using material UI "Animation as a career option". "Animation &amp; VFX (Visual Effects)' were effectively conducted.</li> </ul>
<p>Celebration of national/International commemorative days, events and festivals</p>	<ul style="list-style-type: none"> <li>• To maintain harmony and a healthy work atmosphere and to make the learners aware of the national pride and rich cultural heritage, the National/International commemorative days are regularly being celebrated and observed in our Institution under the aegis of IQAC. Days like Independence Day, Republic Day, Constitution Day, etc imbibe the value of patriotism and are constant reminders of observance of good citizenship behaviour to retain and maintain our sovereignty. Days</li> </ul>

	<p>associated with gender equity and women empowerment like Women's Day, Mother's Day, Girl Child Day, etc pave the way and open our minds to an equitable future. The various Jayanti days of famous leaders and philosophers act as catalysts of positive change in our social and cultural mindset. Specific days to mark the Physical and Mental Health issues like Cancer Day, World Aids Day, Mental Health Day, World Happiness Day, etc help the youth to adopt a healthy lifestyle. Celebrating festivals and seasons gives the stakeholders to strive for spiritual enlightenment as a way of life. They prod us to acknowledge diversity and live harmoniously despite our linguistic and cultural differences. Environment days, not only address and advise about sustainable development but also provide an attitudinal change to live and commiserate with our surroundings. The culture of holistic education is fostered by these celebrations.</p>
<p>To organize several skill development workshops and value-added courses for students to enhance their employability quotient.</p>	<ul style="list-style-type: none"> <li>• In order to foster Digital skills and to address Digital literacy, many initiatives were taken by the computer department. Skill development certificate course in graphic designing and video editing in which 159 participated and learned the core graphic skills. Another workshop on "DevOps" was organized on 30th October, 2021. Certificate course</li> </ul>

in "Graphics and Multimedia Design" and "Shopify E-Commerce Website Development " was organized. A five days capacity building cum Awareness Workshop on "Jobs in the Banking Sector : Career Options for IT Students and Cracking the competitive Exams" was organised. Another one day workshop on Digital Marketing was organised to give students understanding of core processes of planning a digital marketing campaign.. • Two-day workshop on Mushroom Technology with hands on training on spawning, preparation of pure culture for startup was organized. • 7-day workshop on Dissertation writing was organized by the Department of English to strengthen the writing and research skills and teach students the finer points of Dissertation Writing and intricacies of Research Methodology. • 45 students of the Youth Club attended Webinar on National Youth Day on Life Management Skills for Personal Effectiveness organized by RGNIYD and 4 students attended youth leadership training camp from 8th March to 16th March 2022 and got 'A Grade'. • 10 Days online workshop on Youth Leadership training camp on the theme 'Inspire, Engage and Enable' were organized by department of Youth Welfare, PU Chandigarh to foster leadership skills among students. • To instill marketing and sales skills among students, a mega event under the title "Queen of

	<p>Sales” was initiated by the Department of Business Management where 30 teams comprising of 5 students each participated and were given prizes on the basis of maximum profitability generated. Another event “Foodie Street was organized where students showed their entrepreneurial skills through 18 stalls.</p> <p>Interactive session on Enhancing Entrepreneurial Skills for startups and on Communication Skills (was organized by Department of Business Management and Placement Cell. Nearly 200 students participated in both sessions. 3-day workshop on Interview Skills in collaboration with Hit- Bulls Eye, Interactive session on Enhancing Communication Skills, Workshop on Cyber Frauds with real case studies where students were made aware of Phishing, Vishing, Smishing and e-mail spoofing etc. were organized by Placement Cell.</p>
<p>To undertake environmental initiatives and apprise students of the significance of wildlife conservation.</p>	<ul style="list-style-type: none"> <li>• The Department of Zoology celebrated “Wildlife Week” from 02.10.2021 to 08.10.2021 to spread the message amongst students about the conservation and protection of wildlife.</li> <li>• Gardening club organized a “Go Green” drive by distributing the evergreen plants from 17-11-2021 to 21-11-2021, giving the message of enhancing the green cover of the city by growing the evergreens in their homes and thus reducing the pollution levels. Different</li> </ul>

saplings of herbs and shrubs like Coleus, Chlorophytum and Syngonium etc. were distributed (for free) from the counter. •

E-Waste Awareness Week was organized by the Department of Computer Science to create awareness about the growing menace of E-waste and the grave risks it poses to the

environment and human health. •

The Botanical society, under the "Green Initiative" made herbal hand sanitizer using neem leaves, turmeric, aloe-vera gel, lemon, camphor and coconut oil (during the pandemic times) which is alcohol free and soft on hands.

This was distributed among the common public. • Apni Mandi was organized by the Gardening club on 12-01-2022 by putting up a stall of organic seasonal

vegetables grown in the Botanical Garden of the college with the objective of spreading the message "Eating organic isn't a trend, it's a return to tradition." Organic vegetables

were distributed among the staff members and students and awareness related to technical knowledge of growing and maintaining seasonal vegetables was provided to them. •

Awareness Drive on Soil Conservation was organized by Gardening Club on 31-3-2022, with an objective to enlighten the students on how to save soil from degradation. •

Inter College Competition "Trash to Art" was organized by ECO Club on 26-04-2022 to mark "Global Recycling Day" wherein students



made craft items from waste materials to promote three R's (Reduce, Reuse and Recycle) among daily routines. • Department of Biotechnology organized a poem recitation competition on the theme "Detox Plastic" on the 05-05- 2022 wherein students of Biotechnology recited self-composed poems. Main objective of organizing the event was to raise awareness amongst students about the toxicity caused by plastics and the measures that can be effectively taken to reduce that. • In collaboration with Ludhiana Cares Ladies Society, Department of Biotechnology initiated a Drive on the Waste Segregation and Milk Bag Recycling Project. An awareness drive was conducted by the students in the morning assembly on 4th May, 2022 and via classroom interaction on 5th May, 2022 with the students of different streams. The collection drive for the same is still going on. • National Webinar was organized by the Department of Zoology on 21-05-2022 on 'Use, Adapt and Share Biodiversity Assets' to sensitize the young minds about the effects of climatic changes on our ecosystem. • An awareness campaign on "Ground Water - Making the invisible visible was organized on World Water Day. • Students participated in a virtual international short - term training program on Recent Advances in Environmental

	<p style="text-align: center;">Toxicology &amp; Wildlife Conservation. Students and staff placed Bird Feeders and water containers at different places in campus.</p>
<p>Faculty Development Program to foster the faculty knowledge, skills and professional competency.</p>	<p>• To empower our faculty members with the necessary knowledge, skills, and resources to meet the evolving needs of our students and contribute to the advancement of their respective disciplines four Faculty Development Programs were organised under aegis of IQAC. • With the active Participation of Dr.Sanjay Gaikwad ,Dr. Peeyush Pahade, President, IQAC cluster and with the support of Madam Principal Dr.Mukti Gill , Dr.Honey Walia Co-ordinator, IQAC organized a 7 day Faculty development programme on 'Revised Guidelines For NAAC Accreditation' wherein the faculty members were given an insight into the revised NAAC requirements. A week-long FDP threw a flood of light on the various aspects of innovative ways of making teaching learning process highly fulfilling. • To enlighten the faculty members about the National Education Policy a seminar was organised by the IQAC on Feb.3,2022. Dr. Mohinder Kaur Grewal Retired Principal Government College for Girls, Ludhiana. She highlighted the various aspects of New Education Policy 2020 like Decentralization of admission, Choice Based Credit System, Creative thinking and</p>

so on. She emphasised on the point that NEP primarily focuses on the holistic growth of an individual .She further added that the holistic development of the student can only be possible by striking a balance in head, heart and hands. • The Departments of Computer Science & Psychology of Khalsa College for Women, Civil Lines, Ludhiana organized a Faculty Development Programme for fostering professional ethics, titled- "Do's and Dont's of Classroom Teaching". • The facilitator, Dr. Pargat Singh Garcha, Principal in GHG Khalsa College of Education, Gurusar Sudhar introduced the concept of Professional Ethics & Code of Conduct. He elaborated on the similarities and points of disparity between the two. • The departments of Computer Science and Psychology of Khalsa College for Women, Civil Lines, Ludhiana organized a Faculty Development Programme titled "Rethinking Disability- Fostering an Inclusive Environment". There were 91 participants from all departments of the college. • The facilitator, Ms. Puja Kalra, Developmental Therapist; Special and Remedial Educator; Teacher Trainer and Director, Special Education Academy Ludhiana introduced the concept of disability and enlightened the participants on the fundamental distinction between impairment and disability.

Improvement of infrastructural

• Providing a learning

<p>facilities.</p>	<p>environment has a profound effect on students, faculty and administration and renovation of an existing classroom is a collaborative process and enables the institution to provide high-quality, state-of-the-art teaching and learning spaces for students and faculty. Major renovation was initiated in the Commerce department with respect to room layouts, furniture, and equipment that satisfy current and future pedagogical needs of the majority of the faculty and students. • Interactive smart white board with in-built PC's, Internet facilities for ease of learning ,all in one computers ,new lab for facilitating the students with respect to skill development courses, innovative ceiling designs , air conditioned staff rooms and classrooms, glass window panes for dust free environment &amp; protection against pollution and unwanted noise to facilitate proper learning ,installation of UPVC windows were proposed in addition to Major changes with respect to improved water facilities , increased power volts, new furniture and fixtures were approved for the department of Commerce with budgeted expenditure of Rs. 2 Crore appr.</p>
<p>Promote research orientation.</p>	<p>• To bridge the gap between theory and practical, the staff &amp; students were sensitized regarding research acumen knowledge through various</p>

workshops & seminars. • One Day National Level Webinar on "Writing a Research Article for Publication in An Academic Journal" was organized for providing training to participants about publishing research papers in reputed & critically acclaimed journals.

• Two-day workshop on Questionnaire Designing was also organized by the Department of Commerce. • A 7-Day workshop on Dissertation Writing was organized by the Post Graduate department of English to develop the students' ability to prepare research reports and dissertations in a systematic manner. • To provide insight into research techniques in the field of Molecular Biology, two days hands -on learning experience was provided on DNA & RNA techniques. • Workshop on Project Report Writing was organized by the Computer Department and to provide experiential research training to the students of Department of Business Management another workshop was organized. A webinar on open e-resources was organized by the library committee where 74 faculty members were made aware of Open E-resources to enhance their learning with respect to accessing high-quality online material.

Promotion of organized inter-college tournaments for students to encourage cohesiveness and

• Intercollege events are integral for building interpersonal skills, especially in the arena of

cooperativeness.

sports as it ensures physical and mental health along with cohesiveness and cooperation.

Panjab University in collaboration with KCW organized the Inter College Road Cycling competition (from Janpath villa to Hambran road, Ludhiana) on 14-03-2022. • Inter College Track cycling competition was also organized by the institute in collaboration with Panjab University which was held at PAU, Ludhiana on 16-03-2022. A number of sportspersons participated in the event enthusiastically and made their institute proud by scripting talk of victory. Another Inter College Softball tournament was held at Khalsa College for Women wherein students brought laurels to the college by clinching the championship trophy in the event organized by Panjab University, Chandigarh from 19-3-2022 to 21-3-2022.

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Management	05/08/2021

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021-22	14/02/2023

**15. Multidisciplinary / interdisciplinary**

- The College is affiliated to Panjab University and offers UG and PG programs in multiple disciplines. The Institution focuses on the holistic and overall personality development of the students by inculcating 21st-century skills in learners. Many outreach programs, workshops/seminars, /webinars, social meetings, physical health and mental & physical fitness practices, debates and discussions on social and ethical issues, soft skills, etc. are initiated. that shall develop the intellectual, aesthetic, social, physical, emotional, and moral values in students.
- In order to build the physical capability of students Department of Physical Education, NCC Wings, NSS units, Red Ribbon Club, and EBSB Club along with other Departments, etc. are involved in engaging the students in various physical activities and participate in various social outreach programs.
- The college offers multidisciplinary Add-on courses such as Animation & Graphics, Bank Management, Tourism & Travel, Computer Based Accountancy, Fine Arts, Call Center Training, Fashion Designing, Cosmetology.
- In order to build the intellectual and critical thinking of students' project-based learning, experiential learning was carried out by various departments in the form of workshops, industrial visits, field visits, interactive sessions, laboratory experiments, group discussions, e-quizzes, etc. Further to adopt new-age pedagogy increased emphasis will be on communication, discussion, debate, and research opportunities for cross-disciplinary and interdisciplinary thinking in our institute.
- Towards the attainment of holistic and multidisciplinary education, the flexible and innovative curricula [only applicable as and when approved by P.U Chandigarh] shall include credit-based courses and projects in the areas of community engagement and service, environmental education, and value-based education.
- The college is committed to fostering an academic ambiance with an all-inclusive approach in the curriculum which will ensure flexibility in courses and academic pathways and thus would promote Multiple Entry-Exit System. For this, an institution requires courses designed by PU, Chandigarh.

