



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

AKAL DEGREE COLLEGE

**AKAL DEGREE COLLEGE, MASTUANA NH-7, GURSAGAR MASTUANA SAHIB,
DISTT. SANGRUR**

148001

www.adcmastuana.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Akal Degree College, Mastuana- a co-educational institution is a centre of learning and imparting higher education since 1968 to the rural students of the Malwa belt of Punjab. It is situated on the holy land amidst bliss of nature far away from the bustle of city life. The institution has ushered under the aegis of Akal College Trust, Gursagar Mastuana, which is formed to support and manage the rich legacy of Sant Attar Singh ji, a philanthrope and visionary educationist. In 1923, Akal Degree College, a brainchild of Sant Attar Singh, was a premier institution for providing courses in agriculture to the rural students of the region. The college was restructured in 1968 and undergraduate courses were started in humanities and sciences. One of its founding members was an eminent educationist of the time namely Sant Teja Singh who educated from Harvard University, (A.M in 1911) U.S.A. The seed of the education sowed by Sant Attar Singh Ji has now flourished into a number of educational institutions dedicated to the task of providing mainstream education with a touch of religious and moral education. There are nine sister institutions which have become a chosen destination for the students to pursue higher education. Over the years the institution has progressed and developed to meet the changing needs in the field of education and teaching learning methodology

Since 1968, the college has been affiliated to the Punjabi University, Patiala. Now the institution is running several courses like B.Sc, B.Com, B.A, M.A and professional courses like BCA, BBA, PGDCA and MSc(IT). Recently the college has initiated M.Com and Diploma in Agriculture. The college has already received an approval to start B.Voc courses in Software Development and Income Tax from the session 2019-20. The college thrives to prepare the students to become n educated, cultured and socially strong human beings. The College endeavors to keep devoted to the stupendous task of propagating educational practices to its students to help them carve their future and fulfill their aim.

Vision

The Vision of the College is to promote educational activities especially for the economically deprived and weak students among the rural masses of Malwa region of Punjab as envisaged by the Great Saint Attar Singh Ji in early 1900s. As a profound visionary with staunch aim and convention he undertook the task of educating the rural masses to help them to coalesce with the main stream population. The institution is determined to serve the society by catering to the educational needs of the students keeping in mind the weak socio-economic background. The college thrives to unfurl new horizons of teaching pedagogy educational practices and instructional methods and to progress in consonance with technological advancement in the field of education.

Mission

The Mission of the College and the promoting body i.e. Akal College Council, Gursagar Mastuana Sahib is:-

- To carry on the educational reforms movement started in early 1900s by Sant Attar Singh ji, in order to promote morality and sobriety in life, to promulgate and to preach the teachings of the Ten Gurus; to imbibe students of the Sikh faith and other religions with idealism and moral disciplines taught by the Gurus and fit them for a way of life that will bring credit to the community and the country; to develop the students with meditation and of religious education and to produce worthy citizens of India
- To open new educational institutions for rural Sikh masses and to work for propagation of the Sikhism along with traditional education
- To provide opportunities for educational, vocational, professional, social, linguistic and cultural development to the people of all abilities and backgrounds so that they can discover their potential and fulfill their aspirations
- To develop multidimensional personality of the students by providing an opportunity to participate in religious, cultural, co-curricular, theatrical, literary and sports activities
- To value originality and vision, encourage initiative and promote creativity
- To instil a sense of pride and achievement of personal accomplishment
- To promote creativity and value originality
- To engage in social welfare activities aimed at improving living conditions and general welfare of the poor and indigent persons of what so ever occupation, irrespective of race, caste, community or creed
- To promote deeper spiritual values in personal and community life
- To defuse such useful, secular, social and religious knowledge
- Promotion of Punjabi Language and culture
- Imparting higher education to less privileged and deserving sections of our society
- To establish strong communication network between the college, parents, Alumni and the society at large to create healthy atmosphere for vision oriented growth
- To contribute in the socio-economic development of the State of Punjab as well as of the country by providing proficient pass-outs in various streams
- To save, protect and maintain the heritage buildings built under the ageis of Sant Attar Singh Ji

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The Mission of the college is to promote and propagate education in general to the rural masses to uplift and empower the students to serve the society and country
- The college is located on NH-7 and adjoining to the world famous Gurudwara named after Sant Attar Singh Ji. Hundreds of devotees come to pay their obeisance daily as the people of the Malwa region have unflinching faith in the teachings of Sant Attar Singh Ji Maharaj
- The college has a dedicated and competent faculty who are always ready to walk that extra mile to mentor the students, majority of teachers are Ph.Ds and a large number of teachers having publications to their credit
- Effective and supportive guidance from the Managing Committee is a source of strength for the college which generates impetus needed for unhindered functioning of the institution
- All round personality is the hallmark of education at college and what is learned within the class room is complemented by what is done together outside of them. Societies of the College work diligently towards the operationalization of cultural curriculum of the college. The societies are successfully managed by students with teachers as facilitators in the background
- The College has regular monitoring of the teaching workload, sports and other activities. The college has been tirelessly striving to upgrade the holistic performance

- The college has a history to look forward to academic collaboration with the UGC for the introduction of skill development courses as well as Add-on courses. In 2007, the college started Add-on courses in Spoken English and later on Add-on courses in Library Science, Computer Application, Income tax & Procedures were also started and all are running successfully
- The college has set up a forum for the alumni where they maintain regular contact with the college in the form of feed backs as well as valuable contribution
- The college has a Guru Gobind Singh Study Circle unit which organizes religious trips, langar on various college activities and other functions
- The college has a girls hostel granted by UGC

Institutional Weakness

- Due to declining job avenues and threatened social security in the state, there is a great level of migration of youth to other countries like Australia, Canada, USA etc. immediately after completion of 10+2. This phenomena has greatly affected the admission of students at entry level
- Non availability of modern Auditorium and conference rooms hinders the college in organizing national and international level seminars and workshops
- Although the college has successfully established an Alumni Association, the participation of alumni for the betterment efforts of college has not yet attained to an optimal level
- Due to the economic background of students and the paucity of time available to them, there is a limitation of implementation of value added courses
- Since most of the student entrants are agrarian/rural based, partially agriculturalists themselves, with education in the medium of Punjabi language till Senior secondary level, they lack good Communicative Skills in English
- Though the college prospers with all the strengths of an institution standards, sometimes students prefer to take admission in the colleges situated in nearby cities.
- Increased transportation costs to bring students from remote and far flung areas to college campus
- Dependence on state regarding filling of sanctioned posts leads to adhocism in recruitment

Institutional Opportunity

- Our college's vision & mission provide an opportunity for rural first learners – not only to graduate themselves but also to continue their education to the highest level expertise
- The college building is in the process of renovation and upgradation. A modern infrastructure shall open the doors to a world of opportunities for the college which were kept in abeyance so far
- Though situated in a rural atmosphere, technology based ontological tools of teaching, classrooms with smart and interactive boards and syllabus catering to global needs and standards are implemented and practiced
- The college has the potential and immense scope for new courses which are long overdue
- Since education is one of the priority agendas of successive governments, tremendous opportunities have been thrown open for national and international collaborations with other universities. The College, too, proposes to collaborate with other universities as well as the industry with a view to provide students useful insights on professionals
- For professional and academic development of the faculty, training sessions and workshops shall be

organized along with inter-institutional tie-ups

- With a view to sensitize the students as well as the staff towards its responsibility towards the community, the college plans to actively engage itself with its immediate neighborhood through the network of local RWAs and Traders' Associations under the aegis of its College Community Collaboration project(C3)

Institutional Challenge

- In current times, the youth perception towards success and satisfaction is measured in terms of materialistic success and one-upmanship. Youngsters are increasingly becoming oblivious to the relevance and concept of a fulfilled and Meaningful life. As an educational institution, the college needs to be conscious and vigilant about its obligation to reinforce the significance of an ethical mindset and a compassionate outlook without which the entire teaching learning process becomes shallow.
- To motivate students to develop a deeper sense of critical and analytical thinking and to cultivate in them an endeavouring passion to be conscious morally and socially
- To encourage research aptitude amongst students and instill an innovation prone thought process
- In this technologically revolutionized world, overload of and easy accessibility to information comes with the risk of reducing the teaching learning process to a mere dissemination of facts. The challenge lies before the teaching fraternity to revisit the conventional pedagogy so as to establish the real connect between information, knowledge and wisdom as well as its applicability and incorporate the same in teaching methodologies.
- In today's world of glitz & glamour, everyone especially the younger generation is fascinated by looks and appearances. In this respect, our college needs to go a long way and evolve itself aesthetically failing which the old exterior of the college building shall prove to be a costly deterrent for the budding new faces and turn them away towards more presentable campuses.
- Keeping pace with the rapid changes in higher education is also a great challenge
- As the college is being situated in rural area, so providing resources for marginalized students from villages is also a tedious task
- No grant from the state Govt. for infrastructure development and for self financed faculty
- Lack of motivational conditions at domestic level is also a great challenge for the learning process of students as most of the students from marginal families use to assist their parents during Rabi and Kharif seasons to earn their livelihood.
- Dominance of unplanned use of social media tools among the youth sometimes leads to problems also

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution has set its own goals and objectives to cover the curriculum designed by Punjabi University, Patiala. The college has a wide range of courses in Arts, Commerce, Science, Agriculture, Management and in Computer Applications both at graduate and post graduate level. Efficient faculty works towards enriching the students academically and professionally. They collaboratively contribute in designing the curriculum and to implement it in an effective manner.

The institution provides diverse courses in B.A, B.Com, BSc (Medical & Non-Medical), BBA,BCA,MA (Punjabi), PGDCA, MSc (IT) and other Add-on Courses. New Courses as per the university guidelines have

been started to make aware the students regarding various problems emerging in our society. Subjects like Drug Abuse-Problem, Prevention and Management, Environment Study and Road Safety Awareness are taught in Semester 2nd and 4th respectively. To improve and enhance the communication skills of the students, the institute has been running an Add on Course in Spoken English since 2009.

