



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	Public College, Samana
• Name of the Head of the institution	Dr. Harkirat Singh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01764220093
• Mobile no	9815976415
• Registered e-mail	pcsamana@yahoo.com
• Alternate e-mail	pubcolsamana@gmail.com
• Address	Waraichan Road
• City/Town	Samana
• State/UT	Punjab
• Pin Code	147101
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Punjabi University, Patiala				
• Name of the IQAC Coordinator	Dr. Harkirtan Kaur				
• Phone No.	9814288279				
• Alternate phone No.	7009918931				
• Mobile	9814288279				
• IQAC e-mail address	iqac.pcsamana@gmail.com				
• Alternate Email address	pcsamana@yahoo.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	www.pcsamana.org.in				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.pcsamana.org.in/ac2023-24.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.65	2016	29/03/2016	28/03/2021
6.Date of Establishment of IQAC			01/06/2023		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>For the consistent and continuous improvement in the overall performance of the college, IQAC is playing a very important role.</p>		
<p>1. It facilitates the staff members to get better and enhance skill by promoting participation in various programs.</p>		
<p>2. Staff members are sent to the schools in nearby areas to conduct seminars for career guidance as per the college curriculum to enhance enrolment, which results in increase in enrolment during 2023-24.</p>		
<p>3. Quality education among the students' through various seminars, workshops.</p>		
<p>4. IQAC ensures to follow Academic and Co-curricular Calendar by conducting different departmental seminars, competitions, annual athletic meet, convocation, annual prize distribution function, NSS activities and camp, and celebrate various national and international days.</p>		
<p>5. To set strategies/policies for NEP & conduct FDP regarding NEP.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Admission of Students	Transparent admission of the students at entry point as per Punjab Government and Punjabi University Norms for Reservation	

	and on Merit basis.
Safety of Students	Provide ragging free environment to the students of entry point. Special cell was setup to tackle problems faced by female students.
Curricular and co-curricular activities	Most of the planned activities as per academic calendar were completed by the college during the year.
To encourage students to participate in competitive examinations	A special scholarship test was conducted on 18/10/2023 on the pattern of competitive exams to give hands on experience to the students to appear in different competitive exams. Scholarships to the tune of Rs. 1,62,500 were given to the toppers
To encourage faculty members and students to join research work	Many staff members submit research papers in refereed journals and students participate in various research related activities such as science fair, workshops and other such activities.
To upgrade college website	Institutional website is timely updated by the college.
Arranging funds and planning of retirement parties of the staff members	One principal, one associate professor and one peon retired during the session 2023-24, all of them were given retirement gifts as well as parties by collectiing fund from the staff members.
To provide conducive and congenial environment for holistic development of students.	No case of Ragging and sexual harassment was reported in the college, Students organised fresher and farewell parties.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Public College Samana Management Society	09/10/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	20/02/2024

15. Multidisciplinary / interdisciplinary

College is affiliated to Punjabi University, Patiala, Punjab. College is not in a position to implement any of the initiatives of National Education Policy 2020, as it is not adopted by the Punjab Government/ University. Once the policy is adopted by the Government/University, college will be bound to follow the recommendations of NEP 2020. However, our college is already providing education in various fields under career oriented add on courses such as Computerised Accounting, Computre Hardware and Networking, Information Technology, Spoken English, Environmental Education, Fitness Training and Agro Services.

16. Academic bank of credits (ABC):

College is affiliated to Punjabi University, Patiala, Punjab. College is not in a position to implement any of the initiatives of National Education Policy 2020, as it is not adopted by the Punjab Government/ University. Once the policy is adopted by the Government/University, college will be bound to follow the recommendations of NEP 2020.

17. Skill development:

College is offering Vocational Courses with approval from University Grants Commission under NSQF viz, B. Voc. Computer (Graphic Designing) and Agriculture (Food Processing Engineering). Apart from this, college offers Career Oriented Add On Courses such as Spoken English, Agro Services, Environmental Education, Information Technology, Computer Hardware and Networking, Computerized Accounting and Fitness Training. Once the Punjab Government/University adopts the recommendations of NEP 2020, college will add more skill development courses as offered by the

University.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
College offers Hindi and Punjabi languages to the students as a subject. On the cultural side college regularly organizes various national and state festivals, where students are provided with the insight of their culture/language. Once the Punjab Government/University adopts the recommendations of NEP 2020, more courses will be introduced related to the Indian Knowledge system.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
1. Main focus is to prepare students for future jobs. 2. Departments focus on developing skills related to the relevant fields, linking the learning process with outcomes. 3. The end goal is to equip students with industry relevant skills so that they can earn their living. 4. Emphasis on skills like communication, working in teams, time management etc.
20.Distance education/online education:
Distance education is not offered in the college as affiliating university does not allow it. However, departments use WhatsApp groups to interact with students to give instructions and to provide different types of information to the students. Google forms are used to collect data from the students.