- The institution is committed to adapting good practices to promote MD/ID approach and implement the various existing pedagogical practices in a transformative matter subject to the issuance of necessary guidelines from P.U Chandigarh.

#### 16.Academic bank of credits (ABC):

- The college administration appreciates the concept of the Academic Bank of Credits as proposed in NEP 2020 and shall adopt the same in letter and spirit. With due academic approval from Panjab University Chandigarh, the College in right earnest is ready to follow the ABC mode to bring in a much-desired change by registering the institution on ABC (<https://www.abc.gov.in/>).

#### 17.Skill development:

- The institution is already working towards providing value-based education to inculcate positive learning environment, through the values modelled by staff throughout, in all curricular, co-curricular & extra-curricular activities. The College offers an array of skill development certificate/add-on/short-term Value-added courses such as Tally ERP, Bank management, Animation and Graphics, Income Tax Filing, Diploma in Fashion Designing, Computer Application, Diploma in Beauty and Wellness, Vocational Course in Office Management and Secretarial Practices, Call Center Training.
- To create skill oriented workforce and to make our students industry ready the departments of Commerce and Computer Science initiated several value-added certified courses such as 30 Hours certified course on GST using Tally, 30 Hours course on Soft Skills, 35 Hours certified course on Mastering Excel, 35 Hours certified course on Computerized Accounting with Tally and 35 Hours and 30 Hours certified courses on Digital Marketing, 35 Hours Certified course on Aptitude Test Training was organized by the Placement Cell, in addition to Certificate Courses in E-Commerce, Website Development using WordPress, VBA programming using Excel, and Shopify E-commerce website development, Graphic Designing and Video Editing, Graphic and Multimedia Design and Shop it E-Commerce Website etc.
- Many Skills Development workshops and interactions with alumni and industry experts are organized by various Departments and Cells for capacity building of students in



Communication and Soft skills, Interview skills, Writing skills, Entrepreneurial skills and ICT skills.

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

- The college is committed to preserve its culture, values and languages. Keeping in view that rich cultural heritage and language are inextricably linked, the college offers three Indian languages - Hindi and Sanskrit as elective subjects and Punjabi as compulsory subject in UG programs. Humanities, physical education and sciences are taught bilingually/trilingual. To preserve and promote Indian languages institute is offering a course in Sanskrit, Hindi and Punjabi and will continue in NEP No online courses are being offered as of today.
- Several events are organized to familiarize students with ancient Indian art forms, music, culture, Vedic Math's, and architecture etc. such as observing International Mother Language Day by the language departments, students' participation in CULTURAL AND Heritage Youth Festivals. The college magazine 'Rashma' is the perfect specimen of integration of languages where the students write for separate sections for English, Hindi and Punjabi elective and another section on Sanskrit will be added soon. Traditionally, recitation has formed an integral part of Samskritam learning. To encourage this habit, Online Competition under the title Chitra Nirmaan Pratiyogita Pratiyogita with the theme Sanskrit Bhasha mein Raksha Bandhan ki shubh kannayan and a slogan writing competition with theme Mum Bhasha Sanskritam were organized by Sanskrit department.

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

- The adopted teaching methodology based on an integration of concepts and theories with practical knowledge and problem-solving skills aims at a continuous assessment of students' performance through group/ individual tasks, quizzes, class tests, field/project work, assignments, internships etc. Understanding the significance of outcome-based education, the college adheres to a student-centric teaching model and provides all programs/course outcomes prominently on the college website and college prospectus. The same are shared in detail by the teaching faculty in their respective classrooms and integrated within the teaching practices.

Students participate zealously in diverse Outreach/community welfare activities through various National programmers' such as NSS, NCC, Swatchhta Abhyaian, Unnat Bharat Abhiyaan, Ek Bharat Shreshta Bharat and win accolades at different platforms. Apart from offering several skill-based Addon courses, vocational course and 35 hours short term courses, the college organizes various events and placement drives to enhance the employability skills of the learners and make them industry-ready. Our students have consistently been winning laurels in academics, co-curricular and sports activities at the University, State, National and International levels. They have been bagging top positions in the merit lists of Panjab University examinations year after year.

## 20.Distance education/online education:

- Distance education programmers are not offered by the college to the learners. However, the institution is already prepared to deliver online education since the teaching learning process was carried out using different online platforms during the pandemic. The college campus is Wi-Fi enabled with LCD Projectors installed in each classroom facilitating hassle free online education. The College Library is equipped for remote access (Web-OPAC) and has also initiated a virtual library facility
- The faculty members trained themselves through various MOOCs and other online platforms for online teaching learning through FDP, STTP and workshops during the lockdown period. Pandemic onwards departments had been exclusively using Google Classroom for sharing learning content with students for most of the courses which means the hybrid mode of learning still continues in the institution. These efforts can be considered as the new normal, which is envisaged in New Education Policy as well.

## Extended Profile

### 1.Programme

1.1

626

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1 **3483**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2 **865**

Number of seats earmarked for reserved category as per GOI/  
State Govt. rule during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **1220**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1 **135**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **135**

Number of sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>626</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>3483</b>
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>865</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>1220</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>135</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	135
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	56
Total number of Classrooms and Seminar halls	
4.2	93.428
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	220
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Khalsa College for Women is an affiliated college of Panjab University and follows its predetermined syllabus. The college ensures effective curriculum delivery by taking several effective measures. Besides its academic credentials, college offers a wide range of value added and vocational courses like Animation & Graphics, Travel & Tourism Management, Computer Based Application, Communicative English and 30 hours Certificate Courses. Class wise time tables are prepared well ahead of the commencement of each semester by time table committee and HODs of concerned departments. Papers/options are allotted to experienced teachers on the basis of their subject specializations. Continuous evaluation is maintained throughout the year by taking up assignments and conducting mid semester tests and final examinations at the end of each semester. For the effective transmission of curricula, ICT based learning tools like ppts, video lectures, educational softwares are used along with traditional teaching methods. To impart comprehensive

knowledge, college also organizes seminars, conferences, workshops, expert lectures, industrial visits, field visits, internships, interdisciplinary competitions, events and exhibitions. Faculty members are encouraged to attend orientation/ refresher courses, workshops organized by affiliating and other universities. Throughout the academic session, IQAC ensures effective and coordinated curriculum delivery by reviewing reports from concerned committees.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being a constituent college of Panjab University, KCW follows the academic calendar issued by the university that clearly delineates a schedule for teaching, examination, semester break and vacations. Within the same framework, the college prepares its academic schedule to adhere to academic calendar. Time table coordinators (HODs) prepare the time table and allocate subjects to faculty members to prepare their course files and lecture plans. Tentative time for internal examination is also mentioned in academic schedule. Answer sheets are checked on time and shown to students to ensure transparency and unbiased evaluation. Internal assessment of students is prepared on the basis of their attendance, performance in internal exams and participation in academic activities. The students are informed in advance about the deadlines for assignment submissions, class test dates as well as their final internal assessment marks. Workshops, short term courses, project works, field works are also arranged according to academic calendar and are an integral part of CIE. Practical exams are conducted within the timeframe given by university. Results are prepared and uploaded on the university website as per schedule. During covid-19 pandemic, the university announced online open book exams. The college facilitated the students with departmental email ids for any exam related queries.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

**9**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

853

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment**

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College is affiliated to Panjab University, Chandigarh and adheres to the curriculum prepared by the parent university. Most of the curriculum have addressed these issues in their syllabi. The Humanities curriculum for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc. Similarly, the Science streams deal with issues of environment, global warming, afforestation, flora and fauna and sustainability etc. The Commerce and Management curriculum include topics on the business and professional ethics, human and moral values, Fair pricing and competition etc. There are specific committees, cells and associations like Eco Club, legal literacy Cell, Women Empowerment Cell, Youth club, Rotract Club, Placement Cell and NCC, NSS wing who make a collective effort to sensitize these cross-cutting issues. To



inculcate human values, the College has adopted various practices like Gurupurab Celebrations, donation drives under title- "We Care We Share" and visits to old-age Homes etc at regular intervals. A full paper on Environment, Road Safety Education, and Violence against Women and Children is part of the curriculum for all under graduate students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

454

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students Teachers Employers Alumni**      **B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiW1pvffrMWdacs?usp=share_link">https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiW1pvffrMWdacs?usp=share_link</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**      **D. Feedback collected**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiW1pvffrMWdacs?usp=share_link">https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiW1pvffrMWdacs?usp=share_link</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1350

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

865

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a team of well-qualified, dedicated and performance-driven faculty. The faculty comprehends the needs of the students in terms of their knowledge and skills beforehand.

Identification of Slow Learner & Advanced Learner:

- At the time of admission the first-year students, their 12<sup>th</sup> class percentage is considered.
- The profiles of the students are also sketched from the students' files prepared by the College Administrative Office and from previous examination or College house test.
- Periodic assessment by assignments, snap tests, class ppts, Group Discussions, ITC driven activities and Cumulative assessment by Mid-semester tests, term projects, viva-voce and internships.
- One to one interactive session are conducted with the help of Tutorial lectures on Wednesdays of every week to know the limitation of each student.

### Programs for Slow Learners

- Student's doubts are cleared time to time during classroom sessions.
- Easy study materials, referral question papers, ppts and videos of recorded lectures are shared.
- Previous year question papers, paper pattern are shared.
- Concepts are taught in simplified language and practical examples are depicted. Tutorials and remedial classes are held.

### Programs for Advanced Learners

- Referred to some extra reference books, study and research material.
- Group discussions, debates, guest lectures, seminar competitions are organized.
- Library resources in the form of Blogs, E-books, pdfs are made accessible.
- Coaching for Competitive exams is provided by Career Coaching Cell.
- Encouraged to participate in workshops and conferences related to their discipline.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3483	135

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes on student-centered, personalised, competency-based, and non-traditional classroom style teaching. Students take responsibility for their own learning and collaborate to foster each other's development. The college offers a theory-to-practice mode of teaching to make learning engaging, experiential and holistic.

**Experiential Learning:** This includes the application of CAAR technique that covers Conceptualize, Apply, Act and Reflect methodologies. It includes laboratory sessions, hands-on training through the conduct of workshops, add-on courses from many online platforms, value-added courses, and industrial and educational field trips and visits.

**Participative Learning:** This is imparted by making study groups; giving group project assignments; organizing group discussions/debates on prescribed topics; involving students in planning and organizing department-level seminars, conferences, workshops and educational festivals. Classroom activities like ppts, quizzes, case studies and group projects are also being conducted time to time. Students also participate in a number of extracurricular activities sponsored by the university, colleges, and other clubs at the college level. Numerous clubs also organise a variety of activities centred on skill development, life skills, personality development, as well as artistic and cultural activities to promote the holistic development of the learner.

**Problem Solving Methodologies:** Problems related to academics are seen through remedial classes; psychological problems of the students are look after through the College Counseling Cell which organizes seminars, group discussions and individualized one-on-one counseling sessions. Clubs like youth club, gardening and eco club, NCC, NSS, EBSB deal with the socio-economic and environmental problems.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In order to make the teaching learning process more dynamic and interesting, faculty members undergo thorough training of various digital tools.

The college's Information and Knowledge Acquisition Center (IQAC) offers various courses to increase practical understanding of online teaching.

Emphasis on teachers updating their skills by attending seminars and workshops on ICT.

A wide variety of ICT tools and resources are provided. Equipments such as computers, laptops, projectors, digital cameras, webcams, printers, scanners, headphones, microphones/speakers, and other multimedia playback and storage devices, interactive whiteboards, pentabs, the internet, Wifi, and LAN, and various software applications such as word processors, multimedia editors, database managers, and presentation designers are all examples.

The library's extensive collection of electronic resources can be accessed through the INFLIBNET network. All accessible Massive Open Online Course (MOOC) platforms are being utilized.

Teachers use online education materials, social networking sites, and blended learning platforms like Google Classroom.

Teachers share reading materials, short notes, ebooks over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc.

Social media platforms like WhatsApp and Telegram are used to connect with students individually and collectively beyond the classroom for giving extra information and support to students.

The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. The faculty members are combining technology with traditional mode of instruction to engage students in long term learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

130

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

135

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

33

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1211

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal Assessment for the semester examinations for all undergraduate and post graduate examinations (Theory and practical) for all subjects is submitted online as per the guidelines to the Panjab University Chandigarh twice a year.

The internal Assessment is prepared as follows:

Mid-Semester Test-50%

Academic Activities-30%

Attendance-20%

The internal assessment is displayed on the notice board for the students to check, thus making the process transparent and robust.