The institute also focuses to bring out the best in the sportspersons by offering them free sports facilities and education. The students of Management courses are encouraged to take up training and internship in various established public institutions like schools, industries, companies and hospitals to get experience. To improve the standard & quality of education, the institution goes for summative and continuous evaluation of the students. The Punjabi University is undergoing a lot of changes due to shift from annual to semester mode and also adopted the notion of internal assessment where the faculty evaluates and assesses the students on the basis of their performance throughout the semester to ensure effective implementation of internal assessment. So this method is helpful in making the evaluation process much more interesting and exciting. The college offers a congenial environment to the students to sensitize them about socio economic issues relevant to gender differential marginalization faced by women in governance and policy making.

Teaching-learning and Evaluation

The college offers a comprehensive admission and evaluation process for the students. In the beginning of the session, the students are made aware with the program outcomes, mode of internal assessment as well as college facilities. Utmost care is taken to provide equal opportunity to all the students in the Teaching- learning process. Experiential learning and critical thinking is given the priority and rote learning is discouraged.

The students are given the details of the admission process through college Prospectus, College Website and notice board. A separate admission cell is established for this purpose. Members of teaching and non teaching staff are specially nominated to look after the admission process. . The beginners are made comfortable in the college through guidance and support and are also given sufficient time to get at ease with their chosen course. If they are not comfortable with their choice, they are guided to change their subject or course programme. There is a constant interaction between the teachers and students. On the basis of class tests, tutorials, assignments and attendance in the class, the teachers are able to find the interest of the students and easily identify the advance learners. In today's world of information and technological era, the focus is also given on several ICT and e-resources also.

The Internal Assessment Committee looks after the evaluation procedure which is fair and transparent. Internal evaluation is continuous and is based on different parameters including academic and extracurricular skills. The institution follows an efficient mechanism for redressal of grievances. Proper procedure is followed to address the grievances at the earliest. The University position holders bring the laurels to the institution who serve as college ambassadors.

Research, Innovations and Extension

The college thrives to provide a qualitative and creative learning management to the teachers and the students. Teachers are encouraged to further upgrade their qualification and explore new realms of higher education. Most of the teachers are already pursuing their doctorate and some teachers have successfully completed their doctorate in the last five years. Teachers' participation in conferences, Seminars, Workshops and Symposiums is on regular basis and they are motivated to keep themselves with the latest in the field of education and

research. A good number of books and Research papers have been published by them in National and International Journals.

Community development activities and other extension activities form an integral part of the teaching-learning process. In order to promote neighbourhood communities network, the students are encouraged to participate in social works and projects. NSS, NCC and college societies provide a platform to the students to home environment, gender issues and public health. The college has always taken an initiative to contribute and participate in various programmes to help, to expand the horizons of learning for students and faculty. Camps and community services are organized on regular basis by NSS Units in which lectures are organized on various topics and issues. Community oriented programmes and events are organized throughout the year. The core areas like Health and Hygiene, Cleanliness, Traffic Rules, Women Rights etc. are focussed upon Extension activities. To inculcate a sense of spiritual discipline and humanism, the college has initiated two programmes: Guru Gobind Singh Study Circle and Value-Added Courses for undergraduates. These courses help the students to imbibe good social and moral values which further help in holistic development of the students.

Infrastructure and Learning Resources

The Institution has regularly upgraded and maintained the college facilities as per the needs of the students. Like other institutions, the college receives resources from UGC/Management funds and much of the expenditure is incurred by the management in building and renovating the infrastructure. This policy of the college is driven by visualization of future requirements of teachers, administrative staff and students particularly. At present the focus of the college is to create infrastructure with latest information technology so as to facilitate effective teaching & learning process. We have adequate number of classrooms to meet requirements of the students. Information Technology based rooms are equipped with LCD projectors to enhance the teaching-learning process. The college has well maintained laboratories to enrich the experience through practical orientation. The college has well maintained Physics, Chemistry, Botany, Zoology, Psychology and Computer labs. The Main Library is housed in the heritage building of the college. In addition to Main Library facility the college has five departmental libraries. The Main library is equipped with updated collection of books, journals, magazines, and e-resources. The institution aims at providing the IT facilities to its students to enrich the teaching-learning process and students can utilize these resources to achieve their goals. For maintaining and utilizing physical, academic and support facilities, the college has constituted various staff council committees. The college is facilitated with 165 computers having 8 printers and scanners and 2 Xerox machines for reprographic facilities. The computers are accessible to the students as well as to the teachers for doing the academic work. There is a coordinator for all computer labs who is responsible to provide required assistance to all the lab attendants in maintaining the labs. The college has also a well qualified technical staff to take care of the equipments and instruments. Cleanliness of all classrooms, labs, offices, department rooms and corridors etc. is done by the staff appointed for this purpose under the supervision of the office superintendent.

Student Support and Progression

The college is committed to the holistic development of the students who are foremost stakeholders in the teaching-learning process. Student's progress and support become vital for the effective dissemination of quality education. The college thrives to provide the best to nurture and guide the students. Economically weak students are provided a variety of support with scholarship and free ships. The institution also provides a strong resource system in terms of books and e-resources required by students for the successful completion of their

courses. Meritorious students and glorious achievers in the field of sports and co-curricular activities are honoured. In addition to this, the college guides the students to organize themselves to constitute Student Association. This association is guided by the staff advisor and the Principal of the college. The various societies formed in the college are associated with the student Association and work in co-ordination with it. Akal Degree College Alumni Association plays the role of strengthening the relation between the old students and their Alma- Mater. This Association has an elected body with many alumni as its members. All the former faculty members and alumni are invited on all formal functions of the college. The college publishes its Annual Magazine-Saint Soldier with the help of editorial board comprised of representatives from the students who acts as Student Editor.

Governance, Leadership and Management

The college strives to provide quality education keeping in mind all round development of the students eg. physical, social and spiritual. The institution aims to transmit knowledge and education to rural, semi-urban and urban areas of Sangrur and Barnala districts and to facilitate sustainable development of higher education in consistence with policies and acts of university, UGC and the Punjab government. The institute is governed by the Managing Committee, Akal Degree College, Mastuana (Sangrur). The college committee meetings are held from time to time to ensure effective implementation of its policies. The Managing Committee and the Principal of the college design and discuss the affairs of the college. The staff council which comprised of the Council Secretary and all the members of the college provide an interaction between the management and the faculty. It holds regular meetings with the management for planning and mandated tasks of their committee. For the better organization, management and working of Academic council, the governing body is assisted by different departments of the college. The institution practices decentralization and its staff to take part in management. The institute has decentralized governance system for performing various activities. To run the institute effectively, the main committee has further decentralized its authority into several committees on the basis of nature of task. The college provides operational autonomy to the teaching departments by which the heads of different departments are authorized to prepare and plan schedule of work, enrichment program, educational tours, allocation of work load to teacher of the department, organization of seminars etc. of respective department in consultation with other faculty members. The College has Grievance Redressal Committees for staff and students, Anti-Ragging cell and a Committee against Sexual Harassment. The students and employees approach the Principal or the relevant committee for necessary action and redressal of their grievances.

Institutional Values and Best Practices

The mission and vision of the institution display the institutional values and best practices pioneered by the college to contribute significantly to the improvement of institutional processes and overall development of the stakeholders. The college is dedicated for the cause of social and environmental issues. Keeping in mind, the safety of the girls, the institute has constituted a separate committee entitled as "Women Cell". The purpose of the committee is to provide safe and secure environment to girls. The committee also organises seminars to create awareness among girls about women rights regarding hygiene and several issues related to marginalization of women. To guide the students for their career, studies and to make them aware of several social activities, counselling programs are upheld in the institute on regular basis. There are two common rooms for the girls to sit. The college has a proper waste management system to discard & throw solid, liquid and e-waste. The gardens and lawns with Good number of trees and plants which contribute to solid waste. To tackle the water scarcity hazards, the management of college has taken steps to boost the groundwater through

suitable groundwater resources management. The college itself endorses green practices to maintain the clean and green environment. The college takes pride in maintaining the sprawling garden, flowerbeds and trees on the campus. Every year the college celebrates "**Van Mahotsava**" to plant a good number of trees in and around college campus. The college has broken new ground in showing the best institution values that are described as Best Practices.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	AKAL DEGREE COLLEGE
Address	AKAL DEGREE COLLEGE, MASTUANA NH-7, GURSAGAR MASTUANA SAHIB, DISTT. SANGRUR
City	SANGRUR
State	Punjab
Pin	148001
Website	www.adcmastuana.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	DARSHAN KAUR	01672-289369	9915010868	01672-289212	adcmastuana@yahoo.com
IQAC Coordinator	SURMUKH SINGH DHANOA	01672-289001	9417679729	01672-289795	naac.adcmastuana@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-01-1968			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Punjab	Punjabi University		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	01-01-1968		View Document	
12B of UGC	01-01-1968		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AKAL DEGREE COLLEGE, MASTUANA NH-7, GURSAGAR MASTUANA SAHIB, DISTT. SANGRUR	Rural	10.13	10468.14

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA, Humanities	36	Senior Secondary	English, Hindi, Punjabi	700	393
UG	BSc, Science	36	Senior Secondary with Medical	English	50	21
UG	BSc, Science	36	Senior Secondary with NonMedical	English	50	18
UG	BSc, Science	36	Senior Secondary with NonMedical	English	50	26
UG	BBA, Management	36	Senior Secondary	English + Punjabi	50	25
UG	BCA, Computer Science	36	Senior Secondary	English	50	30
UG	BVoc, Vocational Studies	36	Senior Secondary	English	50	0
UG	BVoc, Vocational Studies	36	Senior Secondary	English	50	0
UG	BCom, Commerce	36	Senior Sec. with Commerce	English	60	49

PG	MA, Humanities	24	Graduation	Punjabi	30	20
PG	MSc, Computer Science	24	Graduation with Maths	English	30	0
PG	MCom, Commerce	24	B.Com	English	30	10
PG Diploma recognised by statutory authority including university	PGDCA, Computer Science	12	Graduation	English	35	35

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				5				17			
Recruited	0	0	0	0	2	3	0	5	5	5	0	10
Yet to Recruit	0				0				7			
Sanctioned by the Management/Society or Other Authorized Bodies	1				4				16			
Recruited	0	0	0	0	2	1	0	3	7	7	0	14
Yet to Recruit	1				1				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	6	0	0	6
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				23
Recruited	19	4	0	23
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	4	0	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	4	0	1	6	0	13
M.Phil.	0	0	0	2	0	0	6	3	0	11
PG	0	0	0	0	0	0	5	3	0	8

