



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		AKAL DEGREE COLLEGE
Name of the head of the Institution		AMANDEEP KAUR
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01672-289369
Mobile no.		9815249537
Registered Email		adcmastuana@yahoo.com
Alternate Email		naac.adcmastuana@gmail.com
Address		NH-7, Sangrur-Barnala Road, Gursagar Mastuana Sahib
City/Town		SANGRUR
State/UT		Punjab
Pincode		148001

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mr. Surmukh Singh Dhanoa
Phone no/Alternate Phone no.	01672289369
Mobile no.	9417679729
Registered Email	adcmastuana@yahoo.com
Alternate Email	naac.adcmastuana@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://adcmastuana.org/pages/aqar.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://pupdepartments.ac.in/Files/hand-book-of-information-new-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.63	2019	01-May-2019	30-Apr-2024

6. Date of Establishment of IQAC	11-Aug-2015
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Online Teachers' Training	07-Apr-2020	61

for Online teaching, evaluation and use of multimedia for interactive online classroom sessions	2	
Inculcation of Parents in feedback system	24-Jan-2020 7	128
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institute	Nil	Nil	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. To start new PG Courses 2. To incorporate Parents Feedback in college feedback System 3. To provide training to the teachers for Online teaching 4. Library Enhancement 5. To Conduct an Academic and Administrative Audit (AAA)

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To Conduct an Academic and Administrative Audit (AAA)	AAA for the academic session 2019-20 was conducted in the month of September, 2020. This activity was completed in 8 working days and a detailed report of the activity was submitted with The Principal cum Chairperson of IQAC. Various suggestions depending upon the outcomes of the AAA were also submitted for quality enhancement of the institution. The AAA report has also been published on the college website so that it can be shared with all the stake holders.
Library Enhancement	A grant of Rs. 100000/- was sanctioned by the managing committee for the above said purpose and accordingly resource center got upgraded.
Online Teacher Training	An online teacher training program was conducted on 7th and 8th April, 2020 to train the teachers for using online video conference app Freeconferencecall and Google Meet. Total 61 teachers of college were present in this training. Prof. Manpreet Singh Gill, HOD, Computer Science and Prof. Anish Soni, Assistant Professor, Computer Science gave live demonstration of the above said tools. After attending this training program, teachers found themselves capable for taking the online classes and they started interacting with students. Also the campus sanitization process started and it was instructed by Principal to sanitize the campus weekly.
Parents Feedback System	A team was constituted to take the parents' feedback. Total 147 parents participated in this and provide the feedback. Some important suggestions were given by them. Principal and IQAC coordinator ensured to take care of these suggestions.
To start new PG Courses	The College got the approval from Punjabi University, Patiala to start the above said courses from academic session 201920 and started the admission process for these courses in July 2019 for the session 201920.
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14. Whether AQAR was placed before statutory body ?	No
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	05-Apr-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	18-Jun-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has in place an effective management information system. The college MIS is used in various routine activities such as marking the students attendance, fee collection etc. The various modules of this MIS helps in providing the detailed information to the students and teachers regarding the attendance of the students, time table of their respective courses, marks of house examination etc.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institute endeavours to impart effective curriculum provided by the University. For this purpose, the college prepares an academic calendar which furnishes the date of the commencement of academic session, term of semester, duration of MSTs and University semester exams. Course Deliverance Methods: Lectures All the teachers prepare Lesson-plans for the topics to be covered for the semester. It is a carefully planned expository address for the pupils. The lectures are delivered keeping in mind the level and prior knowledge of the students .The motive of these lectures is to achieve desired learning objectives .These lectures are accompanied by teaching aids as per the needs of the lesson. Class Presentation: Class Presentation through Audio-Visual aids is an important part of class lectures. The various technology modes like Projectors, smart screen, PPT are used to assist the lectures. The students are motivated to make use of online resource centre established in the college library for E-content. Class Assignments and Tests: Topic based class assignments are given to the students on regular basis along with MSTs to evaluate and check their knowledge and level of understanding .These assignments are an important feature of teaching-learning process and evaluation criteria. Tutorials: The Tutorial groups are formed in the very