In the Session 2021-22, Internal Assessment was calculated on the basis online mid semester tests as per the date sheet prepared, assignments uploaded and class tests taken.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has created an effective procedure for dealing with examination-related issues that is transparent in nature and provides for timely resolution of grievances. When conducting internal and semester-end examinations, the college rigorously follows the standards and procedures set out by the PanjabUniversity. The mid semester tests were conducted twice in the session 2021-22 with proper date sheet for all the under and post graduate classes in the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Khalsa College for Women, Civil Lines, Ludhiana aims at quantitative measurement of Course outcomes with the help of assessment techniques which involve continuous internal evaluation by midsemester tests, class tests, quizzes, seminars, presentations, assignments and laboratory sessions. The courses are taught to the students by various teaching methodologies like class room teaching, laboratory experiments, seminar and projects in their respective programmes. The mid-semester question paper is designed wherein each question is mapped to a CO and its corresponding PO. The attainment of COs is evaluated using the existing student data from the mid-semester and class test results, quizzes and laboratory sessions. The assessment method adopted to measure the attainment of POs is based on the marks of each COs for each student. The indirect method

represents a part of Program Outcome is purely survey oriented in which calculations are based on data and surveys collected from the Current passing out students, Stakeholders, Alumni, Survey from placement officers etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The curriculum, completion of the syllabus, internal Assessment, setting up of the question paper, evaluation, and result are all used to assess the course outcomes. At the departmental level, department heads and teachers working in any class, work hard to finish the courses on time. To guarantee that students participate in class, the mandatory attendance of 75% is adhered to in order to qualify for writing the course examinations. Attendance is also linked to grades. Tests, quizzes, written assignments, paper presentations, oral presentations, field projects, and other forms of continual evaluation are used. Every course's end-of-semester assessment is based on a three-hour written exam, the question paper of which is supposed to evaluate the student's understanding of every unit allotted for study. The achievement of programme course is assessed at the postgraduate and undergraduate levels by students' advancement to further education in any higher educational institution in India or overseas. The placement of students in corporations and institutions is another indicator of achievement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****1220**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<b>Nil</b>

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://www.kcwludhiana.org/igac-2021-22/>

**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****Nil**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<b>No File Uploaded</b>

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides**

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

### 3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

## 3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The institute strives to take initiatives for creating ecosystem for innovations. Industry academia interaction along with industrial visits is a regular feature of the college as Experts from various domains of the industry conducted skill development workshops and interactive sessions to widen employment opportunities for the students. Workshops in various fields viz. glass painting, career, fabric painting gender equity, Chocolate making are organized to empower the entrepreneurial inclination of the young minds. Events like Foodie Street, Queen of Sales, Diwali Mela, Exhibition cum Sale, and other such events reflective of innovation were organized during the year. An array of handicrafts and food items were displayed through a large number of stalls wherein students showcased enormous potential and creativity exhibiting the confidence of budding

entrepreneurs. Beauty and Wellness Lab with the updated infrastructure under the program one year diploma in Beauty and wellness is another initiative by the institute to provide a platform to its students to offer beauty, hair and grooming services and earn while they learn. Research projects are assigned to the students as part of their curriculum and to promote research aptitude insights by the experts are provided on dissertation and report writing. An innovative concept was developed in the form of Alcohol-free herbal hand sanitizer much needed to adopt sanitization measures in covid times.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

24

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were organized to create awareness among the students pertaining to various social issues including legal

awareness, domestic violence, gender equality matrimonial disputes, cyber-crime, women' right in ancestral property and sexual harassment at work place using different informative modes viz. conducting skit and interactive sessions. To make elections friendly and accessible for persons with disability, students volunteered themselves in the drive organized by chief election commission Punjab by visiting various polling centers to help people with physical disability to cast their vote comfortably along with ensuring transport and wheelchair facility for the same. To make young voters as responsible citizens and use their rights responsibly to vote for good governance is much needed in democratic country and the same objective was fulfilled by organizing extension lectures and holding competitions. To spread awareness on the themes such as fight AIDS not people, ill-effects of Drugs and tobacco endemic, information was disseminated among the students through ppts, charts, posters, animated videos, quiz, slogan writing and conducting rally. Efforts were taken to bring solidarity among the students by organizing books, clothes and donations for other basic needs under-We share, we care drive. A drive was initiated on Milk bag Recycling project in collaboration with Ludhiana Cares Ladies society by collecting and depositing properly cut and washed milk bags, an effort towards waste segregation. A visit was paid to Red Cross Bal Bhavan in order to sensitize the students regarding the needs and hardships of underprivileged children.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

13

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

20

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1371

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>



### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

21

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. viz, classrooms, laboratories, computing equipment etc. KCW is spread over a massive area of 14

acres of land endowed with excellent physical infrastructure and equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives. Every year thorough examination is conducted to add, replace and up-grade the existing infrastructure which is carried out on the basis of suggestions from Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer student ratio, working condition of the existing equipment and budget constraints. The institution has sufficient spacious classrooms with proper lighting and ventilation, good seating arrangements with mounted white/black boards. There is total 220 computers available in the institute. The systems are connected with local area network and internet with 100 Mbps speed. The institute has Wi-Fi facility in the campus. The institute is also planning to transform the whole education delivery system by adding smart boards and new IT enabled learning tools. The college has well-furnished library with text books, reference books, rare books, manuscripts and other facilities such as e-books and e-journals. The infrastructure facilities and learning resources are categorized as under:

- Learning Resources include resources and infrastructure required for library, laboratories, computer center, class room teaching, events, meetings and conferences.
- Support facilities include hostels, canteens, seminar halls, Auditorium and sports ground.
- Utilities include safe drinking water, restrooms and power generators.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution effectively utilizes its resources to provide a balanced environment and encourage the students to excel in sports and extracurricular activities in addition to academics. This ensures a holistic development of students. Students are trained under the guidance of qualified and specialized coaches. They are encouraged to participate in various sports

competitions at all levels which help in developing team spirit in them. The college has adequate infrastructure to groom players for various indoor as well as outdoor games. A sophisticated gymnasium and a weight training Centre is also facilitated for the students. The managing committee is consistently engaged in promoting sports. National Sports Day was celebrated via online mode to familiarize the students with life and achievements of Major Dhayan Chand.

#### Cultural activities:

For the overall development of students and to promote cultural activities, an auditorium with latest state-of-architecture design and an open-air theatre is used for conducting various cultural programs. Cultural Heritage Room in college depicts the rich culture of Punjab and gear up the students to create interest in various heritage items.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

26

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

93.428

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is using Soul 2.0 software and it is fully air-conditioned and Wi-Fi enabled. It is divided into 6 sections/areas, namely Circulation Section, Digital Corner, Stack Area, Reference Section, Religion Section and separate reading rooms for users. The college library has a fully air-conditioned, partially -automated, & user-friendly library. More than 200 students visit the library daily for, Reading Books, Newspaper and Magazines, Issue- Return, Consultation of Reference book and for Internet Browsing. N-List facility is available in the college library which enables access to 60,000 plus e-journals and 31,35,000 e-books. The library provides OPAC facility to students and faculty members to access books by subject, Author, Publisher, Accession no. and title. The library has a fast-growing collection of 62977 books, 29 journals, and 28 magazines in print format. Currently, the collection comprises Text Books, Reference Books, CDs/DVDs, Journals, Rare Books, and Bound Volumes of Print Journals. During the current session, 770 books have been added to the existing stock. Apart from Printed Books, the library also subscribes to 29 Journals, 28 Magazines and 12 Newspapers. Besides this a small separate collection of competitive books are also provided for students preparing for competitive exams. Various services to support the students and faculty members are also provided which include Circulation of Reading Materials, Reference and Information Services, Internet facility to Access to Digital Resources, orientation for library users, Newspaper clippings service, and Photocopy Service.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.22332**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**100**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

An effective computer administrator is responsible for maintaining the IT infrastructure and ensuring the smooth operation of all the IT tools and resources made available to the college. The IT infrastructure is periodically upgraded in accordance with the specifications provided by the relevant departments. Within the institute, there are 220 computers in total. A LAN [local area network] with Internet access at 100 Mbps speeds connects to all the systems. There is Wi-Fi available at the institute. Before expiration, all programs and other applications undergo regular updates. Additionally, all software is routinely updated in accordance with the demands of the institute's departments. For the duration of the session, students in all programs attended classes in a hybrid format. A variety of tools that support online courses, including webcams, headphones, earphones, and pen tabs, were delivered to the various departments along with an improvement to the college's IT infrastructure. The college gave a Zoom video conferencing platform to multiple departments for online education to supplement traditional classrooms with video communication and offer a virtual and hybrid learning environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

220

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

### 4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

## 4.4 - Maintenance of Campus Infrastructure

### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

#### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**289.77**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A suitable budget is assigned every year for the smooth functioning of all the facilities provided in college. The managing committee appoints an engineer who takes care of all types of civil and electrical maintenance as well as new construction projects in the college. Most of the requirements are met in-house by trained executive experts, while others are outsourced to suitable agencies. Innovative teaching-learning practices like LCD projectors, smart boards etc. are encouraged to ensure optimum utilization of infrastructure and resources. Infrastructure is also used by the State/Central Government to conduct competitive examinations. An efficient computer administrator ensures proper functioning of all the IT services provided in the college. Effective utilization of the

infrastructure is ensured by appointing well qualified Laboratory Technicians / System Administrator. Stock register is maintained and updated regularly by all the departments. They ensure maintenance and minor repair work of furniture/fixtures etc. Annual write-off is done in all the departments under the supervision of the write-off committee. Keeping in view the infrastructure requirements and optimum utilization, up gradation of classrooms/labs/library and other facilities is a regular feature of the college. Master timetable of college ensures the optimal utilization of infrastructure. Use of new technology is ensured through various training programs for the faculty. The spacious playing fields of the college provide a platform to various coaches to train and groom the players.

During this year, some of the blocks of the college building have been renovated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

44

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>



### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

39

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.kcwludhiana.org/igac-2021-22/">https://www.kcwludhiana.org/igac-2021-22/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1959

#### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1959

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

117

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

## 5.2.2 - Number of students progressing to higher education during the year

### 5.2.2.1 - Number of outgoing student progression to higher education

418

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

## 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

39

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year

#### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

117

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

### 5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

- Every year Student Council organize "We Share We Care" drive in the winters to help needy and poor wherein they collect clothes and other materials to donate.
- Student Council and KCW Counselling Cell organized a workshop on "Life Values and Happiness" on 5th March 2022 in collaboration with Humanity Development club (The Satyug Darshan Trust, Faridabad)-an NGO working on moral and ethical values across the world. The prime objective of the workshop was to teach students the value self-control.
- Student Council and Counselling Cell (KCW) organized series of Buddy Workshops on "Working towards Value Oriented Lifestyle" for Students, Teachers and non-teaching staff on 16th march, 2022. Buddy volunteers deliberated through Power Point Presentation upon importance of values like Contentment, selflessness, Truthfulness, Righteousness, Endurance and Equanimity in life to maximize happiness and success. Buddy Workshop I comprised of buddy Volunteers disbursed this valuable information amongst fellow students in their tutorial groups with the help of senior buddies.

- The audience of Buddy Workshop II was comprised of clerks, Lab attendants, peons, gardeners, sweepers and Hostel attendants. Dr. Khushdip Kaur enlightened the group through small stories how to use these values in life to maximize happiness and to tackle real life problems.
- Informative brochures and videos were circulated amongst the audience of Buddy Workshop III i.e., Teaching staff to discuss these pointers with their colleagues and students.
- Student Council also took initiative for recycling of old used pens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

27

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of the college remained active throughout the year. On 12th March, 2022, the corridors of KCW came alive as it opens its heart and doors for the alumni with a get together organized by the old student's association under the title

EDUMEET, 'Fly Back to Home' at college campus. Our alumna working as teachers in various institutes were given a platform to reconnect with their Alma Mater. Our esteemed alumna, a state awardee, Dr. Rachna Sharma, Chairman, Bal Vikas Trust graced the event as chief guest.

The Association also organised Health Check-Up camp in collaboration with Rotary Club of Ludhiana Midtown and Inner Wheel Club of Ludhiana Midtown under the able guidance of PP Rtn. Rajan Kapur, R'anne Anju Kapur (Project Directors), Rtn. Sunil Budhiraja (President of Rotary Club) and Vaneera Garg (President of Inner Wheel Club) on 11th April, 2022. Dr. Sandeep Puri (Principal, DMC&H) was the chief guest. The camp was inaugurated by Dr. (Mrs.) Mukti Gill (Principal, Khalsa College for Women). Free consultancy was provided to approximate 508 students and staff (teaching and non-teaching). Club members and stakeholders from sister institutions also availed the benefits of the camp.