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	3	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	6	8	0	14

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	758	0	0	0	758
	Female	367	0	0	0	367
	Others	0	0	0	0	0
PG	Male	35	0	0	0	35
	Female	31	0	0	0	31
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	23	0	0	0	23
	Female	12	0	0	0	12
	Others	0	0	0	0	0
Diploma	Male	34	0	0	0	34
	Female	3	0	0	0	3
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	183	183	220	217
	Female	126	101	90	71
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	87	96	112	103
	Female	33	41	65	65
	Others	0	0	0	0
General	Male	602	622	948	916
	Female	259	451	351	371
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1290	1494	1786	1743

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
14	14	14	13	13

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1290	1494	1786	1743	1841

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
439	439	426	426	426

File Description	Document
Institutional data in prescribed format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
460	560	503	424	392

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	25	19	18	18

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
37	36	35	32	31

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 34

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
173.62689	213.82158	197.79678	163.28039	102.76534

Number of computers

Response: 165

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The College adopts the procedure of conducting the continuous internal evaluation as per instructions set up by Punjabi University Patiala. The Punjabi University is undergoing a lot of changes due to shift from annual to semester mode and also adopted the notion of internal assessment where the faculty evaluates and assesses the students on the basis of their performance throughout the semester to ensure effective implementation of internal assessment. So this method is helpful in making the evaluation process much more interesting and exciting. The internal assessment for theory papers is about 25% of the total marks which is further divided into the many sections. Teachers take into consideration the whole criteria as attendance is an integral part of internal assessment. Each student is required to attend a minimum of 75% of delivered lectures in each subject which quantifies the effect of student behavior. In case a student is unable to fulfill the condition of 75% attendance due to some genuine reasons, then the Principal has the authority to look into the matter and do the needful on the basis of the circumstances of the case and as per the university ordinances. The teachers in our college compensate attendance as per university guidelines for those who participate in various college programmes. Internal assessment is also based on their performance in house examinations. The schedule for the house exams is properly planned and executed by the Registrar office. Date sheet for house tests is displayed on the college notice boards. The pattern of the question paper used in house exams is similar as used by the university in the final exams. To be eligible, a candidate must acquire at least 25% marks in aggregate or 20% marks in each subject. In case a student is not able to give the test due to unavoidable circumstances or fails in the exams, the Principal has the power to conduct the special test. It is mandatory for every student to give the assignment of the subject to the concerned teacher. Students are provided with a list of questions. Assignments are meant not only for the checking of the knowledge of the students but also their creativity and innovative ideas. Each student has to give a written assignment in each subject in each semester. Apart from all these things the students who take part in other co-curricular activities are also assessed. The students who have enrolled themselves in the NSS or NCC units or have been selected to participate in other activities organised at the University level, they are given extra time to complete their assignments. A teacher also takes into account the practical sessions while preparing the assessment. Each student has to make practical file with the details of experiments he has done. Practical files are evaluated by the teachers and they get their marks according to their performance. Through the method of continuous evaluation of students, it has helped in improving the performance of the students and increased their regularity in the classes.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 174.31

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	12	7	5	3

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 27.78

1.2.1.1 How many new courses are introduced within the last five years

Response: 5

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 35.71

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 5

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 4.39

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
43	64	94	99	62

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

Having being set up in a land of spiritual bliss, Akal Degree College plays a progressive role in transforming society by holding socio-cultural activities and mainstreaming socio-cultural issues in its curriculum and teaching pedagogy. The college offers a congenial environment to the students to sensitize them about socio-economic issues relevant to gender differential marginalization faced by women in governance and policy making. Inequities of hunger and food security, these issues find a collective space in numerous co-curricular and cultural activities such as drama, theatre, declamations, street plays etc. The college shoulders the responsibility of creating awareness among our students regarding environment and nature. At under graduate level, the college offers a qualifying paper " Environmental and Road Safety Awareness". It is mandatory for the students to qualify the paper. The concerned teachers take the students for field visit and help them to create eco friendly projects as a part of their assignments. To educate the students regarding ill effects of harmful drugs, the college offers "Drug Abuse: Problem, Prevention and Management ", a qualifying subject at under graduate level. In the session 2018-19, the college has a privilege to start the new course Diploma in Agriculture which will help the students to educate themselves

regarding the process of Agriculture and optimum utilization of the available land resources. The College also started a new optional subject of “Police Administration” which will help the students to learn the role of the police in maintaining law and order in the society and their duties. For the undergraduates, special emphasis is laid on inculcating ethical practices. The institution takes pride in celebrating the religious and national days with a motive to create brotherhood and tolerance amongst the youngsters. Value added enrichment programmes are offered at under graduate level like NSS, NCC, Youth Club , Red Ribbon Club which organize rallies on important issues such as female foeticide , domestic violence and women empowerment etc. Community oriented programmes like blood donation camps and cleanliness drives are organized by the students every year on routine basis. Extension lectures, seminars and workshops are conducted to educate the students regarding the sensitive social issues. The college placement cell provides career guidance regarding various career opportunities and prospects. The students are encouraged to take up classes of communication skills, personality development and aptitude tests to get them prepared for the professional challenges.

The college is managed under the aegis of Akal Trust, Gursagar Mastuana- A religious body, so a lot of emphasis is laid on inculcating and imbibing ethical and spiritual values among the students of this college.

To develop an attitude and inclination towards religion and spiritual teachings, the college offers the courses in Gurmat-Vidya and some other similar courses by Guru Gobind Singh Study Circle.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 3.02

1.3.3.1 Number of students undertaking field projects or internships

Response: 39

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Any additional information	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.33

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	4	3	6	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 65.22

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
517	510	686	819	969

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1095	1095	1065	1065	1065

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 57.94

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
188	179	241	287	350

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

At the commencement of every session, the college takes an initiative to familiarize the new admittees with various courses and programs available in college at undergraduate and postgraduate level. The college staff interacts with students to understand their educational needs and requirements. The students are counselled at the time of admission regarding the choice of their subject and future prospects of that course. They are also assessed on the basis of their skill and aptitude and guided to go for appropriate subject combination. The 'HELP DESK' counsels and communicates the new students regarding the eligibility criteria and admission mechanism as framed by the parent University. It is made sure that no deserving candidate is denied admission. The beginners are made comfortable in the college through guidance and support and are also given sufficient time to get at ease with their chosen course. Students having any co curricular skill are identified through Talent Hunt program organised at the start of the session. Their talent is polished and they are encouraged to participate in different co curricular activities like dance, theatre, music, debate and so on at the college and university level. As the institution falls in a rural domain, most of the students come from Punjabi medium schools, so bilingual method of teaching is used for the undergraduate students. At the same time, the students are motivated to take remedial classes for English organised in the college. Such students are paid proper attention and are supported by their Buddy-a bright student of the class attached to him to help him in studies. The performance of these students in class tests and house tests is analysed and proper feedback is provided to the student himself and to his parents in personal meetings. Communication skill classes are organised to enhance their learning ability. Due care is taken of the students with special needs. They are given equal opportunities and provided with an appropriate learning environment with the support of peer learning. Equal Opportunity Cell(EOC) supervises the academic progress and other needs to help them to cope up with their learning limitations. It ensures to provide extra time for such students during university examinations.

There is a constant interaction between the teachers and students. On the basis of class tests, tutorials, assignments and attendance in the class, the teachers are able to find the interest of the students and easily

identify the advance learners. They are encouraged to show their potential by providing extra books by the teacher so that they can enhance their knowledge and excellence in the university examinations. They are emboldened by giving scholarships and prizes .They are motivated to help the weak students .They are given an opportunity for micro-teaching in the class as well as for making individual presentation. They are also inspired to go for inter-college debates, Seminars and Conferences.

The Career Guidance and placement Cell of the college also helps the advance learners in implementing educational and occupational choices and guide them in planning their career.

2.2.2 Student - Full time teacher ratio

Response: 44.48

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The college and the teaching faculty take initiative to enhance learning experiences of the students. The college understands that the students find a sudden change of environment as they enter the higher educational arena. The teaching learning process is kept student centric. The students are encouraged to participate in various academic and co-curricular activities within and outside the college. Field and educational trips, seminars, and Extension Lectures, talks by experts are organized during the session. Freedom is given to the students to choose from topics for assignments, presentations and project according to their individual interests. The institution has well equipped computer labs and Wi-Fi connectivity in the departments to make learning more interactive and innovative. Power Point presentation is used by the teachers and the students. Experimental workshops and lectures by subject experts constitute regular part of learning process. Group discussions and projects on group basis are undertaken to promote collaborative learning. Students and teachers make extensive use of reference books and resource material available in the library. The Central Library is updated and upgraded on regular basis. Independent learning in tutorial groups where students are made to do assignments or solve problems is a feature of student centric learning. The aim of the faculty is not only imparting knowledge but to promote and encourage participative learning. Students are allotted topics to prepare presentations in class room seminars. Literary societies serve as a platform for the students to show their capabilities and calibre by participating in Debate, Quiz, Poetical Recitation and Calligraphy competition at department level.