beginning of the session .These tutorial sessions help in understanding the Pedagogical problems of the students .They also provide the students appropriate guidance for their academic growth. Library and E-resource: The Library ,the storehouse of knowledge ,is accessible to the teachers and the students equally .The resource and reference books provide the students with all the desired information and material .The internet facility allows the students and teachers to explore the information on a large scale .The students are motivated to make maximum use of internet. Educational Trips: Outdoor expeditions are as beneficial as classroom teaching to submit the knowledge of the students. The institution plans educational and field trips to various places like Historical places, Botanical gardens and industries to give them practical knowledge. Methods of imparting Instructions The aim of the institution is to provide education for a holistic development of the pupils. To achieve this target, the lectures are imparted bilingual to help the young students understand the lessons well. This method also assists the slow paced learners in grasping the pedagogical contents clearly and easily.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	English	15/07/2019
MA	Music (Vocal)	15/07/2019
MA	Sociology	15/07/2019
MA	History	15/07/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	English	15/07/2019
MA	Music (Vocal)	15/07/2019
MA	Sociology	15/07/2019
MA	History	15/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Gurmat Sikhya(GS-101)	15/07/2019	30
Naitik Sikhya(NS-102)	15/07/2019	30

Punjabi Sabhyachar(PS-103)	15/07/2019	30
Community Services(CS-104)	15/07/2019	30
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BBA	Management	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
<p>The institution endeavours to improve the teaching- learning process and other aspects of the institution related to the overall development of the pupils. To achieve this objective, the institution adopts the feedback system to improvise and monitor the standard of teaching for the benefit of the students. The institution receives feedback from its various stakeholders-the students, the teachers and the parents on annual basis. The functioning of the feedback mechanism has established the credibility of the system, inculcate confidence among the faculty, students and parents .This mutual bonding has given a fillip to educational commitment and optimism. The students' feedback is analyzed on the basis of following aspects:- The feedback questionnaire includes feedback on curriculum planning and designing, infrastructure, extra curricular activities, teaching-learning practices and many more. The students are given multiple choice questions to be answered by choosing the most appropriate option based on their experience over the past years. The students are also required to express their rating on different aspects related to teaching-learning process and facilities available in the institution. The feedback is reviewed which helps the faculty members to improve their teaching practices and also the feedback on courses is used in improving the course-content. The students are always encouraged to give their valuable feedback so as to utilize the same for further improvements. This feedback also enables the management and the teachers to keep a track on the necessary changes required for the growth of the institution. The other important pillars-the teachers are also motivated to provide feedback on curriculum design, peer relation, facilities at the institution, overall working environment and availability of E- resource and others under the supervision of the head of the institution. The same feedback is analyzed and utilized to raise the standard and quality of the teaching process. The overall development and progressiveness of the institution also relies on the shoulders of the parents who actively participate in the pursuit of providing better opportunities of education to their children for their better future. The feedback from the parents is</p>

assessed and analyzed. A hard copy of questionnaire is provided to the parents of the wards to get the desired feedback. The expanse of feedback involves learning experience, infrastructure of the college, academic skills and knowledge of the faculty. It involves other elements of teaching -learning process like environment in terms of diversity and inclusiveness, guidance and counselling of the students. The suggestions and propositions of the parents are always welcomed and duly taken care of .These inputs are preferably used in realizing the aim of offering the best opportunities of education and enlightenment. The feedback received from these stakeholders are sent to respective departments for initiating necessary changes and implementing the desired suggestions for the betterment of the institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MSc	Information Technology	30	8	6
PGDCA	Computer Application	35	39	26
BCA	Computer Application	40	32	21
BBA	Management	40	36	22
BCom	Commerce	60	49	34
BSc	Sciences	150	35	21
BA	Humanities	700	278	209
MSc	Information Technology (Lateral Entry)	30	6	4
MA	Punjabi	30	13	9
MA	English	30	12	6

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	963	110	32	Nil	25

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

	Resources)				
56	44	18	10	4	22
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

College has a student mentoring system to provide multipurpose support to the students. All the students are divided into 34 groups, known as tutorial groups, each under a teacher as a mentor. Only regular teachers are assigned the mentoring duties. The tutors use the social media platforms like whatsapp groups to coordinate the activities of their respective groups. All the necessary information regarding examinations, government welfare schemes, non-government welfare schemes etc. is provided through these tutorial groups. The tutors ensure that no student is left from availing the benefits due to him like the Post Matric Scholarships, Minority Scholarships, Merit based scholarships, and scholarships by NGOs like Sarbat Da Bhala, and individual donations by the college staff and alumnis etc. The students are encouraged to participate in various extra-curricular activities through these groups. Schedules of sports events, youth welfare activities etc. are shared through these groups so that all the interested students can participate in such events. Tutorial groups meetings are arranged twice a month to discuss the various issues related to the students. Students are particularly advised to avoid from drugs. For the purpose the students are grouped as buddies. The tutor also acts as senior buddy for the whole group. Students participate in national festivals like Independence Day and the Republic Day to spread the message against drugs menace. Tutorial groups are the backbone of the student-institution relationship. Tutorial groups provide over all information, guidance, encouragement, counselling to the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1073	38	1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	41	4	7	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nil	Nil	Nil