This year rupees one lakh twenty-five thousand rupees (Rupees 1,25,000/-) were disbursed from the Old Students Association fund for the payment of fee of needy students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institutional policies of governance are well versed with the vision and mission of the college. The well-defined governance policies aim at the holistic development of the

students. Under the stewardship of the Principal along with two elected staff representatives, all the meetings of the governing body take place and the decisions taken in these meetings are implemented effectively in all the dynamics of the teaching learning process. Various academic and administrative procedures are designed by the Advisory Committee that comprises the Senior most staff members of the college. The registrar office drafts the academic calendar of the college syncing with the University Calendar, The Principal and various heads of the Departments. The Student Council, an emblematic body, abridges a partnership with teachers, students and management. It plays an important role in putting forward the aims and objectives of the college. A sweep of committees (Advisory Committee, Admission Committee, Library Committee, Canteen Committee, Hostel Committee etc.) has been instrumental in the smooth functioning of the institution. The strong alliance of parent-teacher association and Alumni Association plays the key role in shaping and empowering the future of women who enter the portals of the college from various backgrounds.

File Description	Documents
Paste link for additional information	<a href="https://www.kcwludhiana.org/vision-mission/">https://www.kcwludhiana.org/vision-mission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute believes in participative management and follows the practice of Decentralized leadership in its true sense, at all the levels of administration. It has formed a strong structure to strengthen and improve the functioning in all the three important spheres viz. academics, administration and extra-curricular activities. The student council, a representative body of the college engages in structured participation with teachers, students and management and plays a significant role in the decision making process.

Decentralization and Participative Management can be seen in successfully hosting the Zonal Youth and Heritage Festival for Zone -B. In collaboration with the Youth welfare Department, Panjab University, Chandigarh, Khalsa college For Women, civil lines, Ludhiana organized 62nd Zonal Youth and Heritage Festival

From 17.11.2021 to 21.11.2021 in the college campus.

Under the stewardship of Principal Dr. Mukti Gill, the Youth club In-charges Mrs. Sabina Bhalla and Dr. Kamaljit Grewal with the co-operation of teaching and non-Teaching staff and students of the college organized the 5-day event in the college wherein 10 colleges from Zone -B participated and competed against each other in 40 various categories.

This 5 Day event was successfully executed with the financial support duly extended by the Managing Committee. For the smooth functioning of the event the teaching and non-teaching staff was divided into 24 teams for which a supervisor was appointed wherein different committees constituting 215 faculty members such as Registration Committee, Discipline Committee, Anchors, a team of 2 facilitators as Mike Incharge, Cleanliness Incharge, Parking Incharge to ensure the smooth functioning of the 5 day event.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A blueprint to accomplish the objectives is designed by developing a strategy in time with the vision and mission of the college. Under the guidance of the principal, the staff ensures the effective deployment of the strategies along with it, IQAC has been instrumental to enhance the quality in all the arenas of academics, administration and curricular aspects.

Strategy:

- Steering of Online Admission Process:

A well-planned strategy was made to sync with the technological advancement to serve the needs of the students. To ensure a hassle-free admission, Online Admission procedure was planned. The main objective behind this transition was to ensure transparency and accuracy in the process.



- **Procedure and Outcome of Implementation:**

For the effective deployment of the strategy of online admission procedure for all the streams, a complete guide was provided to the students on the college website in the form of a prospectus, which is a compendium of eligibility, criteria, subject combination, fee structure and all the important information required by the students. To seek the admission the students are supposed to fill the forms online through the submission is also taken offline. The students can check the merit lists of much sought after courses like B. Com, BBA and BCA on the college website. For smooth transactions, an online banking facility is also provided. The college website provides all the important information regarding various aspects of education. The award lists for practical examination and internal assessment are sent online to the university.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The Management, the Principal, the teaching staff, the non-teaching staff and the students of the college comprise the organizational structure of the college.
- All the decision-making powers are held in the hands of the Management, which is completely backed up by the principal, to strive hard to cater to the needs of the staff and students.
- With the full support of the Head of the Departments, teaching faculty & non-teaching staff, the principal exerts her might for the smooth functioning of the institution.
- The Head of the Department ensures the functioning by holding departmental meetings to inform and guide the staff members for various duties to be performed.
- For the effective planning and implementation of a programme like teaching, learning, academic administration, and curricular & extra-curricular

activities, meetings are held by the staff council at regular intervals.

- To enhance and maintain the quality standards college has an Internal Quality Assurance Cell (IQAC)
- The Student Council plays a pivotal role to address the issues related to students and organizing various extension activities through cultural and academic activities. <http://www.kcwludhiana.org/student-support-facilities/>
- For planning, development, and implementation of academic, administrative, and extracurricular activities for ensuring activity-based learning, various clubs, and committees have been created in college like - Anti Ragging Cell, Grievance Redressal Cell, Youth Club, Placement Cell, Red Ribbon Cell, Eloquence Club, Counselling Cell. Each Club and committee is functioning under the guidance of an in-charge with a team of its members. <http://www.kcwludhiana.org/student-support-facilities/>

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/1ZGt6r5R6Tah8IQakZCNP2tnKWupWvS9A/view">https://drive.google.com/file/d/1ZGt6r5R6Tah8IQakZCNP2tnKWupWvS9A/view</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**      B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**Welfare measures for teaching staff:**

- Facilities like Annual increment, provident funds gratuity, Dearness Allowance, Medical Allowance, House Rent Allowance, Casual leaves, medical leaves, Maternity leaves, earned leaves etc. are provided to the regular staff members.
- Faculty is also provided duty leave for attending seminar/conferences/workshop orientation courses/Refresher courses/Summer schools/Winter schools etc. and for performing University evaluation duties etc.
- The college Principal is provided with the residential accommodation
- For teaching staff, a working Women Hostel with 12 residential flats are available.
- To cater to the technological needs for teaching and research of the teacher's facilities like computer, WIFI, ICT tools are available.
- To enhance the professional skills various training, workshops, seminars and expert talks are organized.

**For Non -Teaching Staff:**

- The wards of the non-teaching staff are provided with the fee-concession and books.
- The class IV employees of the college are facilitated with the residential Accommodation within the campus.
- The class IV employees are given free uniforms.
- The facility of loans against Provident Fund is available to the staff. ESI medical facilities are also provided.
- Female employees are facilitated with the Maternity leave.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the

year

214

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A well-defined appraisal system is in place for teaching fraternity which is reflective of teacher's performance in academic as well as in administrative duties. A form is drafted according to the University guidelines which enables the faculty members to assess their personal and professional growth through paper presentations, seminars, conferences and publications. This appraisal is helpful in career advancement of the teachers as it provides a clear career assessment that encourages the teachers to enhance their knowledge and teaching skills.

- Feedback of teachers is also taken by students for which a questionnaire is framed to completely assess various parameters such as teachers' communication skills, work ethics, subject knowledge, discipline etc. for the betterment in the teaching learning process.
- Performance of the non-teaching staff is also analyzed on the basis of their job execution. A grading system is followed by the superintendent of the Administration office keeping in view the working capacity and capability, knowledge and skills manners and mode of working of the employees. The qualities like honesty and integrity, punctuality and devotion towards duty class IV employees is also observed and corrective measures are also taken to enhance the quality of the performance of the employees

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College conducts Regular Financial Audits to ensure financial compliance. Internal as well as external auditing systems are followed. The income and expenditure of the college is audited and verified by an Internal auditor which includes audit of payments, receipts, vouchers of cash transactions and ledgers. A well-qualified Internal Auditor is appointed by the college Managing Committee for the audit of yearly accounts of the college. The CA (R.Gupta and Co) along with his team presents a duly signed audit report to the managing committee for review. The whole mechanism works in order to ensure transparency in financial matters. If any discrepancy is found at any level, it is brought to the notice of the Principal for further course of action. This practice is followed by the college in order to ensure the proper utilization of funds of college at all levels. The audit reports are duly signed by the auditors and the authorities of the Management of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college follows a well-defined strategy for mobilizing the funds for its various activities. These mobilized funds are utilized optimally as per the direction of UGC.

The major sources of funds are:

- As the college is a Grant-in-Aid institution, 95% of Grants (Salary Only) is received from Punjab Govt.
- Fees from students

The annual budget is prepared by the accounts department of the college on the basis of which the funds are optimally utilized for:

- Salary and other facilities to teaching and non-teaching staff
- Development of infrastructure
- Maintenance of Building of the institution
- Gratuity and other retirement expenses
- Office stationery
- Youth festival and other cultural and academic activities.
- Procurement of books for the library
- Procurement of various software's required for the course curriculum
- Other miscellaneous expenses.

For each and every financial transaction proper permission is taken from the Treasurer Khalsa Diwan/ Principal of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- To provide Experiential learning to students various field and Industrial visit were organized by the departments of Commerce, Business Management & Computer science to Sharman Shawls & Fabric ltd, Duke Fashion India and Brilliko Institute of Multimedia & MAAC, Ludhiana.
- To instill the entrepreneurship skills in students numerous contests and workshops were arranged by various departments as Earn While you Learn, Foodie Street, Fashionista, Queen of Sales, Exhibition cum sale of Fabric painted products, & Diwali Mela, to name a few.
- Students were acquainted with the ongoing trends of e-world various workshops were organized by the departments like E-Vidya: A digital literacy programme on Graphic Designing and Microsoft office, Cyber smart challenge, a seminar on Animation and VFX, Ui design and automation, a seminar on Java and android and on rising cybercrime trend and security
- A 7 days' workshop on Dissertation Writing was organized for students to learn finer points of Dissertation writing and in order to make them proficient in this.
- A National level webinar on "Writing a Research Article for Publication in an Academic Journal" was organized to guide participants about where to publish a research article, how to select Journals and various steps involved in writing the research article in a detailed manner.
- To strengthen the mental equilibrium of the students various health drives are organized like Suicide Prevention Day, mental health drive on World Autism Day, workshops on Life Values for success and happiness, Working towards value-oriented lifestyle and international Day of happiness.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- IQAC of the college conceptualize, execute and monitor teaching and learning process of the institute and is constantly working towards quality education and inculcating quality culture among the students and staff. ICT enabled learning is introduced through PPT Bank. Smart Boards, YouTube, Channels on Individual and College level, WhatsApp groups, On-line Learning management systems like Google Classroom, Drop Box, Google Drive, Google Groups etc. Google meet and Zoom apps were used for online interaction with the students. Value and Skill development certified courses are also offered to students to enhance their knowledge and employability.
- To make curriculum delivery more effective, students are classified as slow and advanced learners based on their performance in internal exams and class tests. Intra-departmental activities are organized to facilitate participative learning. Guest lectures by subject/ industry experts are organized to provide students with practical exposure and hands-on training. Faculty development Programs for greater awareness and attainment in teaching learning process is regular feature of IQAC .Four FDPs were organized in the current session to foster the knowledge ,skill and competency of Faculty members(7 Days FDP on 'Revised Guidelines For NAAC Accreditation', Seminar on NEP,2020, "Rethinking Disability: A Perspective Change" "Do's And Dont's Of Classroom Teaching-Fostering Professional Ethics".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The basic premise of our doctrine emphasizes enabling women to have equal access to and the ability for opportunities, particularly in areas of leadership, influence, and decision-making because gender equality is instrumental in the prevention of violence against women and in creating better workplaces, better communities, better societies, and a strong nation.

Our Annual Gender Sensitization Plan lays down a basic framework for various stakeholders to plan diverse activities to provide an equitable mindset and a skillset.

There is provision for a safe and nurturing environment- the mighty boundary walls and CCTV surveillance for physical safety, along with a Counselling Cell to help deal with emotional tribulations and consolidation of mental strength to deal with real-life challenges smoothly and efficiently besides broadening

horizons for inculcating positive Mental Health practices.

The Common Rooms, various seating and resting spaces in the gardens along with the vast environs of the Open-Air Theatre provide a space not only for the rejuvenation of tired minds and bodies but also a platform for interaction and mingling of thoughts and ideas -rejuvenating the students to consolidate their knowledge and learning.