Students are motivated and guided to write Poems, Articles, Short stories for the college Magazine. The students are encouraged to participate in religious and regional workshops. The students are also inspired to join NSS/NCC/Youth Club so as to inculcate discipline and endurance which further nurture them to dedicate their services for social and moral cause. The students participate in Inter college competitions and Departmental programs besides enhancing creativity and innovation to the academic process of the students. The college has well developed support system in the form of computer resource centre, library and Book bank to expand the learning environment. Students are encouraged to participate in community services and given an opportunity to work with NGO's, Schools in rural areas, old age homes, orphanage in the vicinity of the college. Multimedia based learning is a part of learning process. A number of classes have overhead projectors for smart learning. The faculty members are always there to lend a helping hand and a sound ear to hear the problems and grievances to the students. Independent learning is fostered among the students of post graduate classes by motivating them to prepare assignments, projects, discussions with the help of reference books.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 137.93

2.3.2.1 Number of teachers using ICT

Response: 40

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 30.71

2.3.3.1 Number of mentors

Response: 42

2.3.4 Innovation and creativity in teaching-learning

Response:

Teaching Learning Process is student centric with an equal weightage to the innovation and creativity. The college has a well equipped state of the art computer lab with internet connectivity to make use of computers and associated technologies in teaching learning process. The teachers make use of interactive collaborative and skill based learning to expand the horizon of teaching learning process. The use of smart interactive boards and projectors help the teachers and students to make a wise use of technology in expanding and exploring new areas. Different labs in the department of science help the students to complete a strong theoretical background with practical understandings of the concepts. The faculty is encouraged to assist their topics/lectures with practical and skill based understanding. The students are

encouraged to join clubs and societies, thus enabling them to brush up their talent through cultural and other curricular activities. Different activities like quiz competition, debates, poetical recitation, dramas, paper reading and many more activities to provide a platform to the students to showcase and groom their talent. The students are motivated to participate in youth festivals to explore their hidden talent in different fields. The students have brought laurels to the college every year. During the NSS camps and farewell parties, students are given a chance to try their hands in managerial skills of planning and organizing. The students are also encouraged to plan their trips to get an experience of budgeting and resource mobilization and its economical use. The ultimate aim of teaching learning process at the college level is to provide skill based learning.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 63.28

File Description

Document

Year wise full time teachers and sanctioned posts for 5 years

[View Document](#)

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 34.8

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	7	6	6

File Description

Document

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)

2.4.3 Teaching experience per full time teacher in number of years

Response: 15.1

2.4.3.1 Total experience of full-time teachers

Response: 438

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 2.19

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The College adopts the procedure of conducting the continuous internal evaluations as prescribed by

the Punjabi University Patiala. The Punjabi University is undergoing a lot of changes due to shift from annual to semester mode and also adopted the notion of internal assessment where the faculty evaluates and assesses the students on the basis of their performance throughout the semester to ensure effective implementation of internal assessment. So this method is helpful in making the evaluation process much more interesting and exciting. The internal assessment for theory papers is about 25% of the total marks which is further divided into many sections. Teachers take into consideration the whole criteria as attendance is an integral part of internal assessment. Each student is required to attend a minimum of 75% of the delivered lectures in each subject which quantifies the effect of student behaviour. In case a student is unable to fulfill the condition of 75% attendance due to some genuine reasons then the Principal has the authority to look into the matter and do the needful on the basis of the circumstances of the case and as per the university ordinances. The teachers in our college compensate attendance as per university guidelines for those who participate in various college programmes. Internal assessment is also based on their performance in house examinations. The schedule for the house exams is properly planned and executed by the Registrar office. Date sheet for house tests is displayed on the college notice boards. The pattern of the question paper used in house exams is similar as used by the university in the final exams. To be eligible, a candidate must acquire at least 25% marks in aggregate or 20% marks in each subject. In case a student is not able to give the test due to unavoidable circumstances or fails in the exams, the Principal has the power to conduct the special test. It is mandatory for every student to give the assignment of the subject to the concerned teacher. Students are provided with a list of questions. Assignments are meant not only for the checking of the knowledge of the students but also their creativity and innovative ideas. Each student has to give a written assignment in each subject in each semester. Apart from all these things the students who take part in other co-curricular activities are also assessed. The students who have enrolled themselves in the NSS or NCC units or have been selected to participate in other activities organised at the University level, they are given extra time to complete their assignments. A teacher also takes into account the practical sessions while preparing the assessment. Each student has to make practical file with the details of experiments he has done. Practical files are evaluated by the teachers and they get their marks according to their performance. Through the method of continuous evaluation of students, it has helped in improving the performance of the students and increased their regularity in the classes.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college strictly adheres to the mandatory university valuation norms and teachers are given a detailed summary of the evaluation criteria. The students are made aware of the evaluation process through college prospectus which is updated annually. Guidelines for teachers and students for internal assessments are prepared as per the university guidelines and are made available to all the faculty. The registrar cell monitors the internal assessment work. At the commencement of the session teaching syllabus is planned and a mode of continuous internal evaluation is chalked out. The internal assessment schedule is prepared as per the university calendar and is communicated to the students well in advance. Date for tests, submission of assignments is notified on college notice boards and announced by the faculty in the respective classes. Time table in charge of the college prepares the time table as per the guidelines of respective course prior to the commencement of the semester. The college time table is put on the notice board for their convenience. The institution follows semester system for all the undergraduate and postgraduate courses. The mid-semester tests are held as per the academic calendar. After checking the answer sheets are shared with the students and marking pattern is discussed. Students are also assessed by

the teachers based on their participation in the class. Teachers cover more than half of the course before MST. Students who participate in youth festival, NCC, sports are given special chance to appear in MST. Semester examination (theory and practical) are conducted according to the examination schedule provided by the Punjabi University.

These examinations are conducted as per the ordinance of the university. Supervisor and invigilators are deputed from the university. The college staff facilitates the supervisor as per the instructions. The internal assessment marks and practical marks are submitted to the examination branch committee well before the commencement of the term examinations.

The process related to examination grievances is in accordance to the ordinances of the Punjabi University, Patiala. Students are personally guided by the administrative authorities. In case of the university examination, if the grievance is related to the question paper when it is out of syllabus, then the reports are sent to Punjabi University, Patiala if the grievances are relevant. If there is a problem regarding marks, result the college authorities guide the students related to the process of rectification. There are two distinct grievances one is related to the college and the second one is related to the university. Mistakes that are related to the college level are sent to the concerned teacher or the HOD. Hence their grievances are resolved in the college. But the grievances that are related to university level for that the institution has to take the initiative related to that grievance properly. The grievances and error related to internal assessment marks or external examinations conducted by university are dealt by administrative section of the college. The students with queries and problems related to their marks and results are guided properly at college level.

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

Response:

The students' evaluation is an important part of the teaching and learning process and require accuracy and transparency. The administrative office of the institution takes care of all the grievances and resolves the examination related problems at the earliest possible. During the house tests, the Centre Superintendent and the Registrar office deals with the queries and discrepancies, if any, as related to the question paper, marks, evaluation of the answer sheets along with re-checking if required. The internal assessment of the students is thoroughly checked by the respective teachers and by the office before sending the same to the university. For the errors related to the university examination, the recommendations are sent to the Controller(Examination), Punjabi University, Patiala for necessary action. The students can apply for re-evaluation as permitted by the affiliated university in case they have any doubt regarding their obtained marks. All the grievances related to the examination are resolved well in time so as to save students' time and money.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The institution strictly adheres to the academic calendar of the Punjabi University Patiala. The academic

calendar consists of the teaching and examination schedule that is finalised by the university and this is made available to all the faculty and the concerned teachers. The advisory committee of the college with the principal as the chairperson deliberates and decides the activities of the academic session before the commencement of the session. The dates on which assignments are to be given are placed on the notice board so that students can do their work in time and can submit their work to the teachers. After checking, they are shared with the students and marks are submitted to the office. The college time table committee appointed by the principal prepares the time table for each department in advance so that teaching begins on the very first day of the session. Time table is circulated to all the heads of the departments who further circulate it to the faculty. The administration assures that all courses are to be completed within the stipulated time period given by the university. However in case of necessity, extra classes are also taken by the teachers to complete the course contents. The college time table as well as workload of the teachers are pasted on the notice board and is also accessible online. Committees for different academic activities as well as co-curricular activities are formed by the advisory committee. Class tests, mid-term tests are conducted to evaluate the performance of the students. All examinations are conducted according to the academic calendar. Information regarding winter break, mid-semester breaks, admission dates, MST exams, university exam schedule all are uploaded on the college website.

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 on website and communicated to teachers and students

Response:

Learning goals for the students are set well before the start of the session and the same are intimated to the students and faculty. The college website and prospectus very clearly state the vision and mission of the institute. In the orientation programme for the undergraduate and post graduates, the teachers of every Department instruct and introduce the students to specific areas of which they are going to gain knowledge. They are provided with the objectives of the programme and they are told what they are supposed to achieve. The syllabus with learning objectives is readily available for the students and teachers on college/university website and college library. The programme outcome of each course and performance are also shared by principal during the inaugural function of the college. The students and parents are made aware of the career options open to the students after the successful completion of the course. During the Alumni meet a feedback is taken from the Alumni regarding the importance of different courses they had opted during their time in the college that help them to carve their career. The Faculty leaves no stone unturned in achieving the desired learning outcomes through various teaching strategies and methodologies. Throughout the year, the teachers make it a point to clear the doubts of the students regarding the effectiveness and professional relevance of the programme. This assists the students to appreciate the course and see the relevance

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

All the Departments individually meet the Head of the institution to analyse the annual results. Our students have been performing well both in academics and co-curricular activities. Apart from having merit position in the university, our students have also made mark in extra-curricular activities such as sports community service, classical arts, fine arts, creative writing and so on at state and national level. Our students have been position holders in various courses and our Roll of Honour board bears testimony to that. To track programme outcome, the college maintains Alumna database regularly updating information on their current employment. Their regular Departmental meetings and all the doubts are cleared, agenda of improvement of academics is discussed to achieve desired course outcome. The annual results of the institution are analysed. The students are assessed on a continuous scale of evaluation throughout the semester. The teachers keep a record of the performance of each student on each course outcome. Different methods of continuous assessment are used to get feedback on the efficacy of teaching learning process and learning outcomes of each course. Students are assessed on the basis of their performance in class tests, presentations and their assignments. Students are also assessed on the basis of attendance and direct observation by the teacher. At the end of each semester students appear in the final semester examination conducted by the university. The result is prepared by the university and this result provides the base to measure the course outcome. Students are also evaluated on the basis of their participation in various development activities such as social service and community work. Students and parents are made aware of these outcomes through the college prospectus and college website.

2.6.3 Average pass percentage of Students

Response: 49.67

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 225

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 453

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.5

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 3

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 30

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Solar Water Heater

The institution has installed a solar water heating system in the Girls Hostel to make use of renewable resource of energy. The project was installed with an initial cost of Rs. 5.5 Lacs. The project is a welcome step towards making an energy efficient future. The system generate enough energy for water heating purpose for hostel inmates.