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Medical	1	07/01/2020	13/10/2020
BSc	Non-Medical	5	07/01/2020	14/09/2020
BSc	Non-Medical	3	07/01/2020	13/10/2020
BSc	Non-Medical	1	07/01/2020	13/10/2020

BA	nil	5	18/01/2020	04/09/2020
BA	nil	3	18/01/2020	02/12/2020
BA	nil	1	18/01/2020	15/10/2020
BSc	Medical	3	07/01/2020	13/10/2020
BSc	Medical	5	07/01/2020	14/10/2020
BCom	nil	1	28/12/2019	14/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the semester examination system for all the undergraduate and postgraduate classes. Under this system Continuous Internal Evaluation system at the institution level helps to assess the students' academic capability and progress. The internal assessment for theory paper is 25 of the total marks which is further based on different parameter like attendance, class participation, discipline, class tests, assignments etc. The class attendance is an important parameter for the internal assessment and evaluation as the students must fulfil the condition of 75 attendance for each and every subject. In case a student is unable to fulfil the condition of 75 attendance for some genuine reasons then the Principal has the authority to give relaxation in the attendance as per the university guidelines. The other parameters class tests and assignments are also important for the students. Regular class tests help the teacher to evaluate and judge the students understanding and learning of the topic. Mid semester exams are also taken into consideration while assessing the student's performance. These exams are conducted in the mid of a semester. It is properly planned and executed by the Registrar office of the institution. A detailed Date Sheet is prepared for the conduct of the exams. The pattern of the question paper for these exams is kept just as similar as the university exams pattern. It gives a prior practice to the students for the final exams. The Home assignments are also considered an important aspect for assessing the internal evaluation. Students are asked to prepare a minimum of two assignments in every semester. The topic-based assignments are daily prepared by the student which in turn helps the students to have a vivid understanding of the concept. The faculty of science go for practical knowledge in order to give a clarity of the concept to the students. For this purpose, they guide the students to maintain a practical file of various experiments conducted in the lab in every semester. This internal assessment system adopted by the institution helps the students to perform better and gain confidence to progress in their respective subjects.

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

All activities for the entire academic session are pre-planned in academic and co-academic calendar prepared by the college. The academic calendar consists of the teaching and examination schedule that is finalised by the university is displayed in the campus, published in prospectus and uploaded on the website for the information of the students. The advisory committee of the college with the Principal deliberates and decides the activities of the academic session before the commencement of the session and the teachers are made aware through the meetings. All the co-curricular activities planned in academic calendar and notified in the prospectus are executed by forming respective committees. The dates on which two mid semester tests are conducted and assignments are to be given for the students of semester classes are placed on the notice board so that students can do their work in time. After evaluating the answer sheets of mid semester exams the teachers have to submit the Award Lists by a specified date to the Registrar Office. The Final Semester Exams are conducted and

evaluated by the University.

2.6 – Student Performance and Learning Outcomes

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

<http://adcmastuana.org/pages/outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BCA	Nil	27	9	33
Nil	BBA	Nil	11	9	81
Nil	PGDCA	Nil	29	6	20
Nil	MSc	IT	14	8	57
Nil	MSc	IT(L.E)	6	1	16
Nil	BA	Nil	181	172	95
Nil	BSc	Nil	24	23	95
Nil	BCom	Nil	33	32	97

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://adcmastuana.org/pages/student-survey.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Awareness about summer internships among students	Placement Cell	09/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Teaching and Research	Dr. Amandeep Kaur	Dept of Biotechnology, School of life	09/11/2019	Best Poster Presentation

		Sciences, Pondicherry University, Kalapet, Pondicherry		
Teaching and administration	Dr. Amandeep Kaur	Zero investment innovations for education initiatives (ZIIIEI), Sri Aurbindo Society	30/09/2019	Teaching administration
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	2	0