The detailed info-boards and Sun-boards provide a beautiful depiction of awareness about Gender Equity and women empowerment inspiring for an equitable future.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1KmlnUJ27iqxUq-TpxrY1j9DLEKowdu35/view">https://drive.google.com/file/d/1KmlnUJ27iqxUq-TpxrY1j9DLEKowdu35/view</a>
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1vR31VvgwUuW-vzKc-rtyIspX8WfKuW2m/view">https://drive.google.com/file/d/1vR31VvgwUuW-vzKc-rtyIspX8WfKuW2m/view</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**A. 4 or All of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The campus generates different types of solid waste, including biodegradable waste, non-biodegradable waste, electronic waste, and plastic waste. The biodegradable waste, which consists of horticulture waste and food waste, is approximately 100 kg per

day. Manure pits are dug on the college campus to make manure from horticulture waste which is utilized as fertilizer. Color-coded dustbins are placed in different areas of the college for the segregation of solid waste, and students and staff members are educated on proper waste management practices. The library has online subscriptions to e-journals and e-books, and prints and photocopies are taken on both sides to reduce paper waste. Paper waste from offices and departments is sold to a company that recycles it to make envelopes and packaging materials. The dissertation reports, journals and answer papers are stored as per the university rules, while non-biodegradable waste is collected by the Municipal Corporation. The college strictly follows the guidelines regarding plastic usage and has prohibited the use of single-use plastic on campus. The canteen contractor uses paper plates and wooden spoons instead of plastic cutlery. E-waste is collected, stored, and sent to Cosmos Re-cycling, an authorized vendor for recycling or scientific disposal. For the session 2020-21, a total of 865 + 1169 kg of electronic waste was disposed of in a scientific and eco-friendly way.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**A. Any 4 or All of the above**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms**

**A. Any 4 or all of the above**

**Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**This institution's commitment to providing an inclusive environment to all its stakeholders resonates in our motto, Sarbat da Bhalla i.e., Welfare of all.**

**Full adherence to rules and regulations creates transparency, thus leading to the creation of an environment of equality, respect, and dignity through the effective inclusion of cultural, regional, linguistic, communal, socioeconomic, and other diversities right from the initial admission process to various succeeding administrative and academic decisions.**

**Further, various initiatives like scholarships, fee waivers, and payment through easy installments for the benefit of students from low socio-economic strata along with other measures like the provision of books through Book Banks and various informal initiatives by Alumni pave the way for equity.**

**Inclusive practices striving for equal and quality participation in both academic and social aspects of campus life ensure quality education and holistic development without**

discrimination to any learner. Various Clubs, the Students' Council, Equal Opportunity Committee, Placement Cell work diligently and equally for all, inculcating the spirit of Inclusion in learners with diverse backgrounds in the academic and social spaces of the college. The Counselling Cell provides special awareness drives for dispelling discrimination attitudes and sensitization for mental and physical disabilities. Different departments organize various activities to infuse the spirit of tolerance and harmony. Significant national and international commemorative days, events, and festivals are celebrated with equal vigor and enthusiasm. Special effort is made to spread awareness about our nation's rich regional and cultural heritage.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

One of the distinctive features of this institution is its commitment to intellectual growth and spiritual development through value education. Strong emphasis is laid on the inculcation of values of citizenship through civic sense, public conduct, leadership, rights, and responsibilities.

There are specific elective courses that provide an in-depth insight into the fundamental spirit of the Indian Constitution and the dogmas of our social structure and values. Certain Topics like Environment Studies, Violence against Women and Children, Road Safety, and Drug Abuse have been incorporated into the curriculum as compulsory for students of all streams.

Further, a plethora of activities, seminars, workshops, and experiential learning events inculcate the basic tenets of character building and good citizenship behavior. Various Clubs, Cells, and Committees like Legal Literacy Club, Electoral Club, Women's Cell, Eco Club, Traffic Club, Red Ribbon Club, Rotaract Club and Red Cross Society, Anti-Ragging Cell, Value education Committee and many more help shape the minds of the students. Dissemination of information through Morning assembly, Value-

Thought Board, display boards, and e-brochures depicting our Preamble and quotes from learned scholars create awareness, conviction & commitment to our constitutional obligations and sensitize towards the environment and sustainable development as responsible citizens.

**HARBINGER OF HUMANITY AWARD:** The College was awarded "Harbinger of Humanity Award" in appreciation of the active participation of the college in conducting the "International Humanity Olympiad 2022" - an Exam of Excellence in Values of Humanity, Morality and Ethics organized by Satyug Darshan Trust (Regd.).

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1jBLBdAzzxUvr1M22z3Z_6MHzyEZrCcV6/view">https://drive.google.com/file/d/1jBLBdAzzxUvr1M22z3Z_6MHzyEZrCcV6/view</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1lceDyqnwj2O3GCArg_L03nHGNHoMekcn/view">https://drive.google.com/file/d/1lceDyqnwj2O3GCArg_L03nHGNHoMekcn/view</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution believes that national and international commemorative days, events and festivals are an expressive way to celebrate our glorious heritage and culture as well as universal and global perspectives and traditions.

Marking the importance of certain events, movements, or people allows us to remember them along with the opportunity to imagine ways to consider the past and shape society for a better future.

Days like Independence Day, Republic Day, Constitution Day, etc imbibe the value of patriotism and are constant reminders of observance of good citizenship behaviour to retain and maintain our sovereignty.

Days associated with gender equity and women empowerment like Women's Day, Mother's Day, Girl Child Day, etc pave the way and open our minds to an equitable future. The various Jayanti days of famous leaders and philosophers act as catalysts of positive change in our social and cultural mindset.

Specific days to mark the Physical and Mental Health issues like Cancer Day, World Aids Day, Mental Health Day, World Happiness Day, etc help the youth to adopt a healthy lifestyle.

Celebrating festivals and seasons gives the stakeholders to strive for spiritual enlightenment as a way of life. They prod us to acknowledge diversity and live harmoniously despite our linguistic and cultural differences.

Environment days, not only address and advise about sustainable

development but also provide an attitudinal change to live and commiserate with our surroundings.

The culture of holistic education is fostered by these celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I

#### Consolidating Life Skills through 4-H

- Head, Heart, Hands and Health for transformative sustainability learning

#### Goal

Engaging cognitive (Head), psychomotor (Hands) and affective (Heart) domains of learning that facilitate personal experience resulting in profound changes in knowledge and skills; and attitudes towards healthy and sustainable lifestyle (Health).

Incorporating learning objectives that exhibit the emergent property termed as Transformative Sustainable Learning (TSL)

To help transform students into fully functional, self-sufficient and Healthy individuals who commiserate with their living and non-living surroundings.

#### Context

This program emphasizes formal, informal, and non-formal

education, fostering a mindset and skillset through a holistic, integrated, and experiential approach that aligns with contemporary educational objectives.

## Best Practice II

### PETAL-Program for Excellence in Teaching and Learning

#### Goal

To create engaging and inclusive learning environments for students.

Fostering a community of Scholarly teachers focused on academic success and capacity building.

To integrate pedagogical best practices; design and deliver effective, inclusive information-an amalgamation of excellence in teaching and learning situations

#### Context

Education encompasses the training of minds and souls, offering knowledge and wisdom. A higher education institution must provide favourable opportunities, facilities, and tools to transform factual knowledge into rational action-taking capabilities.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.kcwludhiana.org/igac-2021-22/">https://www.kcwludhiana.org/igac-2021-22/</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The steady haul of lofty achievements in all spheres, academic and extra-curricular has made KCW the nerve centre of salubrious growth, doling out women of mettle and grit. The institution strives to produce confident and rational agents of social change who are committed to giving back to society by displaying

social responsibility towards the community and the environment. The administrative structure aims to realize the institution's vision and mission by adhering strictly to rules and promoting transparency in its operations. Committees such as the Advisory Committee, IQAC, and Academic Committee work together to plan initial blueprints, which are then given concrete shape by various departments and cells. The dedicated faculty and non-teaching staff serve as facilitators to ensure the harmonious dissemination of information and research.

The best practices of 4-H, which focus on providing life skills and promoting holistic growth, ensure an equitable and sustainable future for the students. The Programme for Excellence in Teaching and Learning ensures that the students are taught in engaging and inclusive learning environments. The Placement Cell, Career Coaching Cell, and entrepreneurial initiatives such as Diwali Melas, Exhibitions, Foodie Street, Queen of Sales, various Value Added courses, and specific workshops equip the students with employability and entrepreneurship skills.

KCW has a state-of-the-art infrastructure and lush green surroundings that provide a scientific ambience for students to assimilate knowledge and skills. The institution is a leader in women's empowerment and has made its mark in the community.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Khalsa College for Women is an affiliated college of Panjab University and follows its predetermined syllabus. The college ensures effective curriculum delivery by taking several effective measures. Besides its academic credentials, college offers a wide range of value added and vocational courses like Animation & Graphics, Travel & Tourism Management, Computer Based Application, Communicative English and 30 hours Certificate Courses. Class wise time tables are prepared well ahead of the commencement of each semester by time table committee and HODs of concerned departments. Papers/options are allotted to experienced teachers on the basis of their subject specializations. Continuous evaluation is maintained throughout the year by taking up assignments and conducting mid semester tests and final examinations at the end of each semester. For the effective transmission of curricula, ICT based learning tools like ppts, video lectures, educational softwares are used along with traditional teaching methods. To impart comprehensive knowledge, college also organizes seminars, conferences, workshops, expert lectures, industrial visits, field visits, internships, interdisciplinary competitions, events and exhibitions. Faculty members are encouraged to attend orientation/ refresher courses, workshops organized by affiliating and other universities. Throughout the academic session, IQAC ensures effective and coordinated curriculum delivery by reviewing reports from concerned committees.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being a constituent college of Panjab University, KCW follows

the academic calendar issued by the university that clearly delineates a schedule for teaching, examination, semester break and vacations. Within the same framework, the college prepares its academic schedule to adhere to academic calendar. Time table coordinators (HODs) prepare the time table and allocate subjects to faculty members to prepare their course files and lecture plans. Tentative time for internal examination is also mentioned in academic schedule. Answer sheets are checked on time and shown to students to ensure transparency and unbiased evaluation. Internal assessment of students is prepared on the basis of their attendance, performance in internal exams and participation in academic activities. The students are informed in advance about the deadlines for assignment submissions, class test dates as well as their final internal assessment marks. Workshops, short term courses, project works, field works are also arranged according to academic calendar and are an integral part of CIE. Practical exams are conducted within the timeframe given by university. Results are prepared and uploaded on the university website as per schedule. During covid-19 pandemic, the university announced online open book exams. The college facilitated the students with departmental email ids for any exam related queries.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

853

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College is affiliated to Panjab University, Chandigarh and adheres to the curriculum prepared by the parent university. Most of the curriculum have addressed these issues in their syllabi. The Humanities curriculum for example includes various issues on women empowerment, sustainable development, human values like justice, equality, liberty and rights, caste issues, rights and duties, social responsibility, child rights, sexual minority rights, etc. Similarly, the Science streams deal with issues of environment, global warming, afforestation, flora and fauna and sustainability etc. The Commerce and Management curriculum include topics on the business and professional ethics, human and moral values, Fair pricing and competition etc. There are specific committees, cells and associations like Eco Club, legal literacy Cell, Women Empowerment Cell, Youth club, Retract Club, Placement Cell and NCC, NSS wing who make a collective effort to sensitize these cross-cutting issues. To inculcate human values, the College has adopted various practices like Gurupurab Celebrations, donation drives under title- "We Care We Share" and visits to old-age Homes etc at regular intervals. A full paper on Environment, Road Safety Education, and Violence against Women and Children is part of the curriculum for all under graduate students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>



**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships**

454

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiWlvpvffrMWdacs?usp=share_link">https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiWlvpvffrMWdacs?usp=share_link</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**D. Feedback collected**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiWlvpvffrMWdacs?usp=share_link">https://drive.google.com/drive/folders/1AzQTY8kc1BjUFCs7pDiWlvpvffrMWdacs?usp=share_link</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

**1350**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

865

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College has a team of well-qualified, dedicated and performance-driven faculty. The faculty comprehends the needs of the students in terms of their knowledge and skills beforehand.

### Identification of Slow Learner & Advanced Learner:

- At the time of admission the first-year students, their 12 th class percentage is considered.
- The profiles of the students are also sketched from the students' files prepared by the College Administrative Office and from previous examination or College house test.
- Periodic assessment by assignments, snap tests, class ppts, Group Discussions, ITC driven activities and Cumulative assessment by Mid-semester tests, term projects, viva-voce and internships.
- One to one interactive session are conducted with the help of Tutorial lectures on Wednesdays of every week to know the limitation of each student.

### Programs for Slow Learners

- Student's doubts are cleared time to time during classroom sessions.
- Easy study materials, referral question papers, ppts and videos of recorded lectures are shared.
- Previous year question papers, paper pattern are shared.
- Concepts are taught in simplified language and practical examples are depicted. Tutorials and remedial

classes are held.

### Programs for Advanced Learners

- Referred to some extra reference books, study and research material.
- Group discussions, debates, guest lectures, seminar competitions are organized.
- Library resources in the form of Blogs, E-books, pdfs are made accessible.
- Coaching for Competitive exams is provided by Career Coaching Cell.
- Encouraged to participate in workshops and conferences related to their discipline.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3483	135

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college emphasizes on student-centered, personalised, competency-based, and non-traditional classroom style teaching. Students take responsibility for their own learning and collaborate to foster each other's development. The college offers a theory-to-practice mode of teaching to make learning engaging, experiential and holistic.

Experiential Learning: This includes the application of CAAR technique that covers Conceptualize, Apply, Act and Reflect

methodologies. It includes laboratory sessions, hands-on training through the conduct of workshops, add-on courses from many online platforms, value-added courses, and industrial and educational field trips and visits.