Extended Profile

1.Programme

1.1 16

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

File Description	Documents
Data Template	View File

2.Student

2.1 1792

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 865

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

File Description	Documents
Data Template	View File

2.3 468

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 54

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 0

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1792
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	865
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	468
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	54
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	0
Number of sanctioned posts during the year	

File Description	Documents
Data Template	No File Uploaded

4.Institution	
4.1	46
Total number of Classrooms and Seminar halls	
4.2	484.13053
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	123
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the beginning of the academic year a meeting of Academic Council and IQAC of the college is held in which an academic calendar is formed as per the guidelines received from the affiliating university i.e. Punjabi University, Patiala as well instructions received from Punjab Government.

Various departments hold internal meetings to distribute subjects among themselves and submit it to the time table committee, so that proper time table could be framed for all the classes. The same is displayed on the college website, college notice boards and is shared among different WhatsApp groups.

To make the learning more effective study materials are provided, old questionpapers are discussed in classes and notes are shared with students through internet facility.

Apart from academic activities, various extra curricular

activities are conducted/ organised for students as per schedule mentioned in academic calander.

Training and practical sessions are also conducted and the schedule for the same is circulated among students in advance.

The whole teaching learning process is monitored regularly through feedback and suggestions received from various stakeholders.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.pcsamana.org.in/ac2023-24.pdf

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

The institute is affiliated to Punjabi University, Patiala which prepares the academic calander for all the colleges under its aegis.

The college has its own academic council which prepares academic calander for the college with reference to University Calander. The motive is to have maximum working days so that the syllabus could be completed within specific time.

The academic calander is uploaded on the college website, shared among students through various mode and is also printed in college prospectus.

All the faculty members follow the academic calander to complete the CIE avtivities. MSTs, various ciltural and academic events are organised from time to time on the basis of the above mentioned calander.

Datesheets of internal exams and university final exams are dispalyed on college notice boards and also shared using WhatsApp groups.

Assignments are given to students which form the part of internal assessment, which they have to submit by the due date.

Students are also informed from time to time about the lectures deliverd as well as lectures attended by them so that they can

fullfil the minimum criteria as per university norms.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

The College has imbibed different types of courses in the Curriculum, some enhance professional competencies while others aim to inculcate social values, human values & environment sensitivity thereby leading to holistic development of students. The courses on Ethics, Human Values, Organisational Behaviour and Environmental issues are imparted through NSS and NCC programmes. A course is included in all UG programmes to sensitise students about the environment & sustainability issues, numbers of activities such as seminars, workshops, guest lectures, industry visits and field excursions were organised for students of all programmes. Environment Day, Earth Day, Water Day are celebrated every year. Gender sensitivity is accomplished through theory & practice. The events such as quiz, and elocution competitions on Women Empowerment are conducted. Awareness on women harassment, laws related to Women are also organised. The college aims to provide a congenial working for females and enable to explore

their imminent potential for girl students. Courses related to human values were also integrated. Various activities like blood donation camps, health check-up camps, cleanliness drive etc are organised from time to time. College also mandates all the students to enrol as NSS/NCC volunteers. It aims to inculcate ethics, and social responsibility values among students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

1

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

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

9

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://www.pcsamana.org.in/feedback2023-24.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.pcsamana.org.in/feedback2023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

945

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

494

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

As education aims at the overall development of a student's personality, our institution also follows this motto. Students come from diverse cultural, educational, and economic backgrounds, which directly or indirectly affect their ability to learn. Advanced and slow learners are categorized primarily through class tests conducted by their respective subject teachers.

Advanced learners are encouraged to be a part of various inter-college competitions and workshops. They are motivated to read reference books, journals, and newspapers available in the library. Additionally, they are guided to participate in quizzes, debates, and discussions which foster critical thinking and argumentation. Teachers provide constructive criticism to enhance their learning process.

Teaching slow learners requires patience, understanding, and tailored approaches. Teachers create a supportive learning environment by using visual aids and diagrams. They maintain regular communication with slow learners, break topics into smaller and manageable parts, and relate concepts to real-life situations. Students are encouraged to respond to questions in class regarding the relevant topics. Special classes are organized

to address their academic needs.

Annual scholarship test is conducted for students of the college. In the session 2023-24 more than 250 students took the test. Twenty eight students were given the prizes and the total prize amount was Rs. 1,62,500.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
1792	54

File Description	Documents
Any additional information	View File

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

Type of Student Centric Approach

Methods adopted by Teachers

Impact on learners in terms of enhancement

Experiential Learning

Demonstration in Practical

Skill acquisition

Industrial visits and Study tours

Practical experience

ICT enabled teaching

Enhancement of interest

Laboratory work

Enhancing Practical skills

Activity based learning like filling schedule, questionnaires etc. during NSS camps.

Enhancing Practical skills

Participative Learning

Seminar Presentations

Building up confidence

Debate

Communication skills and confidence

Group discussions

Interactive learning

Quiz

Creative thinking

Various Competitions

A special ability of doing something

Google classroom

Communication skills & use of ICT tools

Management games

To improve time management and team management skills

Problem solving methodology

Tests

Writing, thinking and imaginative skills

Assignments

Improving writing skills

Guest Lectures

Real world life experience

Training workshops & programs

Skill enhancement

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

Teachers use ICT enabled tools for effective teaching-learning process. Today, it is essential for the students to learn and master the latest technologies. As a consequence, teachers are combining technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education.