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

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Sociology	1	Nil
International	English	1	6.3
International	Botany	2	Nil
International	Computer Science	2	4.74
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer	1
Botany	4
Punjabi	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2020	Nil	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2020	Nil	Nil	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	7	Nil	Nil
Presented papers	2	6	Nil	Nil
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Old-Age Home Visit	NSS in collaboration with Old-age Home Badrukhan	2	69
Republic Day Celebration	NSS in collaboration with Gram Panchayat of Village Chungal	2	97
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
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NSS	NSS	Awareness Programme against Drug Abuse	2	453
Swachh Bharat Abhiyan	Nss	Essay and Slogan writing Competition on Hindi Divas	3	50
NCC	NCC	Constitution Day (Slogan writing, Poster making and Quiz Competition)	2	232
NSS	Department of Botany	Tree Plantation under the Campaign of "Green Mastuana"	6	120
SWAYAM	Deptt. Of Computer Science	Seminar on "E-learning"	3	63
SWAYAM	Deptt. Of Management	Seminar on "Training and Development to promote Enterpr eneurship"	2	82
NSS	Department of Punjabi	Maa-Boli-Diwas (to promote mother tongue)	2	250
NSS	Department of Science	National Science Day	5	120
NSS	Women Cell	Women Day (Slogan writing and Poster making Competition)	3	282
NSS NCC	Department of Physical Education	Annual Athletic Meet	13	500
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
Permanent	Internship/ Training	Solitaire Infosys Pvt. Ltd., Mohali	12/12/2019	11/12/2020	9
Permanent	Internship/ Training	NEO Design Tech, Patiala	11/12/2019	10/12/2020	3
Permanent	Internship/ Training	Auscan Academy of IT Pvt. Ltd.(A2IT), Chandigarh	07/12/2019	06/12/2020	7
Permanent	Internship/ Training	Eureka Electrosoft Solutions Pvt. Ltd. (EESPL), Mohali	12/12/2019	11/12/2020	5
Permanent	Internship/ Training	Vee Software Solutions Pvt. Ltd., Mohali	12/12/2019	11/12/2020	6
Permanent	Internship/ Training	District Inndustrial Chamber, Sangrur	12/12/2019	11/12/2020	29

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Solitaire Infosys Pvt. Ltd., Mohali	12/12/2019	Internship	29
NEO Design Tech, Patiala	11/12/2019	Internship	6
Auscan Academy of IT Pvt. Ltd.(A2IT), Chandigarh	07/12/2019	Internship	5
Eureka Electrosoft Solutions Pvt. Ltd. (EESPL), Mohali	12/12/2019	Internship	7
Vee Software Solutions Pvt. Ltd., Mohali	12/12/2019	Internship	3

District Industrial Chamber, Sangrur	27/01/2020	Internship	9
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2000000	1171001

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16301	Nill	683	204579	16984	204579
Reference Books	1020	Nill	Nill	Nill	1020	Nill
e-Books	100000	Nill	2000	5900	102000	5900
Journals	5	Nill	2	36710	7	36710
e-Journals	2970	Nill	323	5900	3293	5900
CD & Video	327	Nill	43	Nill	370	Nill
Library	1	Nill	Nill	Nill	1	Nill

Automation						
Others (specify)	1	Nil	950	13570	951	13570
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Bhupinder Kaur	Nuclear Physics	I-movies	20/08/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	145	90	4	4	25	6	11	36	0
Added	0	0	1	4	0	0	0	0	0
Total	145	90	5	8	25	6	11	36	0

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

36 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.5	532422	1.5	39811

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. • The maintenance committee is headed by a senior Professor In charge who in turn monitors the work of the Supervisor at the next level. The Supervisor is accountable to the Professor In charge and functions as the coordinator who efficiently organizes the workforce, maintaining duty files containing details about their individual floor - wise responsibilities, timings, leave etc. The maintenance officer conducts periodic checks to ensure the efficiency / working condition of the infrastructure. •