Botanical & Herbal Garden

The institution has a Botanical Garden to create an ecosystem in the college campus. To promote the "Green Campus Clean Campus" campaign, the college organises various eco-friendly events and "**Van Mahotsva**" every year. The event makes the plantation drive in and around the campus. The garden proves beneficial not only for the students of Botany but also to the other students of the college. Good number of herbal & Medicinal trees give a green cover to the campus.

In order to recycle the bio-degradable waste of the campus, vermicompost pit of 6 X 6 feet has been constructed in the Botanical Garden to turn the waste into green manure to be used as fertilizers for trees and plants. The college also makes use of rain water for harvesting purposes.

Innovative start-ups

To start with the innovations in ecosystem, the college has got three research projects for Waste Management, Ground Water Recharge and Sewage Water Harvesting in the year 2018. The amount sanctioned for these projects is Rs.4 Lac, Rs. 2.5 Lac & Rs.3 Lac respectively. These projects have been framed to address the local issues along with trying & implementing new techniques for recycling of the waste and water.

The students of computer applications are motivated to take live projects during their course/programme to make them aware about the latest research & innovation and to polish their scientific temperament. Such college level projects are source of encouragement to develop an innovative perspective among the students.

Faculty members are also encouraged to take up the research work to augment their studies and innovative practices. An effort is made for the creation and transfer of knowledge through participation in Orientation Programmes/Refresher Courses/Workshops/Lectures by eminent personalities etc.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 1

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research	
Response: No	
File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards	
Response: Yes	
3.3.3 Number of Ph.D.s awarded per teacher during the last five years	
Response: 0	
3.3.3.1 How many Ph.Ds awarded within last five years	
3.3.3.2 Number of teachers recognized as guides during the last five years	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years				
Response: 1.79				
3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years				
2017-18	2016-17	2015-16	2014-15	2013-14
10	8	6	7	8

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 2.02

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	8	5	11	12

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The institution promotes institute-neighbourhood community network and student engagement through its community oriented programmes steered by the NSS Unit, NCC Unit, Youth Club, Red Ribbon Club, Legal Literacy Club and Environment Society. The students are engaged in various activities for promoting the idea of institute neighbourhood community network.

Camps and community services are organised on regular basis by NSS Unit in which lectures are delivered on various topics and issues. Community oriented programmes and events are organised throughout the year. The core areas like Health and Hygiene, Cleanliness, Traffic Rules, Women Rights etc. are focused upon the extension activities. These topics help in spreading social awareness among the students and in the community in general. A good number of NSS volunteers remain ever ready to donate blood on life saving emergency calls. Burning social issues such as Dowry, Female Foeticide, Drug Abuse, and AIDS Awareness are discussed in lectures and Extension programmes. The college unit of NSS organizes camps for cleanliness and Tree plantation so as to raise the awareness of students towards Environmental issues. During these camps, lectures by eminent resource persons are organised on important issues affecting the society. The college NSS and NCC Units actively participate in 'Van Mahotsava' which is celebrated

every year in the college campus. Field visit to Old Age Homes, Pingalwara Ashram and Orphanage are organised to sensitize the students to the problems of less privileged.

The college strives to develop responsibility in the young minds of the students through extension programmes so that they can develop into sensitised & socially responsible citizens. The college offers extension programmes in addition to those supported by university. To inculcate a sense of spiritual discipline and humanism, the college has initiated two programmes: Guru Gobind Singh Study Circle and Gurmat Courses for undergraduates'. These courses help the students to imbibe good social and moral values which further help in holistic development of the students.

Hindi and Punjabi Sahitaya Sabha and English Literacy Society provide a platform to the students to showcase their literary skills through street plays and dramas etc..

The college has a direct co-ordination with Sports Authority of India (SAI) which provides us expert coaches for various games. The players of our institution get proper coaching and learn the intricacies of their games under the guidance of the expert coaches from SAI.

These extension activities and programmes not only help in sensitizing students on social issues of utmost importance but also help them to look at these issues with a broad outlook .

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 3

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 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 last five years

Response: 10

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., year-wise during the last

five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	1	2	1

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 11.73

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
99	235	325	155	150

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 6

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
6	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Akal Degree College is spread over 10.13 acres with beautiful green landscape thus improving the quality of air and reducing the air pollution .The college is attached to Gurudwara Sahib imparting religious teaching to the students like other institutions, the college receives resources from UGC funds and much of the expenditure is provided by the management in building and renovating the infrastructure. This policy of the college is driven by visualization of future requirements of teachers, administrative staff and students particularly in advance. At present, the focus of the college is to create physical infrastructure with the latest information technology so as to facilitate effective teaching & learning process. To cater to the student's requirements, the college has always taken proactive steps to provide various facilities to develop the infrastructure in the college in terms of class rooms ,seminar halls and wash rooms .We have requisite number of classrooms to meet requirements of UG and PG classes .Each classroom is equipped with black-board, comfortable furniture and proper light. Technology based rooms are equipped with LCD projectors to enhance the teaching-learning process. The college has well maintained laboratories to enrich the experience through practical orientation. The college has maintained Physics, Chemistry, Botany, Zoology, Psychology, Agriculture and Computer labs .The college has one Botanical Garden with full time gardener to look after it. The college has two seminar halls with the seating capacity of eighty persons each equipped with LCD projector and projection screen.

The college library is housed in a separate building. Facilities in library are open for curricular ,co-curricular and extra -curricular use. There is a Reading Hall for students with reading tables, magazines and journals display desks .In order to provide Internet access to teachers and students, there is a separate provision of 4 desktop computers in the library . There are faculty rooms attached with each department with all facilities such as furniture, desktop computer, almirahs etc.

1)The college has one Multi-purpose hall named "Sant Teja Singh Hall" having capacity of around 600 students for various cultural and academic activities like seminars, competitions, lectures etc.

2)The collage has three computer labs that are fully air-conditioned .Two labs have LCD Tv's and two have smart white electronic boards .In order to have uninterrupted power supply for the smooth functioning of classes and administrative work, the college has two power generator sets of capacity 40kw each.

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

Response:

The institution is set up on vast area of 10.13 acres of land, providing enough space for lawns, gardens, sports ground, cultural and other activities. The college has a well furnished multipurpose hall equipped with LCD Projector and Projection Screen having a seating capacity of 250 students. This hall has been

named after the first principal of the college Dr. Teja Singh who dedicate his life for providing quality education to the people of one of the most backward districts of Punjab State. The college has a lawn to hold outdoor cultural activities and events from time to time. There is a Physical Education Deptt. with adequate furniture for storage of sports equipment. The college has direct co-ordination with The Sports Authority of India (SAI) centre near the college for the betterment of sports-persons. The college has a record of winning many trophies, medals at various State/National and International competitions. Our sports persons have always brought laurels in Volleyball, Kabbadi, Archery, Boxing, Athletics and achieved merit positions, who are honored and awarded by the College Managing Committee. The college has well maintained Indoor Stadium constructed under UGC Sports Development Grant, with gymnasium facility and courts for various games such as Badminton, Table Tennis, Yoga Sessions, Gatka etc. The college had successfully organized an Inter-University Gatka Competition with all facilities in the Indoor stadium. The College organizes Annual Athletics Meet to develop the spirit of sportsmanship and leadership qualities among the budding sports persons. The winners are facilitated with certificates and cash rewards. The College also has a well equipped Music Room with all the musical and folk instruments. The students are motivated to learn and enhance their musical skills under the supervision of a Music Teacher. Our college has a record of winning Gold Medal in Folk Orchestra for the last Ten Years at Zonal Level and many times at Inter-Zonal Level.

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

Response: 41.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 14

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 24.95

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
48.15757	79.85774	59.18608	30.12659	11.61540

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The Main Library is housed in the heritage building of the college. It was constructed in 1920. The library has a seating capacity of 120 along with a resource centre (explicitly to get access to the E-resources open/subscribed) having 5 PCs, 1 printer and a Xerox machine. In addition to the main library, the college has five departmental libraries. The main library is equipped with updated collection of rare books, journals, magazines, newspapers and e-resources. Library is automated (Via SOUL 2.0) with a facility of reading room and internet connectivity. It has subscribed fair number of printed/e-journals, 9 Newspapers and 8 magazines. Library also provides access to e-shodhsindhu (NList) as well as DELNET. There is a printer and a photocopier for the students.

Undergraduate and post-graduate students have an easy access to the rich collection of books and other resources available in the library. Bookbank facility has also been made available to the economically weaker students free of cost, thus enabling them to use the knowledge centre in the best possible way. The college library also provides Add-on course (Certificate/Diploma/Advanced-Diploma) in library science for students undergoing graduation courses.

To make the optimum use of library books and other resources, students are guided and helped by the librarian through talks and lectures. Library card allows the students to get the required books issued for a stipulated period of time.

Library is looking forward to add more e-resources and databases, adding and enriching present number of books, journals & databases.

Details of Library Automation:

- Name of ILMS software- **SOUL**
- Nature of automation (fully or partially)- partially
- Version- **2.0**
- Year of Automation- 2018

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The main library of the college has 20000+ books in its collection. The library also has a fair number of

rare books/manuscripts for its users as listed below:

S.No	Name of the Book	Year of Publication	Volume
1	The compact Edition of Oxford Dictionary	1971	2
2	Mahankosh "Encyclopaedia of Sikh Literature"	1974	2
3	Shahnama Firdausi	1981	4
4	Gazetteer of India (Different states of Punjab)	1987	14
5	The Punjabi Dictionary	1970	2
6	Dictionary of Punjabi language (The first edition printed in 1854)	1961	2
7	Punjabi Hindi Kosh	1963	2
8	Encyclopaedia of Indian Events and Dates	1987	1
9	The New Lexicon Websters Dictionary of English Language	1987	1
10	An Encyclopaedia of World History	1987	1
11	Quantum Mechanics (In Punabi medium)	1975	1
12	Classical Mechanics (In Punabi medium)	1976	1
13	Mythology: In Illustrated to Encyclopaedia	1987	1
14	History of Indigenous Education in Punjab	1971	1
15	Text book of Physics (In Punabi medium)	1970	1
16	Bharti Prachin Lipi Mala	1973	1
17	Illustrated World Encyclopaedia	1979	15
18	Britannica Micropaedia	1988	12
19	Britannica Macropaedia	1988	13-29
20	Britannica Index Books	1988	4

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.85

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.31037	.21492	2.46757	.30972	.95399

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 9.93

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 131

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The institution aims at providing the IT facilities to its students to enrich the teaching-learning process and students can utilize these resources to achieve their goals. Computer Applications was introduced as a subject in the undergraduate classes in the year 2002 to give our students an edge over the other students and to make them Tech-savvy .Now, there are 3 computer labs and one computer centre having a good number of computers to meet the requirement of the students .These labs are provided with LCD TV's. All labs are technology enabled for multimedia presentation .There are many courses that are started in the institution so that the students can learn much more about the IT like Add-on-course in Data Care Management (Certificate,Diploma & Advance Diploma).Special classes are conducted for the teaching of Ms-Word ,Ms-Office etc .The college is facilitated with 165 computers having 8 solo printers, 5 All-in-one printers and 2 Xerox machines .The computers are accessible to the students as well as to the teachers for doing the academic work. All the sections of the college including administrative staff and all the teaching departments have been provided with computers and internet connectivity .The campus is Wi-Fi enabled with a range of 400m.Students are given access to this facility.