**Participative Learning:** This is imparted by making study groups; giving group project assignments; organizing group discussions/debates on prescribed topics; involving students in planning and organizing department-level seminars, conferences, workshops and educational festivals. Classroom activities like ppts, quizzes, case studies and group projects are also being conducted time to time. Students also participate in a number of extracurricular activities sponsored by the university, colleges, and other clubs at the college level. Numerous clubs also organise a variety of activities centred on skill development, life skills, personality development, as well as artistic and cultural activities to promote the holistic development of the learner.

**Problem Solving Methodologies:** Problems related to academics are seen through remedial classes; psychological problems of the students are look after through the College Counseling Cell which organizes seminars, group discussions and individualized one-on-one counseling sessions. Clubs like youth club, gardening and eco club, NCC, NSS, EBSB deal with the socio-economic and environmental problems.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In order to make the teaching learning process more dynamic and interesting, faculty members undergo thorough training of various digital tools.

The college's Information and Knowledge Acquisition Center (IQAC) offers various courses to increase practical understanding of online teaching.

Emphasis on teachers updating their skills by attending seminars and workshops on ICT.

A wide variety of ICT tools and resources are provided. Equipments such as computers, laptops, projectors, digital cameras, webcams, printers, scanners, headphones, microphones/speakers, and other multimedia playback and storage devices, interactive whiteboards, pentabs, the internet, Wifi, and LAN, and various software applications such as word processors, multimedia editors, database managers, and presentation designers are all examples.

The library's extensive collection of electronic resources can be accessed through the INFLIBNET network. All accessible Massive Open Online Course (MOOC) platforms are being utilized.

Teachers use online education materials, social networking sites, and blended learning platforms like Google Classroom.

Teachers share reading materials, short notes, ebooks over different media like Google Classroom, E-Mail, College Portal, Blogs, WhatsApp, etc.

Social media platforms like WhatsApp and Telegram are used to connect with students individually and collectively beyond the classroom for giving extra information and support to students.

The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. The faculty members are combining technology with traditional mode of instruction to engage students in long term learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

130

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

135

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

33

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

1211

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The Internal Assessment for the semester examinations for all undergraduate and post graduate examinations (Theory and practical) for all subjects is submitted online as per the guidelines to the Panjab University Chandigarh twice a year.

The internal Assessment is prepared as follows:

Mid-Semester Test-50%

Academic Activities-30%

Attendance-20%

The internal assessment is displayed on the notice board for the students to check, thus making the process transparent and robust.

In the Session 2021-22, Internal Assessment was calculated on the basis online mid semester tests as per the date sheet prepared, assignments uploaded and class tests taken.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil



2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute has created an effective procedure for dealing with examination-related issues that is transparent in nature and provides for timely resolution of grievances. When conducting internal and semester-end examinations, the college rigorously follows the standards and procedures set out by the PanjabUniversity. The mid semester tests were conducted twice in the session 2021-22 with proper date sheet for all the under and post graduate classes in the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Khalsa College for Women, Civil Lines, Ludhiana aims at quantitative measurement of Course outcomes with the help of assessment techniques which involve continuous internal evaluation by midsemester tests, class tests, quizzes, seminars, presentations, assignments and laboratory sessions. The courses are taught to the students by various teaching methodologies like class room teaching, laboratory experiments, seminar and projects in their respective programmes. The mid-semester question paper is designed wherein each question is mapped to a CO and its corresponding PO. The attainment of COs is evaluated using the existing student data from the mid-semester and class test results, quizzes and laboratory sessions. The assessment method adopted to measure the attainment of POs is based on the marks of each COs for each student. The indirect method represents a part of Program Outcome is purely survey oriented in which calculations are based on data and surveys collected from the Current passing out students, Stakeholders, Alumni, Survey from placement officers etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The curriculum, completion of the syllabus, internal Assesment, setting up of the question paper, evaluation, and result are all used to assess the course outcomes. At the departmental level, department heads and teachers working in any class, work hard to finish the courses on time. To guarantee that students participate in class, the mandatory attendance of 75% is adhered to in order to qualify for writing the course examinations. Attendance is also linked to grades. Tests, quizzes, written assignments, paper presentations, oral presentations, field projects, and other forms of continual evaluation are used. Every course's end-of-semester assessment is based on a three-hour written exam, the question paper of which is supposed to evaluate the student's understanding of every unit allotted for study. The achievement of programme course is assessed at the postgraduate and undergraduate levels by students' advancement to further education in any higher educational institution in India or overseas. The placement of students in corporations and institutions is another indicator of achievement.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

**2.6.3 - Pass percentage of Students during the year**

**2.6.3.1 - Total number of final year students who passed the university examination during the year**

<b>1220</b>	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<b>Nil</b>
<b>2.7 - Student Satisfaction Survey</b>	
<b>2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)</b>	
<a href="https://www.kcwludhiana.org/igac-2021-22/">https://www.kcwludhiana.org/igac-2021-22/</a>	
<b>RESEARCH, INNOVATIONS AND EXTENSION</b>	
<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>Nil</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
e-copies of the grant award letters for sponsored research projects /endowments	<b>No File Uploaded</b>
List of endowments / projects with details of grants(Data Template)	<b>No File Uploaded</b>
<b>3.1.2 - Number of teachers recognized as research guides (latest completed academic year)</b>	
<b>3.1.2.1 - Number of teachers recognized as research guides</b>	

01	
File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>
<b>3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.2 - Innovation Ecosystem</b>	
3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge	
<p>The institute strives to take initiatives for creating ecosystem for innovations. Industry academia interaction along with industrial visits is a regular feature of the college as Experts from various domains of the industry conducted skill development workshops and interactive sessions to widen employment opportunities for the students. Workshops in various fields viz. glass painting, career, fabric painting gender equity, Chocolate making are organized to empower the entrepreneurial inclination of the young minds. Events like Foodie Street, Queen of Sales, Diwali Mela, Exhibition cum Sale, and other such events reflective of innovation were organized during the year. An array of handicrafts and food items were displayed through a large number of stalls wherein students showcased enormous</p>	

potential and creativity exhibiting the confidence of budding entrepreneurs. Beauty and Wellness Lab with the updated infrastructure under the program one year diploma in Beauty and wellness is another initiative by the institute to provide a platform to its students to offer beauty, hair and grooming services and earn while they learn. Research projects are assigned to the students as part of their curriculum and to promote research aptitude insights by the experts are provided on dissertation and report writing. An innovative concept was developed in the form of Alcohol-free herbal hand sanitizer much needed to adopt sanitization measures in covid times.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

#### 3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

24

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities were organized to create awareness among

the students pertaining to various social issues including legal awareness, domestic violence, gender equality matrimonial disputes, cyber-crime, women' right in ancestral property and sexual harassment at work place using different informative modes viz. conducting skit and interactive sessions. To make elections friendly and accessible for persons with disability, students volunteered themselves in the drive organized by chief election commission Punjab by visiting various polling centers to help people with physical disability to cast their vote comfortably along with ensuring transport and wheelchair facility for the same. To make young voters as responsible citizens and use their rights responsibly to vote for good governance is much needed in democratic country and the same objective was fulfilled by organizing extension lectures and holding competitions. To spread awareness on the themes such as fight AIDS not people, ill-effects of Drugs and tobacco endemic, information was disseminated among the students through ppts, charts, posters, animated videos, quiz, slogan writing and conducting rally. Efforts were taken to bring solidarity among the students by organizing books, clothes and donations for other basic needs under-We share, we care drive. A drive was initiated on Milk bag Recycling project in collaboration with Ludhiana Cares Ladies society by collecting and depositing properly cut and washed milk bags, an effort towards waste segregation. A visit was paid to Red Cross Bal Bhavan in order to sensitize the students regarding the needs and hardships of underprivileged children.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

#### **3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

13

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

20

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

1371



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

#### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

##### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

21

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

#### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

##### 3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The Institution has adequate infrastructure and physical facilities for teaching-learning. viz, classrooms, laboratories, computing equipment etc. KCW is spread over a massive area of 14 acres of land endowed with excellent physical infrastructure and equipped with modern facilities and learning resources to achieve academic excellence according to its vision and strategic objectives. Every year thorough examination is conducted to add, replace and upgrade the existing infrastructure which is carried out on the basis of suggestions from Heads of the departments, lab technicians and system administrator after reviewing course requirements, computer student ratio, working condition of the existing equipment and budget constraints. The institution has sufficient spacious classrooms with proper lighting and ventilation, good seating arrangements with mounted white/black boards. There is total 220 computers available in the institute. The systems are connected with local area network and internet with 100 Mbps speed. The institute has Wi-Fi facility in the campus. The institute is also planning to transform the whole education delivery system by adding smart boards and new IT enabled learning tools. The college has well-furnished library with text books, reference books, rare books, manuscripts and other facilities such as e-books and e-journals. The infrastructure facilities and learning resources are categorized as under:

- Learning Resources include resources and infrastructure required for library, laboratories, computer center,

class room teaching, events, meetings and conferences.

- Support facilities include hostels, canteens, seminar halls, Auditorium and sports ground.
- Utilities include safe drinking water, restrooms and power generators.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution effectively utilizes its resources to provide a balanced environment and encourage the students to excel in sports and extracurricular activities in addition to academics. This ensures a holistic development of students. Students are trained under the guidance of qualified and specialized coaches. They are encouraged to participate in various sports competitions at all levels which help in developing team spirit in them. The college has adequate infrastructure to groom players for various indoor as well as outdoor games. A sophisticated gymnasium and a weight training Centre is also facilitated for the students. The managing committee is consistently engaged in promoting sports. National Sports Day was celebrated via online mode to familiarize the students with life and achievements of Major Dhayan Chand.

**Cultural activities:**

For the overall development of students and to promote cultural activities, an auditorium with latest state-of-architecture design and an open-air theatre is used for conducting various cultural programs. Cultural Heritage Room in college depicts the rich culture of Punjab and gear up the students to create interest in various heritage items.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

26

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

93.428

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library is using Soul 2.0 software and it is fully air-

conditioned and Wi-Fi enabled. It is divided into 6 sections/areas, namely Circulation Section, Digital Corner, Stack Area, Reference Section, Religion Section and separate reading rooms for users. The college library has a fully air-conditioned, partially -automated, & user-friendly library. More than 200 students visit the library daily for, Reading Books, Newspaper and Magazines, Issue- Return, Consultation of Reference book and for Internet Browsing. N-List facility is available in the college library which enables access to 60,000 plus e-journals and 31,35,000 e-books. The library provides OPAC facility to students and faculty members to access books by subject, Author, Publisher, Accession no. and title. The library has a fast-growing collection of 62977 books, 29 journals, and 28 magazines in print format. Currently, the collection comprises Text Books, Reference Books, CDs/DVDs, Journals, Rare Books, and Bound Volumes of Print Journals. During the current session, 770 books have been added to the existing stock. Apart from Printed Books, the library also subscribes to 29 Journals, 28 Magazines and 12 Newspapers. Besides this a small separate collection of competitive books are also provided for students preparing for competitive exams. Various services to support the students and faculty members are also provided which include Circulation of Reading Materials, Reference and Information Services, Internet facility to Access to Digital Resources, orientation for library users, Newspaper clippings service, and Photocopy Service.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.22332

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

100

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

An effective computer administrator is responsible for maintaining the IT infrastructure and ensuring the smooth operation of all the IT tools and resources made available to

the college. The IT infrastructure is periodically upgraded in accordance with the specifications provided by the relevant departments. Within the institute, there are 220 computers in total. A LAN [local area network] with Internet access at 100 Mbps speeds connects to all the systems. There is Wi-Fi available at the institute. Before expiration, all programs and other applications undergo regular updates. Additionally, all software is routinely updated in accordance with the demands of the institute's departments. For the duration of the session, students in all programs attended classes in a hybrid format. A variety of tools that support online courses, including webcams, headphones, earphones, and pen tabs, were delivered to the various departments along with an improvement to the college's IT infrastructure. The college gave a Zoom video conferencing platform to multiple departments for online education to supplement traditional classrooms with video communication and offer a virtual and hybrid learning environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

220

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****289.77**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

A suitable budget is assigned every year for the smooth functioning of all the facilities provided in college. The managing committee appoints an engineer who takes care of all types of civil and electrical maintenance as well as new construction projects in the college. Most of the requirements are met in-house by trained executive experts, while others are outsourced to suitable agencies. Innovative teaching-learning practices like LCD projectors, smart boards etc. are encouraged to ensure optimum utilization of infrastructure and resources. Infrastructure is also used by the State/Central Government to conduct competitive examinations. An efficient computer administrator ensures proper functioning of all the IT services provided in the college. Effective utilization of the infrastructure is ensured by appointing well qualified Laboratory Technicians / System Administrator. Stock register is maintained and updated regularly by all the departments. They ensure maintenance and minor repair work of furniture/fixtures etc. Annual write-off is done in all the departments under the supervision of the write-off committee. Keeping in view the



infrastructure requirements and optimum utilization, up gradation of classrooms/labs/library and other facilities is a regular feature of the college. Master timetable of college ensures the optimal utilization of infrastructure. Use of new technology is ensured through various training programs for the faculty. The spacious playing fields of the college provide a platform to various coaches to train and groom the players.