Classroom Maintenance: The College has a maintenance committee that oversees the maintenance of buildings, classrooms and laboratories. Regular cleaning and maintenance of class rooms are carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the non teaching staff of the college. Central time table is designed in such a way that there is maximum utilization of infrastructure and class rooms. • **Library Maintenance:** Library is partially automated. College has library committee which involved representative faculty from all streams which gives the book demand to library for smooth working. Pest control of library books and records is done every year by the maintenance department. • **Sports Infrastructure:** Sports grounds and Indoor Gymnasium hall are properly and professionally maintained by dedicated staff under the supervision DPE. Our students have brought laurels to the college by bagging first/second positions in various Inter-Varsity, National and International Championships in the games like Boxing, Volleyball, Athletics, Rowing, Rugby, Basketball etc. Sports material is issued to students as per the schedule. • **Adequate in - house staff** is employed to meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Non - teaching staff assigned for each floor. Wash rooms and rest rooms are well maintained. Dustbins are placed in every floor. The Green Cover of the campus is well maintained by full time gardeners. • **Optimum working condition** of all properties/ equipment on the campus is ensured through annual maintenance activities. The AMC purview includes maintenance of Generator, Air Conditioners, CCTV cameras and Water Purifiers. • **Network Administrator** under the supervision of the HOD Computer Science maintains the efficiency of the college computers and accessories. Regular up gradation is carried out for computers and software. Available computers are distributed in office, library and for administrative work as per the requirement and load of the work. Computers are connected through LAN and with high speed internet facility. • **Parking facility** is well organized and is efficiently maintained. • **The campus security** is monitored through High Resolution IP surveillance Cameras. • **Every department** maintains a stock register for the available equipment. • **The civil and electrical work** is adequately monitored and maintained by the Akal College Council Estate office. • **Periodic reporting** on requirements of repairs and maintenance are

<http://adcmastuana.org/pages/4.4.2.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FreeShip	84	530537
Financial Support from Other Sources			
a) National	Govt. Scholarships	178	189425
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability	Date of implemetation	Number of students	Agencies involved
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enhancement scheme		enrolled	
Personal Counselling	02/07/2019	58	Prof. Raman Kumar
Yoga And Meditation	20/07/2019	30	Sports Authority of India Centre, Mastuana
Bridge Courses (Art Of Living)	27/08/2019	42	Akal College of Physical Education, Mastuana Sahib
Language Lab	01/08/2019	23	Macro Global Sangrur
Remedial Coaching	21/08/2019	43	Dr. Harpal Kaur (Akal College of Education, Mastuana Sahib), Dr. S.S. Dhaliwal, SLIET
Career Counselling	20/07/2019	100	Dr. Pushkrit Gupta, Akal College of Education, Mastuana
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling	30	70	3	56
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
The Chegg India Pvt. Ltd.	150	30	Govt. Job Fair, Malerkotla	35	25
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nil	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletics Meet	College	63
Talent Hunt	College	47
Tug of War	College	36
Teej Celebration	College	154
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nil	Nil	Nil	Nil	Nil
View File						

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

Students being active stakeholders in the realm of higher education is given active representation and role plays in the everyday activities of the college. A statutory representative body of students is constituted every year through nomination system on the basis of competency merit, attendance and recommendations by the mentors. This committee plan, co-ordinate and regulate various curricular, co-curricular and extracurricular activities of the college. Students representation in the academic bodies of the college include IQAC, department associations, clubs, committees and other forums that regulate and coordinate various academic deliberations like expert lectures, seminars, department fests etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

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

1000

5.4.4 – Meetings/activities organized by Alumni Association :

An online meeting of the Alumni Association was held in April, 2020 via Free_Conference_Call.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In the institution various activities are performed in a decentralized and coordinated manner to achieve the goals. Managing Committee is the apex body, responsible for laying down the objectives to be achieved. Apart from this institution, i.e. Akal Degree College Mastuana, the Committee is running various other institutions also, which includes two Senior Secondary Schools and five professional colleges. Objectives and policies for the institution are framed by the Committee in consultation with the Principal and staff. Principal is responsible to execute these policies, and the task is completed with the active participation of the whole of the staff. Followings are the two best practices adopted by the institution to ensure decentralization and participative management: 1. Decentralization Authority and responsibilities are decentralized in the institution. Policies and programs are formulated by the Managing Committee and the Principal is assigned the duty to execute the same. Principal further divides these duties to the different members of staff. In order to promote responsibility, and to avoid duplication of efforts, various committees are formed to complete different tasks. Main committees include the Advisory Committee, Discipline Committee, Prospectus Committee, Sports Committee, UGC Committee, Library Committee, and separate admission committees for different classes. Every committee is headed by a convener, who supervises the functioning of the committee and is responsible for allocation of work among its members. 2. Representation of teaching staff and Principal in Management Committee The Management Committee is the apex body to identify goals, to frame policies, and to provide ways and means for the achievement of institutional goals. College Principal is ex officio member of the Managing Committee. This Committee also consists of two representatives from the teaching staff of the College. These representatives are always consulted on academic aspects, starting of new courses, or new subjects in the existing courses etc. The Principal and staff representatives help to provide ground level information to the Managing Committee. Representation of staff representatives helps to resolve the issues relating to the grievances of staff with the spirit of cooperation. This participatory management helps to maintain cooperation at the levels of policy formulation and policy implementation, to promote mutual trust, enabling the institution to provide quality education.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The institution carries out admission

to all of its under graduate and post graduate programs properly on the basis of merit through a transparent manner. The admission related schedules and procedures are widely publicized through advertisements in newspapers, prospectus and college website. A student can apply online, but taking into account the rural background of most of the students, the option to apply through the submission of hard copies is also continued. Admission to various courses and classes is carried out through various committees of teaching staff.