4.3.2 Student - Computer ratio

Response: 7.82

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 24.95

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
48.15757	79.85774	59.18608	30.12659	11.61540

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document

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.

Response:

For maintaining and utilizing physical, academic and support facilities ,the college has constituted various staff council committees such as :

- Building and Maintenance Committee
- Purchase Committee
- Campus Beautification Committee
- Library Advisory Committee
- Computer Resource Centre Committee

Building and Maintenance Committee:-The committee is formed by principal and approved by the Governing Body of the college .The committee makes necessary arrangements for adding new infrastructure in college as per the requirements of different departments .It also carries out the required civil works in the collage such as whitewashing ,constructing & renovating buildings and other repair works.

Purchase Committee:-The equipment ,instruments and items required for use in the laboratories are

purchased after approval and sanction to make optimum utilization of funds allocated to the respective departments in each academic year. Purchase committee also evaluates its expenditure based on various quotations.

Campus Beautification Committee:- Garden maintenance , Landscaping and beautification of the campus is undertaken by committee specially constituted for the purpose .The college has a team of efficient and experienced gardeners to maintain the lawns and flower beds of the college .Lawns are maintained on regular basis and there is a planting of seasonal plants on regular basis.

Library Advisory Committee:-College Library Advisory Committee includes all the head of departments, Vice Principal and two representatives of staff council .The various issues concerning purchase, issue and up-gradation of library facilities are decided by the committee .The library has its own permanent supporting staff to look after and for maintaining library infrastructure.

Computer Resource Centre Committee:-There is a coordinator for all computer labs who is responsible to provide required assistance to all the lab attendants in maintaining the labs .The college also has well qualified technical staff to take care of the equipment and instruments .The Institute has an arrangement with service providers to call them whenever required for keeping the equipment always ready for use .There is a website coordinator to manage and look into information to be shared and uploaded on the college website.

Campus Cleanliness Committee:- There is a campus cleanliness committee that is concerned with the cleanliness of campus including parking areas ,corridors and washrooms etc. General cleanliness of all classrooms, labs ,offices ,department rooms and corridors etc. is done by the staff appointed for this purpose under the supervision of the office superintendent.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 33.2

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
603	486	766	367	419

File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 13.5

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
205	212	203	214	254

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 5.52

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
101	94	91	77	73

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 5.87

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	13	35	34	32

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 8.26

5.2.2.1 Number of outgoing students progressing to higher education

Response: 38

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 2.19

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
44	52	49	10	9

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1265	1468	1723	1743	1730

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 31

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	6	11	12

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The college has always worked towards maintaining the discipline and decorum of the institution within and outside the boundary wall. Having, being setup on the land of religious and spiritual importance, the college guides the students to maintain and follow the code of conduct. In extension of this, the college guides the students to organize themselves and elect student association democratically. This association is guided by the staff advisor and the Principal of the college. The various societies formed in the college are associated with the student Association and work in co-ordination with it. The various societies are:-

- Anti Ragging Committee
- ICC (Internal Complaints Committee)
- Eco Club
- Hostel Committee
- Canteen Committee

Student Association provides a platform to the students to show case their talent in different inter college and intra college events organized from time to time. The college publishes its Annual Magazine-Saint Soldier with the help of editorial board comprised of representatives from the student Association who acts as Student Editor. The Magazine allows the students to express their flair for writing and creativity through poetry, articles, puzzles & stories.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	3	2

File Description

Document

Number of sports and cultural activities / competitions organised per year

[View Document](#)

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Akal Degree College Alumni Association plays the role of strengthening the relation between the old students and their Alma- Mater .This Association has an elected body with many alumni as its members .All the former faculty members and alumni are invited on all formal functions of the college . An alumni meet is organized every year towards the end of the session. This allows the outgoing batch to get themselves registered with this association . The student can become a lifelong member of this association by paying life membership charges .The association helps the. College by providing suggestions with respect to the functioning of the college and providing necessary assistance for improving the existing infrastructure. The old students and faculty also share their experiences with the present day students and enrich them with their talks and information .The association also honours the retired faculty and other alumnae who have achieved success and fame through their hard work & efforts and have carved a name for themselves in the social arena.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The college strives to provide quality education keeping in mind all round development of the students ; physical, social and spiritual. The college believes in the hymns of Gurbani “Subh Karman te kab hu na trun”, which means that let us always perform the righteous act and be free from the fear of enemy .The institution continuously works on providing an open and interactive environment for its pupils along with enough skills to make themselves employable and industry friendly.

The institution aims to transmit knowledge and education to rural, semi-urban and urban areas of Sangrur & Barnala districts and to facilitate sustainable development of higher education in consistence with policies and acts of university, UGC and the Punjab government. The vision of Akal Degree College , Mastuana is well co-ordinated with the mission to develop life-long learning equipped with competencies nurtured through integration of academic learning with humanity. We endeavour to make our students future ready, confident of taking up professional and social challenges with passion and maturity. The college thrives hard to achieve the mission facilitating young adult learners with opportunities to have their ethics and leadership potential, involving the youth in community activities through NSS, NCC, Guru Gobind Singh Study circle and Youth Welfare Dept. to inculcate a sense of discipline in them as to make them responsible citizens of nation with secular outlook. The institution understands to instill scientific zeal and develop skilled human resource to meet contemporary challenges.

The institute is governed by Managing Committee Akal Degree College, Mastuana (Sangrur). The college body meetings are held from time to time to ensure effective implementation of its policies. The Managing Committee and the Principal of the college design and discuss the affairs of the college. As a chairperson of the college advisory committee, The Principal guides the members by providing the necessary information required for making well informed decisions in all the matters including quality improvement and assurance. The staff council which is constituted of college Council Secretary and all the members of the college, provide an interaction between the management and the faculty. It holds regular meeting with the management for planning and mandated tasks of their committee.

The college has a staff Association and elected Non-Teaching staff members on Grievances Committee and students association which represent the issues and welfare of their respective bodies to the authorities.

For the better organization, management and working of Academic council, the governing Body is assisted by the different offices. The Bursar of the college assists the Principal in management of financial resources and funds. The Registrar office helps the Principal in the creation and maintenance of academic environment and achieving the educational targets set up by the management.

The staff and administration work zealously to comprehend, to adopt and to respond to the changing academic and societal environment. New Infrastructure and equipment , renovation of rooms & laboratories, orientation of staff in the last few years have given a major infrastructural boost to the college.

6.1.2 The institution practices decentralization and participative management

Response:

The institute has decentralized governance system for performing various activities. The college is managed by the Managing Committee of Akal Degree College, Mastuana that takes pride in managing some of the quality educational institutions that includes Senior Secondary School, Colleges, Management Institutions and other Professional Institutions. To run the institute effectively, the main committee has further decentralized its authority into several committees on the basis of nature of task. These committees are: Library committee, Admission committee, canteen committee, discipline committee, time table committee, sports committee, UGC Committee, prospectus committee and magazine committee. All these committees are of permanent nature and perform their duties on regular basis throughout the year.

The top management, viz. the Managing Committee of the college, is selected by 101 members of Akal College Council, who are elected through the democratic system of the nation and comprise eminent personalities in the fields of administrations, academics, industry, ex-servicemen and others. The vast financial resources of Akal College Council, Gursagar Mastuana and the expenses of Managing Committee members in respective fields comes in handy for designing the plans and policy for the college to make it an institution of excellence.

The college provides operational autonomy to the teaching departments by which the heads of different departments are authorized to prepare and plan schedule of work, enrichment programme, educational tours, allocation of work load to teacher of the department, organization of seminars etc. of respective department in consultation with other faculty members. The heads are also allowed to identify departmental needs in terms of equipment, books, faculty, support staff and other infrastructural facilities. The Principal of the college always welcomes the new ideas put forward by the faculty and extends full freedom and support to convert ideas into reality. Besides, the Managing Committee also freely interacts with the Principal and faculty members to ensure effective implementation of its plans and policies.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

During its glorious academic journey of several decades, the institution has been keeping its plans aligned with its vision and mission . Both the large term as well as short-term plans of the institution are focused on the achievement of the twin goals of academic and infrastructural development of the institution. Before the onset of every academic year, a policy is laid to emphasize on the following points:

1. Bringing some new courses
2. Preference to NET or PhD qualified candidates for recruitment as teachers
3. Stress on admission strictly based on merit
4. Stress on high quality, innovative ,responsive education and training programmes

Apart from above listed plans , the college also has some long term perspective plans listed below:

1) Teaching learning

- A) To get success in competitive examinations
- B) Stress on innovative teaching methods
- C) Motivation and support to poor and weak students
- D) To arrange campus faculty enrichment program

2) Research development

- A) To indulge department in more research oriented activities
- B) Stress on more and more research projects
- C) More seminars and workshops
- D) Encouraging more faculty members to pursue PhD

3) Industry interaction

- A) Strengthening placement cell

4) Community engagement

- A) Orienting NCC and NSS and Youth Club towards goal-oriented program
- B) Discussion on community issues in all departments

5) H.R Planning development

- A) Inviting eminent resource persons to the college
- B) Intensive leadership training program for faculty
- C) Stress on goals of higher education

6) Infrastructure

- A) To have more ICT enabled smart rooms
- B) Improvement in laboratories
- C) To build sports hostel

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The internal structure of the college is defined by the rules and regulations of the Punjabi University ,binding together the Academic and Administrative Units ,with the Managing Committee as the employer and top management of the Institution.