During this year, some of the blocks of the college building have been renovated.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

44

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided

**by the institution / non- government agencies during the year**

39

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to Institutional website	<a href="https://www.kcwludhiana.org/iqac-2021-22/">https://www.kcwludhiana.org/iqac-2021-22/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1959

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

1959

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

## **5.2 - Student Progression**

**5.2.1 - Number of placement of outgoing students during the year**

**5.2.1.1 - Number of outgoing students placed during the year**

**117**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

418

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

39

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<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 university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

117

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

**5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )**

- Every year Student Council organize "We Share We Care" drive in the winters to help needy and poor wherein they collect clothes and other materials to donate.
- Student Council and KCW Counselling Cell organized a workshop on "Life Values and Happiness" on 5th March 2022 in collaboration with Humanity Development club (The Satyug Darshan Trust, Faridabad)-an NGO working on moral and ethical values across the world. The prime objective of the workshop was to teach students the value self -control.
- Student Council and Counselling Cell (KCW) organized series of Buddy Workshops on "Working towards Value Oriented Lifestyle" for Students, Teachers and non-teaching staff on 16th march, 2022. Buddy volunteers deliberated through Power Point Presentation upon importance of values like Contentment, selflessness, Truthfulness, Righteousness, Endurance and Equanimity in life to maximize happiness and success. Buddy Workshop I comprised of buddy Volunteers disbursed this valuable information amongst fellow students in their tutorial groups with the help of senior buddies.

- The audience of Buddy Workshop II was comprised of clerks, Lab attendants, peons, gardeners, sweepers and Hostel attendants. Dr. Khushdip Kaur enlightened the group through small stories how to use these values in life to maximize happiness and to tackle real life problems.
- Informative brochures and videos were circulated amongst the audience of Buddy Workshop III i.e., Teaching staff to discuss these pointers with their colleagues and students.
- Student Council also took initiative for recycling of old used pens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

27

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni Association of the college remained active throughout the year. On 12th March, 2022, the corridors of KCW came alive

as it opens its heart and doors for the alumni with a get together organized by the old student's association under the title EDUMEET, 'Fly Back to Home' at college campus. Our alumna working as teachers in various institutes were given a platform to reconnect with their Alma Mater. Our esteemed alumna, a state awardee, Dr. Rachna Sharma, Chairman, Bal Vikas Trust graced the event as chief guest.

The Association also organised Health Check-Up camp in collaboration with Rotary Club of Ludhiana Midtown and Inner Wheel Club of Ludhiana Midtown under the able guidance of PP Rtn. Rajan Kapur, R'anne Anju Kapur (Project Directors), Rtn. Sunil Budhiraja (President of Rotary Club) and Vaneera Garg (President of Inner Wheel Club) on 11th April, 2022. Dr. Sandeep Puri (Principal, DMC&H) was the chief guest. The camp was inaugurated by Dr. (Mrs.) Mukti Gill (Principal, Khalsa College for Women). Free consultancy was provided to approximate 508 students and staff (teaching and non-teaching). Club members and stakeholders from sister institutions also availed the benefits of the camp.

This year rupees one lakh twenty-five thousand rupees (Rupees 1,25,000/-) were disbursed from the Old Students Association fund for the payment of fee of needy students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**The Institutional policies of governance are well versed with**

the vision and mission of the college. The well-defined governance policies aim at the holistic development of the students. Under the stewardship of the Principal along with two elected staff representatives, all the meetings of the governing body take place and the decisions taken in these meetings are implemented effectively in all the dynamics of the teaching learning process. Various academic and administrative procedures are designed by the Advisory Committee that comprises the Senior most staff members of the college. The registrar office drafts the academic calendar of the college syncing with the University Calendar, The Principal and various heads of the Departments. The Student Council, an emblematic body, abridges a partnership with teachers, students and management. It plays an important role in putting forward the aims and objectives of the college. A sweep of committees (Advisory Committee, Admission Committee, Library Committee, Canteen Committee, Hostel Committee etc.) has been instrumental in the smooth functioning of the institution. The strong alliance of parent-teacher association and Alumni Association plays the key role in shaping and empowering the future of women who enter the portals of the college from various backgrounds.

File Description	Documents
Paste link for additional information	<a href="https://www.kcwludhiana.org/vision-mission/">https://www.kcwludhiana.org/vision-mission/</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institute believes in participative management and follows the practice of Decentralized leadership in its true sense, at all the levels of administration. It has formed a strong structure to strengthen and improve the functioning in all the three important spheres viz. academics, administration and extra-curricular activities. The student council, a representative body of the college engages in structured participation with teachers, students and management and plays a significant role in the decision making process.

Decentralization and Participative Management can be seen in



successfully hosting the Zonal Youth and Heritage Festival for Zone -B. In collaboration with the Youth welfare Department, Panjab University, Chandigarh, Khalsa college For Women, civil lines, Ludhiana organized 62nd Zonal Youth and Heritage Festival From 17.11.2021 to 21.11.2021 in the college campus.

Under the stewardship of Principal Dr. Mukti Gill, the Youth club In-charges Mrs. Sabina Bhalla and Dr. Kamaljit Grewal with the co-operation of teaching and non-Teaching staff and students of the college organized the 5-day event in the college wherein 10 colleges from Zone -B participated and competed against each other in 40 various categories.

This 5 Day event was successfully executed with the financial support duly extended by the Managing Committee. For the smooth functioning of the event the teaching and non-teaching staff was divided into 24 teams for which a supervisor was appointed wherein different committees constituting 215 faculty members such as Registration Committee, Discipline Committee, Anchors, a team of 2 facilitators as Mike Incharge, Cleanliness Incharge, Parking Incharge to ensure the smooth functioning of the 5 day event.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A blueprint to accomplish the objectives is designed by developing a strategy in time with the vision and mission of the college. Under the guidance of the principal, the staff ensures the effective deployment of the strategies along with it, IQAC has been instrumental to enhance the quality in all the arenas of academics, administration and curricular aspects.

#### Strategy:

- Steering of Online Admission Process:

A well-planned strategy was made to sync with the technological advancement to serve the needs of the students. To ensure a hassle-free admission, Online Admission procedure was planned. The main objective behind this transition was to ensure transparency and accuracy in the process.

- Procedure and Outcome of Implementation:

For the effective deployment of the strategy of online admission procedure for all the streams, a complete guide was provided to the students on the college website in the form of a prospectus, which is a compendium of eligibility, criteria, subject combination, fee structure and all the important information required by the students. To seek the admission the students are supposed to fill the forms online through the submission is also taken offline. The students can check the merit lists of much sought after courses like B. Com, BBA and BCA on the college website. For smooth transactions, an online banking facility is also provided. The college website provides all the important information regarding various aspects of education. The award lists for practical examination and internal assessment are sent online to the university.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The Management, the Principal, the teaching staff, the non-teaching staff and the students of the college comprise the organizational structure of the college.
- All the decision-making powers are held in the hands of the Management, which is completely backed up by the principal, to strive hard to cater to the needs of the staff and students.
- With the full support of the Head of the Departments, teaching faculty & non-teaching staff, the principal

exerts her might for the smooth functioning of the institution.

- The Head of the Department ensures the functioning by holding departmental meetings to inform and guide the staff members for various duties to be performed.
- For the effective planning and implementation of a programme like teaching, learning, academic administration, and curricular & extra-curricular activities, meetings are held by the staff council at regular intervals.
- To enhance and maintain the quality standards college has an Internal Quality Assurance Cell (IQAC)
- The Student Council plays a pivotal role to address the issues related to students and organizing various extension activities through cultural and academic activities.<http://www.kcwludhiana.org/student-support-facilities/>
- For planning, development, and implementation of academic, administrative, and extracurricular activities for ensuring activity-based learning, various clubs, and committees have been created in college like - Anti Ragging Cell, Grievance Redressal Cell, Youth Club, Placement Cell, Red Ribbon Cell, Eloquence Club, Counselling Cell. Each Club and committee is functioning under the guidance of an in-charge with a team of its members.  
<http://www.kcwludhiana.org/student-support-facilities/>

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	<a href="https://drive.google.com/file/d/1ZGt6r5R6Tah8IQakZCNP2tnKWupWvS9A/view">https://drive.google.com/file/d/1ZGt6r5R6Tah8IQakZCNP2tnKWupWvS9A/view</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare measures for teaching staff:

- Facilities like Annual increment, provident funds gratuity, Dearness Allowance, Medical Allowance, House Rent Allowance, Casual leaves, medical leaves, Maternity leaves, earned leaves etc. are provided to the regular staff members.
- Faculty is also provided duty leave for attending seminar/conferences/workshop orientation courses/Refresher courses/Summer schools/Winter schools etc. and for performing University evaluation duties etc.
- The college Principal is provided with the residential accommodation
- For teaching staff, a working Women Hostel with 12 residential flats are available.
- To cater to the technological needs for teaching and research of the teacher's facilities like computer, WIFI, ICT tools are available.
- To enhance the professional skills various training, workshops, seminars and expert talks are organized.

#### For Non -Teaching Staff:

- The wards of the non-teaching staff are provided with the fee-concession and books.
- The class IV employees of the college are facilitated with the residential Accommodation within the campus.
- The class IV employees are given free uniforms.

- The facility of loans against Provident Fund is available to the staff. ESI medical facilities are also provided.
- Female employees are facilitated with the Maternity leave.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

214

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

A well-defined appraisal system is in place for teaching fraternity which is reflective of teacher's performance in academic as well as in administrative duties. A form is

drafted according to the University guidelines which enables the faculty members to assess their personal and professional growth through paper presentations, seminars, conferences and publications. This appraisal is helpful in career advancement of the teachers as it provides a clear career assessment that encourages the teachers to enhance their knowledge and teaching skills.

- Feedback of teachers is also taken by students for which a questionnaire is framed to completely assess various parameters such as teachers' communication skills, work ethics, subject knowledge, discipline etc. for the betterment in the teaching learning process.
- Performance of the non-teaching staff is also analyzed on the basis of their job execution. A grading system is followed by the superintendent of the Administration office keeping in view the working capacity and capability, knowledge and skills manners and mode of working of the employees. The qualities like honesty and integrity, punctuality and devotion towards duty class IV employees is also observed and corrective measures are also taken to enhance the quality of the performance of the employees

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College conducts Regular Financial Audits to ensure financial compliance. Internal as well as external auditing systems are followed. The income and expenditure of the college is audited and verified by an Internal auditor which includes audit of payments, receipts, vouchers of cash transactions and ledgers. A well-qualified Internal Auditor is appointed by the college Managing Committee for the audit of yearly accounts of the college. The CA (R.Gupta and Co) along with his team presents a duly signed audit report to the managing committee for review. The whole mechanism works

in order to ensure transparency in financial matters. If any discrepancy is found at any level, it is brought to the notice of the Principal for further course of action. This practice is followed by the college in order to ensure the proper utilization of funds of college at all levels. The audit reports are duly signed by the auditors and the authorities of the Management of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

Nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college follows a well-defined strategy for mobilizing the funds for its various activities. These mobilized funds are utilized optimally as per the direction of UGC.

The major sources of funds are:

- As the college is a Grant-in-Aid institution, 95% of Grants (Salary Only) is received from Punjab Govt.
- Fees from students



The annual budget is prepared by the accounts department of the college on the basis of which the funds are optimally utilized for:

- Salary and other facilities to teaching and non-teaching staff
- Development of infrastructure
- Maintenance of Building of the institution
- Gratuity and other retirement expenses
- Office stationery
- Youth festival and other cultural and academic activities.
- Procurement of books for the library
- Procurement of various software's required for the course curriculum
- Other miscellaneous expenses.