Industry Interaction / Collaboration

The placement cell of the institution along with other departments is actively involved in developing ties with the industry at local, regional, and national level. Field tours to various industries are also organized from time to time which provides a firsthand knowledge to the students. The institute establishes linkages with local industry and manufacturing units to provide the students an insight into actual working of the organization and develop their skills. Interaction with industry provides the knowledge about the employable skills in the present times.

Human Resource Management

The Institution has a rich reservoir of human resources. Human resources are well managed by the Management with the Principal as the chief architect. The staff is assigned duties taking into account the orientation and subjects of the members. Once they are assigned a duty, requisite authority is delegated and matching responsibilities are fixed. Staff is encouraged to improve their skills. Skill up gradation programs are organized for FDPs are organized for the teaching staff. Duty leaves are liberally granted to attend seminars, workshops, orientation programs, and refresher courses etc.

Library, ICT and Physical Infrastructure / Instrumentation

The institution has a Library having a large number of books and other resources. The institution also facilitates extensive use of ICT resources including use of computers, teaching/learning materials to its staff and students. Faculty members are provided with computer facility and high speed internet access to prepare and deliver the teaching material.

During the year under consideration a number of steps were taken to upgrade the ICT infrastructure, and to enable the teaching staff to maximize the use of ICT tools. Consequently during the COVID 19 pandemic, the teaching staff has successfully shifted to the online modes of teaching.

Research and Development

The institution encourages the teachers and students for research and development. A large proportion of the teaching staff is having doctorate degrees. In-service research is encouraged through the policies like granting duty leave for research work. Teaching staff is allowed and encouraged to participate in seminars and conferences. It has helped the teachers to publish research papers and books. The students are also encouraged to carry on research work in their final semester. The students of B.Sc., MCA, and Agriculture are encouraged to undertake small research projects.

Examination and Evaluation

Performance of the students is evaluated throughout the year. There is a dual system of evaluation internal and external. Internal evaluation of students is based on their presence in classes, performance in house exams and class tests, and the quality of their assignments. In the practical subjects, the students are also evaluated on the basis of their practical knowledge or performance. At the end of each semester they are evaluated through an external mechanism i.e. the affiliating university through the written examinations. Semester result is based on both the internal and external evaluation.

Teaching and Learning

The institution gives a special emphasis on the development of teaching and learning strategies. Use of audio-visual techniques, ppts, etc. is encouraged to make the learning process interactive and student friendly. Use of labs and field tours for the practical subjects is encouraged. Students are encouraged to use the IT tools for skill development and academic enrichment. Several teachers have started to create e-content, so that the students can learn anytime and anywhere.

Curriculum Development

Curricular aspects of courses at Akal

Degree College Mastuana are governed by Punjabi University Patiala. Multi-level systems have been evolved in the institution for planning and execution of the curriculum in a transparent and effective manner. The curriculum has been regularly upgraded by University. Institution has started some value added courses to enhance the professional skills and to develop moral values among the students. Curriculum of such courses is designed by the senior faculty members of the concerned departments.

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

E-governance area	Details
Planning and Development	We have in place a Management Information System (MIS) for our college. This system is a comprehensive one with the following modules: Message Board, Course Management, Student, Staff and Fees Report, Attendance, Time Table Management. The system is running very effectively.
Administration	Notice display system for students and other stakeholder. Regular exercises of PFMS portal to upload expenditure related to Govt. funds.
Finance and Accounts	Fully computerized office and accounts section . Maintaining the college accounts through Tally ERP 9.0. E. The maintenance of student fee record is done via MIS.
Student Admission and Support	The affiliating University has implemented e-governance through different modules like online admission form fillup. The Students after filling the online admission form are given the options to select a college and course of their choice. The complete admission process is carried out online via admission portal of Punjabi University, Patiala.
Examination	Our affiliating University i.e., Punjabi University, Patiala has implemented e-governance through different modules like examination form fillup, Exam marks upload and publication of marks through university exams portal.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Bhupinder Kaur (Physics)	Online teaching certification program, 27-5-2020 to 18-6-2020	Akal Degree College College Mastuana	1500
2020	Dr. Bhupinder Kaur (Chemistry)	Punjab Science Congress Feb 7-9, 2020	Akal Degree College College Mastuana	2000
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Nil	Nil	Nil	Nil	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Program	1	24/07/2020	28/07/2020	5
Orientation Program	3	03/03/2020	23/03/2020	21
Orientation Program	1	26/06/2020	24/07/2020	28
Short Term Course	1	15/01/2020	22/01/2020	8
Short Term Course	1	05/10/2020	09/10/2020	5
Faculty Development Program	1	01/02/2020	16/02/2020	16
Faculty Development Program	1	12/05/2020	12/05/2020	1
Faculty	1	27/05/2020	18/06/2020	21