The Management Committee of the college takes policy decisions on the basis of inputs provided by the Principal ,collected from the university and different stake holders .The decision making process is delegated with an effective monitoring system within which all operational units have the required autonomy for the decision making in their respective domains.

The College Advisory Committee ,which includes all the senior faculty members ,takes decisions as per rules and regulations of Punjabi University Patiala .It also constitutes the various committees which are responsible for decision making and actions in specified areas .The decision related to academics like workload calculations ,library purchases ,timetable, maintenance of infrastructure ,admission etc. are taken by Advisory Committee through its committees.

Individual faculty members are also given the responsibility to act as coordinator of specified activities such as NSS, NCC, Departmental societies and maintaining the college website .Individual faculty members are also given the responsibility to carry out specific statutory functions such as those of being Deputy Superintendent of exams ,Internal complaints committee ,Bursar ,Staff Secretary ,PRO.

The College Advisory Committee plays a vital role in resolving operational conflicts or complaints and creating a harmonious working environment. Its proceedings are recorded properly in a Minutes Book.

The Principal maintains regular and close contact with all the Stake holders ,which helps in knowing their grievances first-hand and taking timely steps to resolve them.

The College has Grievance Redressal Committees(one each specifically for staff &students),Anti-Ragging cell, and a committee against Sexual Harassment. The students and employees approach the Principal or the relevant committee for necessary action and redressal of their grievances.

The Managing Committee handles issues which could not be resolved by the internal mechanism of the college and are referred to it. Issues which are not resolved can be taken up with the university authorities as well. Suggestion and complaint boxes are prominently placed and regularly checked.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**

5. Examination**A. All 5 of the above****B. Any 4 of the above****C. Any 3 of the above****D. Any 2 of the above****Response:** A. All 5 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**Response:**

Building and maintenance committee is a staff council committee approved by the governing body with one teacher as its convener. This committee looks after the requirements for new rooms, laboratories and upgrading the college facilities and also development and up keeping of campus. The BMC creates necessary arrangements for adding new academic infrastructure in the college. The members of the committee are Vice Principal, Bursar ,two staff council representatives, architect and engineer. The Director is the chairperson of the committee and the member secretary is a college professor .Department-in-charges to be co-opted if required from the various departments .Requisition of the items to be renovated/repaired /constructed by the concerned department is given to the committee and consultant architect and engineer prepares BOQ(Bill Of Quantity),estimates based on latest DSR rates and then plan is prepared according to the availability of funds .

Through its several meetings, the BMC sent the proposal for the extension of arts block as well as computer science and management block to the managing committee which was later on approved in the meeting of college management. Through its efficient working ,the committee was able to complete the construction of arts block.

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff****Response:**

The institution has always looked after the welfare of its teaching and non teaching staff from time to time:-

.Special care is taken to ensure the well-being of the staff

.The institution provides timely salary and all benefits such as CPF, Gratuity etc as per Punjabi University rules

.Grants extraordinary leave with lien for pursuing advanced academic studies or to pursue other career option

.Grants duty leave to attend seminar ,workshop ,conference to ensure faculty educational and personal growth

.Stress management lectures are organized ,yoga camps are held and health-related talks are also organized

. Administrative staff members are encouraged to enhance their professional competence through training programs

.There is a facility of advance payment against salary

.Loan facility to carry out family responsibilities like arrangement of wedding ,renovation ,construction of house etc are provided through a very easy mechanism

.Duty leave is given ,if applicable

.The college has adopted the contributory provident funds scheme whereby the management contributes its share of the employee(Teaching/Non Teaching)every month

.Wheat Loan facility for class-4 employees

.Maternity leave and Medical leave

.In case of death of an employee ,suitable employment opportunity is provided to the family member of the deceased employee on compassionate ground depending upon his/her qualification and experience

.Refurnishing of cabins ,staff rooms and department rooms with proper provision of air condition ,ROs and lighting

.Clean Urinals

.Kitchen facility

.Promotion for non teaching staff wherever possible

6.3.2 Average percentage of teachers provided with financial support to attend

conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 15.72

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	1	2	8

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years**Response:** 8.41

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	1	5

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The Institution has performance appraisal systems which is implemented as per the guidelines of UGC .The appraisal report of faculty is made on the basis of his/her yearly achievements, discipline ,quality etc and then submitted to the head of the institution.

Student feedback form about teachers is based on NAAC recommendations that indicates the teachers quality .The students evaluate the teachers on the basis of knowledge ,communication skills and interest generated by the teacher.

The Principal analyze the students reflections and shares it individually with the staff to help them judge their performance and overcome the lacunae . However ,the confidentiality of the student's identity is maintained.

The annual self appraisal proforma provided by the Director, Public Instruction(Pb) is also utilized. The Principal evaluates the report and sends it to the higher authorities .The participation of the teachers in various college affairs is closely monitored by the principal.

The faculty members complete the self assessment performa and submit the same to the office .Any deficiency in the faculty members self assessment performa is noted and conveyed to the concerned faculty member for necessary correction and improvement .If required, the Principal discusses the performa with the individual.

The performance of the non-teaching staff is evaluated and assessed by the Principal .

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

We hereby submit that our society is an educational/charitable society under the name "AKAL DEGREE COLLEGE, GURSAGAR MASTUANA SAHIB, SANGRUR" registered under the Societies Registration

Act, 1860 College registered u/s 12A of the Income Tax Act, 1961.

The society is an educational society and the society is managed by religious and social people with the main objective of imparting education.

Regular external Audit of the institute is conducted since long; at present our external auditors are M/s V R P & Co., Chartered Accountants, Sangrur, they are regularly auditing the accounts of all streams and preparing Audit Reports. Balance Sheets, Income & Expenditure A/cs.

They conduct whole verification checks of fee receipts, verification of expenditure; revenue as well as capital, salary etc.

Apart from the external auditors approved by Punjab Govt , DPI(Pb) also audit the accounts related to the grant-in-aid scheme of the college regularly. Further the accounts related to the scholarships received under various Centre/State government schemes like scholarships for SC/ST, Minority Scholarships are also audited by the auditors approved by the state government.

Internal audit of the institute is conducted by the specified staff appointed by the management of the institution. They regularly check all the documentation, physical verification of fixed assets etc., fee collections, salary registers and other related papers, authorizations.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 306.62

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
25.56976	60.39984	72.87454	37.54382	110.22812

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The Institution follows the strategies for the mobilization of funds and optimal utilization of resources as directed by UGC . Fee and Funds are collected from students.

95% deficit grant (salary only) received from Punjab Govt.

(Being a grant-in-aid college)

There are grants received from UGC and the same are utilized as per the prescribed guidelines laid by UGC .The college receives the donations from well wishers .The college has constituted a purchase committee and maintenance committee to monitor the use of initial resource in an efficient and effective manner .The various infrastructure requirements and expenditure are forwarded to the purchase committee. All the decisions regarding purchase are made after exploring possible avenues for making more effective and efficient use of available financial resources .The bills are submitted ,got verified and are entered into stock registers .The payment is made after the due verification of the bill .Stock registers are maintained to record receipts of various assets as well as consumable material.

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

Response:

The college has established Internal Quality Assurance Cell Since 2015, as it has been made mandatory by the NAAC. Since then the college IQAC has been working towards the betterment of the institution. It makes regular appraisals of all the departmental activities and suggests improvement whenever needed and ensures their implementation. The college IQAC functions as a coordinating link between the different departments and various committees and the Management. The decisions of the IQAC are taken only after considering various aspects of the problem and in-depth discussion among its members. Fortunately , all the decisions of IQAC have been approved by the authority. Most of the decisions were actually implemented. IQAC has external members on its committee. They are from the field of industry and Social Welfare department. Their comments and suggestions are well documented and passed on to the respective bodies like examination cell, the departments and offices for further consideration.

The IQAC of the college chalks out the action plan for the year to be carried out by the various departments and cells. The meetings are held with the conveners of the different committee and head of the departments in the presence of college Principal. The Principal gives a final shape to the proposed program. The IQAC ensure the implementation and smooth functioning of the program.

The Principal has approved the following proposals of IQAC

- Construction of Seminar Rooms
- Construction of Class Rooms
- College office automation
- Up gradation of Library facilities
- Up gradation and construction of Labs
- Increasing the number of Toilet Facilities
- Encouraging the faculty to present papers in State/National/International Seminars and Conferences and attend training programs to update their knowledge.

Decisions Implemented.

- Construction of class rooms has been completed
- Construction of Seminar rooms has been completed
- Automation work of college office has been completed
- Up-gradation and construction of computers labs have been completed
- Up-gradation of library has been initiated by adding more books and journals to the library and is still in progress.

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

Response:

The institution imparts necessary training to its teaching and non-teaching staff. Regular Seminars and workshops are organized by different teaching departments to interact with resource persons, experts from institution of higher learning. General orientation of the staff is done from time to time through several meetings to discuss specific quality ensuring aspects pertaining to new examination practices, admission procedure and assessment guidelines, introduction and implementation of new subjects or courses, feedback methods, general office practices, academic and co-curricular activities etc.

Various quality initiatives for improving the teaching learning process taken by the institution are :-

1. Organization of seminars, workshops, faculty enrichment programs and training for faculty as well as students
2. Value – added courses for students initiated
3. Use of ICT in teaching and learning encouraged
4. E-resources for various courses are regularly shared with students
5. Feedback from students, alumni and parents have formally been taken and it is analyzed
6. Availability /posting of feedback forms on the college website

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	3	2	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The institute keeps on organizing different activities through out the year. It also works towards improving the infra structural needs of the campus.

1. The institute has recently constructed ramps for easy access to the buildings
2. Admission process is now online as compared to the manual process
3. All the internal marks and practical marks are uploaded to the university online
4. New computer labs are started in the computer department having latest configurations
5. Internet bandwidth is increased significantly in last few years according to the requirement of students
6. Agriculture Lab is started for the students of Diploma in Agriculture
7. Psychology Lab is started for students of Psychology department.