For each and every financial transaction proper permission is taken from the Treasurer Khalsa Diwan/ Principal of the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

- To provide Experiential learning to students various field and Industrial visit were organized by the departments of Commerce, Business Management & Computer science to Sharman Shawls & Fabric ltd, Duke Fashion India and Brilliko Institute of Multimedia & MAAC, Ludhiana.
- To instill the entrepreneurship skills in students numerous contests and workshops were arranged by various departments as Earn While you Learn, Foodie Street, Fashionista, Queen of Sales, Exhibition cum sale of Fabric painted products, & Diwali Mela, to name a few.
- Students were acquainted with the ongoing trends of e-world various workshops were organized by the

departments like E-Vidya: A digital literacy programme on Graphic Designing and Microsoft office, Cyber smart challenge, a seminar on Animation and VFX, Ui design and automation, a seminar on Java and android and on rising cybercrime trend and security

- A 7 days' workshop on Dissertation Writing was organized for students to learn finer points of Dissertation writing and in order to make them proficient in this.
- A National level webinar on "Writing a Research Article for Publication in an Academic Journal" was organized to guide participants about where to publish a research article, how to select Journals and various steps involved in writing the research article in a detailed manner.
- To strengthen the mental equilibrium of the students various health drives are organized like Suicide Prevention Day, mental health drive on World Autism Day, workshops on Life Values for success and happiness, Working towards value-oriented lifestyle and international Day of happiness.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- IQAC of the college conceptualize, execute and monitor teaching and learning process of the institute and is constantly working towards quality education and inculcating quality culture among the students and staff. ICT enabled learning is introduced through PPT Bank. Smart Boards, YouTube, Channels on Individual and College level, WhatsApp groups, On-line Learning management systems like Google Classroom, Drop Box, Google Drive, Google Groups etc. Google meet and Zoom apps were used for online interaction with the students. Value and Skill development certified courses are also offered to students to enhance their knowledge and employability.

- To make curriculum delivery more effective, students are classified as slow and advanced learners based on their performance in internal exams and class tests. Intra-departmental activities are organized to facilitate participative learning. Guest lectures by subject/ industry experts are organized to provide students with practical exposure and hands-on training. Faculty development Programs for greater awareness and attainment in teaching learning process is regular feature of IQAC .Four FDPs were organized in the current session to foster the knowledge ,skill and competency of Faculty members(7 Days FDP on 'Revised Guidelines For NAAC Accreditation', Seminar on NEP,2020, "Rethinking Disability: A Perspective Change" "Do's And Dont's Of Classroom Teaching-Fostering Professional Ethics".

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The basic premise of our doctrine emphasizes enabling women to have equal access to and the ability for opportunities, particularly in areas of leadership, influence, and decision-making because gender equality is instrumental in the prevention of violence against women and in creating better workplaces, better communities, better societies, and a strong nation.

Our Annual Gender Sensitization Plan lays down a basic framework for various stakeholders to plan diverse activities to provide an equitable mindset and a skillset.

There is provision for a safe and nurturing environment- the mighty boundary walls and CCTV surveillance for physical safety, along with a Counselling Cell to help deal with emotional tribulations and consolidation of mental strength to deal with real-life challenges smoothly and efficiently besides broadening horizons for inculcating positive Mental Health practices.

The Common Rooms, various seating and resting spaces in the gardens along with the vast environs of the Open-Air Theatre provide a space not only for the rejuvenation of tired minds and bodies but also a platform for interaction and mingling of thoughts and ideas -rejuvenating the students to consolidate their knowledge and learning.

The detailed info-boards and Sun-boards provide a beautiful depiction of awareness about Gender Equity and women empowerment inspiring for an equitable future.

File Description	Documents
Annual gender sensitization action plan	<a href="https://drive.google.com/file/d/1KmlnUJ27iqxUq-TpxrY1j9DLEKowdu35/view">https://drive.google.com/file/d/1KmlnUJ27iqxUq-TpxrY1j9DLEKowdu35/view</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/file/d/1vR31VvgwUuW-vzKc-rtyIspX8WfKuW2m/view">https://drive.google.com/file/d/1vR31VvgwUuW-vzKc-rtyIspX8WfKuW2m/view</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures** Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The campus generates different types of solid waste, including biodegradable waste, non-biodegradable waste, electronic waste, and plastic waste. The biodegradable waste, which consists of horticulture waste and food waste, is approximately 100 kg per day. Manure pits are dug on the college campus to make manure from horticulture waste which is utilized as fertilizer. Color-coded dustbins are placed in different areas of the college for the segregation of solid waste, and students and staff members are educated on proper waste management practices. The library has online subscriptions to e-journals and e-books, and prints and

photocopies are taken on both sides to reduce paper waste. Paper waste from offices and departments is sold to a company that recycles it to make envelopes and packaging materials. The dissertation reports, journals and answer papers are stored as per the university rules, while non-biodegradable waste is collected by the Municipal Corporation. The college strictly follows the guidelines regarding plastic usage and has prohibited the use of single-use plastic on campus. The canteen contractor uses paper plates and wooden spoons instead of plastic cutlery. E-waste is collected, stored, and sent to Cosmos Re-cycling, an authorized vendor for recycling or scientific disposal. For the session 2020-21, a total of 865 + 1169 kg of electronic waste was disposed of in a scientific and eco-friendly way.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**

A. Any 4 or All of the above

- 3. Pedestrian-friendly pathways**  
**4. Ban on use of plastic**  
**5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan)**

**A. Any 4 or all of the above**

accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

This institution's commitment to providing an inclusive environment to all its stakeholders resonates in our motto, Sarbat da Bhalla i.e., Welfare of all.

Full adherence to rules and regulations creates transparency, thus leading to the creation of an environment of equality, respect, and dignity through the effective inclusion of cultural, regional, linguistic, communal, socioeconomic, and other diversities right from the initial admission process to various succeeding administrative and academic decisions.

Further, various initiatives like scholarships, fee waivers, and payment through easy installments for the benefit of students from low socio-economic strata along with other measures like the provision of books through Book Banks and various informal initiatives by Alumni pave the way for equity.

Inclusive practices striving for equal and quality participation in both academic and social aspects of campus life ensure quality education and holistic development without discrimination to any learner. Various Clubs, the



Students' Council, Equal Opportunity Committee, Placement Cell work diligently and equally for all, inculcating the spirit of Inclusion in learners with diverse backgrounds in the academic and social spaces of the college. The Counselling Cell provides special awareness drives for dispelling discrimination attitudes and sensitization for mental and physical disabilities. Different departments organize various activities to infuse the spirit of tolerance and harmony. Significant national and international commemorative days, events, and festivals are celebrated with equal vigor and enthusiasm. Special effort is made to spread awareness about our nation's rich regional and cultural heritage.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

One of the distinctive features of this institution is its commitment to intellectual growth and spiritual development through value education. Strong emphasis is laid on the inculcation of values of citizenship through civic sense, public conduct, leadership, rights, and responsibilities.

There are specific elective courses that provide an in-depth insight into the fundamental spirit of the Indian Constitution and the dogmas of our social structure and values. Certain Topics like Environment Studies, Violence against Women and Children, Road Safety, and Drug Abuse have been incorporated into the curriculum as compulsory for students of all streams.

Further, a plethora of activities, seminars, workshops, and experiential learning events inculcate the basic tenets of character building and good citizenship behavior. Various Clubs, Cells, and Committees like Legal Literacy Club, Electoral Club, Women's Cell, Eco Club, Traffic Club, Red Ribbon Club, Rotaract Club and Red Cross Society, Anti-

Ragging Cell, Value education Committee and many more help shape the minds of the students. Dissemination of information through Morning assembly, Value-Thought Board, display boards, and e-brochures depicting our Preamble and quotes from learned scholars create awareness, conviction & commitment to our constitutional obligations and sensitize towards the environment and sustainable development as responsible citizens.

**HARBINGER OF HUMANITY AWARD:** The College was awarded "Harbinger of Humanity Award" in appreciation of the active participation of the college in conducting the "International Humanity Olympiad 2022" - an Exam of Excellence in Values of Humanity, Morality and Ethics organized by Satyug Darshan Trust (Regd.).

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://drive.google.com/file/d/1jBLBdAzxxUvr1M22z3Z_6MHzyEZrCcV6/view">https://drive.google.com/file/d/1jBLBdAzxxUvr1M22z3Z_6MHzyEZrCcV6/view</a>
Any other relevant information	<a href="https://drive.google.com/file/d/1lceDygnwj2O3GCArg_L03nHGnHoMekcn/view">https://drive.google.com/file/d/1lceDygnwj2O3GCArg_L03nHGnHoMekcn/view</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution believes that national and international commemorative days, events and festivals are an expressive way to celebrate our glorious heritage and culture as well as universal and global perspectives and traditions.

Marking the importance of certain events, movements, or people allows us to remember them along with the opportunity to imagine ways to consider the past and shape society for a better future.

Days like Independence Day, Republic Day, Constitution Day, etc imbibe the value of patriotism and are constant reminders of observance of good citizenship behaviour to retain and maintain our sovereignty.

Days associated with gender equity and women empowerment like Women's Day, Mother's Day, Girl Child Day, etc pave the way and open our minds to an equitable future. The various Jayanti days of famous leaders and philosophers act as catalysts of positive change in our social and cultural mindset.

Specific days to mark the Physical and Mental Health issues like Cancer Day, World Aids Day, Mental Health Day, World Happiness Day, etc help the youth to adopt a healthy lifestyle.

Celebrating festivals and seasons gives the stakeholders to

strive for spiritual enlightenment as a way of life. They prod us to acknowledge diversity and live harmoniously despite our linguistic and cultural differences.

Environment days, not only address and advise about sustainable development but also provide an attitudinal change to live and commiserate with our surroundings.

The culture of holistic education is fostered by these celebrations.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice I

#### Consolidating Life Skills through 4-H

- Head, Heart, Hands and Health for transformative sustainability learning

#### Goal

Engaging cognitive (Head), psychomotor (Hands) and affective (Heart) domains of learning that facilitate personal experience resulting in profound changes in knowledge and skills; and attitudes towards healthy and sustainable lifestyle (Health).

Incorporating learning objectives that exhibit the emergent property termed as Transformative Sustainable Learning (TSL)

To help transform students into fully functional, self-

sufficient and Healthy individuals who commiserate with their living and non-living surroundings.

**Context**

This program emphasizes formal, informal, and non-formal education, fostering a mindset and skillset through a holistic, integrated, and experiential approach that aligns with contemporary educational objectives.

**Best Practice II**

**PETAL-Program for Excellence in Teaching and Learning**

**Goal**

To create engaging and inclusive learning environments for students.

Fostering a community of Scholarly teachers focused on academic success and capacity building.

To integrate pedagogical best practices; design and deliver effective, inclusive information-an amalgamation of excellence in teaching and learning situations

**Context**

Education encompasses the training of minds and souls, offering knowledge and wisdom. A higher education institution must provide favourable opportunities, facilities, and tools to transform factual knowledge into rational action-taking capabilities.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.kcwludhiana.org/iqac-2021-22/">https://www.kcwludhiana.org/iqac-2021-22/</a>
Any other relevant information	Nil

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and

thrust within 200 words

The steady haul of lofty achievements in all spheres, academic and extra-curricular has made KCW the nerve centre of salubrious growth, doling out women of mettle and grit. The institution strives to produce confident and rational agents of social change who are committed to giving back to society by displaying social responsibility towards the community and the environment. The administrative structure aims to realize the institution's vision and mission by adhering strictly to rules and promoting transparency in its operations. Committees such as the Advisory Committee, IQAC, and Academic Committee work together to plan initial blueprints, which are then given concrete shape by various departments and cells. The dedicated faculty and non-teaching staff serve as facilitators to ensure the harmonious dissemination of information and research.

The best practices of 4-H, which focus on providing life skills and promoting holistic growth, ensure an equitable and sustainable future for the students. The Programme for Excellence in Teaching and Learning ensures that the students are taught in engaging and inclusive learning environments. The Placement Cell, Career Coaching Cell, and entrepreneurial initiatives such as Diwali Melas, Exhibitions, Foodie Street, Queen of Sales, various Value Added courses, and specific workshops equip the students with employability and entrepreneurship skills.

KCW has a state-of-the-art infrastructure and lush green surroundings that provide a scientific ambience for students to assimilate knowledge and skills. The institution is a leader in women's empowerment and has made its mark in the community.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- Gearing up to prepare for implementation of NEP
- Expansion and improvements in Physical Infrastructure- mainly (Gymnasium, weight lifting centre & hostels) and

ICT infrastructure focusing on Upgrading Technology enabled classrooms & high speed internet connectively for boosting pedagogical upgradation.

- Skill -based programmes are to be continued with more emphasis on employability and start up generations.
- To strengthen association with the institutional alumni for an enriching interaction in terms of academic and entrepreneurial endeavours.
- Thrust on Placement and Personality development activities.
- The participation of students in Sports, Cultural, NSS, NCC, extracurricular activities will be encouraged in order to attain holistic development of students.
- The institution will also encourage teachers to take parts in international, national conferences, various training programs and to publish papers in journal of international reposes.
- There will be a lot of focus on streamlining the career guidance system and counselling services to the students to cater issues related to mental and physical health
- The institution will provide opportunities to both teaching and non-teaching staff to hone their skills and knowledge through Faculty Development Programs and Self Enhancement Workshops.
- We wish to sensitize our students towards learning to respect and remain in sync with nature and its elements will be a thrust on drives like clean and green campus and sustainable practices to preserve the campus environment.