Development Program				
Faculty Development Program	1	01/06/2019	14/06/2019	14
Faculty Development Program	1	22/06/2019	05/07/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
39	2	27	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
i) Interest free loan for purchase of laptop. ii) Payment of registration fee for presenting papers in National/International conferences/symposia. iii) With-pay study leave for doing regular Ph.D Degree and similar research oriented activities. iv) Regular medical check-ups.	i) Interest free personal loan facility. ii) Fee-Concession for their wards. iii) Annual uniform distribution to support staff. iv) Contributory health insurance facility for willing staff members.	i) Govt. scholarship Scheme for SC/ST Students. ii) Govt. scholarship Scheme for OBC Students. iii) Govt. scholarship Scheme for Minority Students. iv) Scholarship Scheme for Economically weaker students by Sarbat-Da-Bhala Charitable Trust. v) Institutional Freeships for outstanding students in Cultural, Sports and Academics. vi) Institutional Freeships for economically deprived students. vii) Totally free education to the wards of the farm-suicide (Agricultural Debt Sufferers) cases.

6.4 – Financial Management and Resource Mobilization

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

1. Internal Audit Institution always spends its financial resources in accordance with the principles of economy and efficiency. Each demand is considered according to the parameters of these principles. Every year the Management Committee constitutes a team of auditors which scrutinizes the accounts of the institution. The audit brings out any practices where the cannons of economy and efficiency have not been followed. The institution gets its accounts audited by a Chartered Accountant also. Internal audit is an annual practice in the institution. Money received in the form of grant-in-aid from the DPI and developmental grants received from UGC, Management funds, donations by individuals and NGOs etc. fall within the purview of internal audit. 2. External Audit External audit is conducted by the audit department of the Government of India. This audit is focused at the grants received from the

Government under 95 grant-in-aid scheme, grants received from UGC and other projects where any money received from the Government of India or the State Government is used. This audit is conducted on the discretion of the Audit Department. The institution is responsible for any irregularities of procedure in financial matters.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Ms. Sukhwinder Kaur	50000	Scholarships to economically weaker students
No file uploaded.		

6.4.3 – Total corpus fund generated

123671

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	Yes	IQAC

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

The College has a formal Parent-Teacher Association via which the college ensures a healthy interaction with the parents. 1. At the onset of the academic year, parents of first year students attend the Orientation Programme. Departments also organize their departmental orientation for an interactive dialogue with students and parents. 2. Parents of two students are on the board of IQAC of the College. They actively participate and give their suggestions in the meetings of IQAC. 3. Parents also give suggestions and feedback in the College feedback system.

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

1. College Managing Committee provides Loan facility/Savings/Welfare schemes. 2. Rest Room for Staff 3. Fitness center facility/ Yoga center 4. Awareness programs for Service Rules, office management and hospitality etiquette.

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

1. Training has been organised to strengthen ICT based teaching-learning process 2. Awareness program has been organised for students on E-Learning with special emphasis on SWAYAM MOOC 3. Child Care Leave for Teaching Non Teaching Staff has been introduced. 4. Steps for registering College Alumni 5. Wi-Fi facility to be extended to all students 6. Promotion of research related activities.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No

d)NBA or any other quality audit	No
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6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Nil	Nil	Nil	Nil	Nil

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Teej festival celebration	10/08/2019	10/08/2019	130	Nil
Street Play on Female foeticide	27/01/2020	27/01/2020	293	196