8. Celebration of Punjabi, Hindi Language days. Press Day and National Voter Day carried on regular basis
9. Yuvak Bhilai conducted
10. Road Safety week was celebrated
11. Swachh Bharat Abhiyaan organized a "Cleanliness Drive" in the campus
12. The Department of English organized an interactive session on Importance of Literature in Student Life

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 11

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	0	1	1

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Security :- Keeping in mind the safety of the girls, the institute has constituted a separate committee entitled as "Women Cell". The purpose of the committee is to provide safe and secure environment to girl students. The committee is extremely alert to matter related to any kind of harassment and gender sensitivity. The committee also makes sure that there are no incidents of ragging of students especially girls in the campus. Anti-ragging posters are displayed at all prominent places within campus. The mobile numbers of committee members are also displayed and a strict action is taken up. The committee also organizes seminars to create awareness among girls about their rights regarding hygiene and several issues related to marginalization to women. The institute regularly organize 'Nukkad Natak' for women welfare and also educate the society to stand against female foeticide.

For this purpose, at the time of admission, the students are required to give an undertaking in writing about anti-ragging that indicates non-involvement of students in any such activities.

Counselling:-To guide them for their career, studies and to make them aware of several social activities, counseling programs are upheld in the institute on regular basis. In these programs several issues like skill education, gender, social justice, media and society etc are discussed in detail. Regular counselling is being

done under tutorial sessions for students. In these tutorial lectures, the confidence of the college girls is built up and they are motivated to make them feel as equal to boys.

Common Room:- There are separate common rooms for boys and girls in the institute. There are separate toilets for boys, girls and staff members. The management has also provided hostel facility for the students who are from far away places at a very reasonable fee. There are separate hostel buildings for boys and girls. Hostel wardens are also appointed for the hostels. The girls are provided safe and secure environment in the hostel. The rooms of hostels are clean, airy and well furnished, which provides a comfortable environment for the students to do studies

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 6.49

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 5

7.1.3.2 Total annual power requirement (in KWH)

Response: 77

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 75

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 180

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 240

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college has a well managed waste management system to dispose off & treat solid, liquid and e-waste. The gardens and lawns with good number of trees and plants which contribute to solid waste. This biodegradable waste is used to prepare compost which is further used as manure for the campus gardens, thus helping optimum utilization of food waste and green waste.

The non biodegradable wastes from laboratories & office are first segregated into toxic and non toxic waste & than disposed accordingly. Liquid waste from laboratories although in small quantity is disposed after treating/diluting so as to remove any harmful toxic chemical with anticipated danger. The college laboratories do not use radioactive material at all. With the advancement and up gradation of the technology, the college has curtailed the use of CD's & DVD's. The data is saved online with proper security. The ink cartridge of Photostat & scanner are refilled and are reused. The old computers, scanners & CPU's are discarded & disposed according to the college policy for discarding scrap.

The old benches and office chairs are renovated every year to minimize scrap.

The technology and electronic devices are upgraded from time to time to keep abreast with the latest and sophisticated technology available in the market.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

In Punjab most of the water resources are rapidly exploited due to the scarcity of rainfall. This is putting a great pressure on water resources in Punjab especially in Malwa region. Thus, to tackle the water scarcity hazards, the management of college has taken steps to boost the groundwater through suitable groundwater resources management. To recharge the underground water resources, there is a percolation of water into the soil. Earlier, rain water is used to stagnant in the college and was the source of various infections. The management of the college has installed several cost effective method to recharge the ground water. The college remain anxious to reduce and eliminate wastage of water through timely repair and maintenance of its water.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**

- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institution believes in the maxim "Nature is Life" and is situated in the midst of lush green fields. The college itself endorses green practices to maintain the clean and green environment. The college takes pride in maintaining the sprawling lawns, flowerbeds and trees on the campus. As most of the students come from rural areas, they opt for the public transport which is convenient and cheap. Many employees and faculty members have car pool system for commuting, thus reducing pollution and expenditure.

The administrative and office staff has strict instructions to make minimum use of paper thus using computer & technology for almost all work. One side paper leaf is versed to make economical use of paper. Students are motivated and educated to keep the campus neat & clean. They are advised not to use polythenes and other non biodegradable material harmful to the nature.

Every year the college celebrates "Vanomahotsava" to plant a good number of trees in and around college campus. NCC cadets & NSS volunteers along with the students of other departments take an initiative to plant saplings for the green campus.

The college has two set of noiseless and smokeless generators as a backup for power supply.

The students are encouraged to practice 3 R's ie. reduce, reuse & recycle in their life.

Green Practices:-The management committee of the college remains eager to take several beneficial steps towards the promotion of social motives:-

A) Use of Bicycles:-Students, who fall within an area of 5 kms, are motivated to use the bicycles instead of motor-bikes and other pollution causing vehicles. To promote this idea, the college has given free parking facility to them.

B) Public Transport:-Bus stop on NH-7 is within walking distance from the campus and thus the majority of students come in local buses. The students are encouraged to come in local buses. The students are also provided bus-pass facility by PRTC(PEPSU Road Transport Corporation) . In this manner, the college helps in increasing the funds of government sector.

C) Pedestrian Friendly Roads:-The campus is surrounded by the pedestrian friendly roads that allow students to walk over there and enjoy the beauty of nature. Medicine Shops, ATM , Photostat , Photo Studio, Food Corners are in the vicinity of the college.

D) Plastic-free Campus:-The students are again and again instructed not to make use of polythene and other plastic material in the college. There are inspired to use paper bags.

E) Green Landscaping with Trees and Plants:-The college has been able to maintain the beautiful state of nature in its campus. The campus is given a natural landscape with a large flora and fauna. This is taken care of by dedicated team of workers. The students are also given projects to beautify the campus. There is

a separate Botanical garden maintained by Science department. A continuous monitoring of the Botanical garden is carried out by science students and teachers. NSS department organises tree plantation every year to improve the quality of air.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.88

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
1.57775	1.24810	1.37315	1.45125	1.35450

File Description

Document

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	1	1

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 7

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	2	1

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five

years

Response: 25

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	6	5	7	3

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The institution is situated in the lap of nature where the lord sings the saga of tradition & culture. To go on with the tradition, the college celebrates all the auspicious occasions, national festivals, religious days, birth and death anniversaries of great leaders, personalities and freedom fighters. National level campaign on cleanliness under the ages of Swachh Bharat Abhiyaan was celebrated in the college campus. The event was attended by all the NCC cadets and NSS volunteers, college students and staff. The volunteers shouldered the responsibility of cleaning the college campus, surrounding areas. The Teacher Day is celebrated with great enthusiasm on 5th September every year. There is a variety program put up by the students as a mark of respect and honour for their teachers.

The NSS volunteers take part in NSS day celebrations. An array of activities was organized for the students.

Great freedom fighter "Bharat Singh" a role model for the youth has given the message of free thinking and leadership. His birth anniversary is celebrated to impart them the importance of the freedom.

A great Saint , teacher and philanthropist Sant Baba Attar Singh Ji who envisioned and sowed the seed of education in this land to spread education and knowledge among the people of this economically and socially backward area always believed in imparting education through practical ways. His death anniversary is celebrated with fervour for three days in January every year.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in the admission process both at the graduate and post graduate level. The process is in accordance with the norms and procedure of Punjabi University, Patiala. The admission committee looks after planning and publicity of the college. Print media technology is used efficiently to publicize various courses offered by the institution. The college website has the name of all the courses and programs along with other details. All the information regarding the examination, admission and other activities are displayed on the website and notice board for the students and stake Holders.

The institution has a well maintained redressal committee to look into the grievances and complaints .The help desk formed during the admission looks after all the problems & queries related to the admission and assist the students in the admission process.

Records of fee are maintained and are audited annually. The college believes in "Charity begins at home" .The institution offers fee concession to the meritorious and economically weak students to support them in their studies. The criterion of internal assessment is kept transparent and clear for the students. Due weightage is given to the attendance, class performance, project and assignments. The students are intimated regarding the Internal Assessment through Notice boards & Tutorial Group sessions. Students are informed about their MST's marks after the evaluation of answer sheets. The teachers discuss the result with the class, thus removing the doubt if any regarding the marks awarded.

7.2 Best Practices**7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

The college has broken new grounds in showing the best institution values that are described as under:-

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 equipments. The college also provides free education to the sport persons who have excelled at national or international level.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

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 caliber.

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, 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 one new course and one optional subject for the undergraduate students.

- 1) Diploma in Agriculture(New Course)
- 2) Police Administration(Optional Subject)

Both the 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.

5. CONCLUSION

Additional Information :

Akal Degree College was founded by Sant Attar Singh ji, a great philanthrope and educationist in the year 1919 as a degree college initially affiliated to Panjab University, Lahore and later due to the active participation of the students of the college in freedom movements, the British Government forcefully closed the college in 1923. After Independence, the college was restarted in 1964 as an Agriculture college in affiliation with Panjab University, Chandigarh, later in 1968 the college got affiliated to Punjabi University, Patiala started new degree level courses in Arts and Science streams. The College endeavours to prepare its students for fulfilling careers by enabling them to realize their full potential and by inculcating in them the spirit of intellectual enquiry, independent thinking and an ethical mindset.

Concluding Remarks :

The Managing Committee, Staff and students of Akal Degree College, Mastuana together are putting their best efforts to follow the vision as envisaged by Sant Attar Singh Ji for the upliftment and betterment of the instituion. As stated and mentioned in the SWOC analysis, however all the stakeholders are putting their best to achieve the mission of the college.

Many student centric societies have been formed in the college to inculcate in the students a sense of confidence and belongingness. Time to time, these societies boon by poem recitation competitions, lectures and extension lectures by renowned professors and academicians across the state are a boon to the students. The student societies along with the NSS and NCC units of the college actively engage students with community work such as consumer awareness, financial literacy, educating the under-privileged sections of society, taking up social work in slums and educationally backward areas. This augurs well for carving out their holistic personalities and making them responsible citizens.

We take our privilege to submit the Self Study Report to the National Assessment and Accreditation Council, Bangalore for assessment and accreditation of the college.