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college strictly abides green protocol. All programs conducted in college are in accordance with green protocol and in accordance with a view to create environmental consciousness in students and staff. In addition to this, there are certain other initiatives taken by the institution for environmental consciousness which are as under: 1. Sustained initiative to reduce the use of plastic bags below 50 micron within the campus and in the adjacent market place 2. Installation of solar water heater in the girls hostel to conserve electricity and reduce carbon footprint in the environment. 3. All bulbs and tube lights used for lighting have been replaced by LED. 4. Dr. J.C. Bose botanical garden has been setup in the college to create Environmental Consciousness. 5. The waste in the campus is collected separately as solid waste and e-waste. We also have an insinator facility near to the girl's toilets, to maintain hygiene for female students.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadvantages	taken to engage with and contribute to local community					students and staff
2020	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	15/07/2019	Published College Prospectus and distributed to various stakeholders which depicts values and ethics. There mechanism of various committees in college to ensure the practice of implementing this by reporting to college management and IQAC

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Hepatitis Day Celebration	29/07/2019	29/07/2019	102
Independence Day Celebration	15/08/2019	15/08/2019	500
Hindi Divas Celebration	14/09/2019	14/09/2019	50
Guru Nanak Dev Ji's B'day Celebration	23/10/2019	23/10/2019	453
Constitution Day Celebration	26/11/2019	26/11/2019	512
World Aids Day Celebration	01/12/2019	01/12/2019	100
National Pollution Control Day	02/12/2019	02/12/2019	98
Republic Day Celebration	26/01/2020	26/01/2020	485
National Science Day Celebration	28/02/2020	28/02/2020	125
International Women Day	07/03/2020	07/03/2020	515
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Tree Plantation 2. Botanical garden and seed farm 3. Installation of Solar lights, Biogas and rainwater harvesting 4. Plastic free campus and Strict adherence of Green Protocol 5. Awareness programs and celebration of International and National days of environmental importance 6. Botanical garden and seed farm 7. AC's and Led Lights used in campus are of five star category to optimize the energy consumption

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Free Education and Fee Concession:- The main motive of institution has always been to provide quality education to the students living in backward areas. The institution emphasizes upon the need of economically weaker but academically strong students. The management of the institute gives such students facility of fee concession. At the time of admission, the needy students are given scholarship forms to avail the facility of fee concession. Free Education is also provided to the students of Farmers who have committed suicide under some circumstances. Along with this, the management of the institution has also decided to give free education to orphans. 2.Promotion of Sports Activities:- The institute organizes various sports activities throughout the year. The purpose behind this is to motivate and develop special sports skills in the students. The best sports students are also provided free of cost training. The institute grants financial support to the students who take part in games along with sports equipment. The college also provides free education to the sport persons who have excelled at national or international level.

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

http://www.adcmastuana.org/pages/best_practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The great saint, philanthropist educationist Sant Baba Attar Singh Ji sowed the seed of education knowledge in one of the most economically socially backward region of Malwa land. His great vision of imparting education to the youth of this region became his mission. He became pioneer of education knowledge and civilized society with shrilled Human Resource contributing to the progress of society and country. Today that seed has taken a form of a tree extending its branches into various fields of education and skill development courses. Since its inception in 1968, the institution has strove hard to come place itself in the field of imparting quality education skills to its pupils. Over the years the college has initiated a good number of courses thus enabling the students to choose their course according to their ability and calibre. Situated in the rural area, the institution is committed to the overall growth and development of the students in terms of education and skills. The objective of providing quality education along with professional skills makes the students industry friendly. A number of skill based courses help the students to enhance their skills make them skilled professionals. A number of skilled based Add-on courses like Data Care Management, Accountancy, and Spoken English Library science help the students to gain desirable proficiency and hands-on knowledge of the course. In this session the institution has introduced for new PG courses: 1) M.A (English) 2) M.A (Sociology) 3) M.A (History) 4) M.A (Music-Vocal) All these courses have a good number of students on roll. In order to make our students competent in the field of technology, the institution started a number of computer application courses both at Undergraduate Postgraduate

level. It is heartening to see the students developing improving their professional skills along with the basic education and getting adjusted to requirements of the industry.

Provide the weblink of the institution

<http://adcmastuana.org/aboutus.html>

8.Future Plans of Actions for Next Academic Year

Feedback from all stake holders will be utilized to achieve constant excellence in the system. In order to facilitate Online learning and E content development, workshop to be organized for teachers. To encourage and appreciate teachers for various awards and recognition. Organization of National Conference for inculcating research culture among students and teachers. Organization of various seminars, workshops and faculty development program. Ensuring Wi Fi connectivity in all Class Rooms to facilitate learning experiments. Remedial coaching/classes to restrict failures. Purchase of the latest audio-visual equipment to improve teaching-learning process. Purchase of new books for the enrichment of the knowledge of the library users. Lab up gradation of various departments to improve teaching-learning process