The following ICT tools are used by the Institute:

1. Projectors- 16 projectors are available in different classrooms/labs

2. Desktop and Laptops- 123 computers are arranged at Computer Labs as well as in the different staff rooms.

3. Printers- They are installed at Labs, HOD Cabins and in all the offices.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. Apart from these there are three Photostat machines available in campus.

5. Scanners- Multifunction printers are available at all prominent places.

6. Seminar Room- There is a Seminar Hall, fully equipped with all the digital facilities like mike, projector, and computer system.

7. Smart Boards- Eleven smart boards are installed in different classrooms.

8. Online Classes can be held through Zoom, Google Meet, Microsoft Teams.

9. In library SOUL Software of INFLIBNET is used.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

30

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

2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

493

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The college follows a strong and transparent mechanism for evaluating internal assessment of students. It is calculated for every theory and practical subject as per the Punjabi University syllabi guidelines. At the beginning of semester, faculty members inform the students about various components in assessment process to be carried out during the semester. Internal assessment marks depend upon attendance, marks of class test and assignment. The weightage of internal assessment for each course/subject is included in the syllabus. MSTs are conducted according to Punjabi University guidelines. The question papers are set as per the university examination pattern. The college registrar follows a well-structured method to conduct the examinations. The date sheet for the mid- semester examination is displayed on the college notice boards. The answer sheets of the mid-semester examination are evaluated by the teachers and the same are shown to the students. The award lists are submitted in the registrar office. The concerned subject teachers conduct a personal meeting with the students. The students are apprised of their strengths and weaknesses for further improvement.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

After the conduct of internal exams, the answer sheets are evaluated by the concerned subject teacher within the stipulated time. The same are then distributed among the students for their perusal and any discrepancy in distribution of marks or totalling is addressed in the classroom by the teacher immediately. The questions papers are always discussed at length after the MST to make the students aware of the short comings in their attempt and help them improve the quality of their answers .In case a student fails to appear in mid semester test due to a medical reason or any other genuine reason, he/she is given an extra chance to take the test by the registrar office upon adhering to a proper procedure and due approval of the Head of the Department concerned. Students can approach the teachers, the college registrar and principal to redress the examination related grievances.

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

2.6 - Student Performance and Learning Outcomes

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

Syllabus for all courses and subjects are prepared by Board of Studies of concerned departments of Punjabi University, Patiala. Syllabus of each course communicated to colleges and also available on the University website. At the beginning of academic year, Head of Department arranges a departmental meeting regarding the distribution of syllabus to all faculty members. The department prepares Programme Outcomes(POs), Programmes Specific Outcomes (PSOs) and Course Outcomes(Cos). Syllabus is shared in the WhattsAppgroups with the students and is also shared in the class.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The programme or course outcomes are evaluated through several modes such as assignments, classroom tests, viva- voce, and presentations, conducting practical and subjective examinations. Mid- semester exams serve as the most effective tool to evaluate the performance of the students. Final evaluation of a student's academic performance is done through theory and practical semester examinations organised by Punjabi University. The questions for the examinations are framed in line with COs and the attainment is assessed from the answer scripts. Results of the final examinations are used to measure their attainment of POs and COs. Various co-curricular activities like seminars, workshops, book reviews, projects, assignments, etc. are also useful in assessing the attainment of POs and COs. Suggestions for the improvement of

POs are communicated to the University. Data of students' performance and learning outcomes is analysed which further helps in overcoming the barriers of learning.

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

2.6.3 - Pass percentage of Students during the year

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

458

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<http://pcsamana.org.in/feedback2023-24.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

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

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

3.1.2.1 - Number of teachers recognized as research guides

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

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

3.2 - Innovation Ecosystem

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

The institution has made progress towards cultivating an ecosystem that is oriented towards the encouragement of innovation and

aiding the production and transfer of knowledge. In light of this, the institution seeks development of a collaborative environment within students, faculty members and professionals to help in the development of innovative ideas and problem solving skills among its stakeholders. Although still not formally practiced in the college, there are certain practices in development aimed at building/embedding an innovation mentality. Such practices are adopted in the form of workshops, guest lectures, and collaboration within diverse subjects that is intended to enable students to be able to solve practical problems.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

01

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

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

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

0

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

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

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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

10

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

Extension activities are important in creating awareness among students and fostering their holistic development. It brings students in real world situations and teaches them about society

and its problems; be it poverty, health, education, or the environment. Volunteering students' engagement within community service projects organized by NSS (), Red Ribbon club, NCC and others; individually/collaboration with other agencies includes but not limited to cleanliness drives blood donation and outreach programs that includes celebration. Such activities increase their sense of empathy and social responsibility and impacts which are witnessed through their self development whereby students acquire leadership, teamwork and communication skills along with a strong feeling of socio-commitment. Being actively engaged in the outreach of the communities and humanitarian work improves students' mental health because they have purpose in doing work that assists somebody else. In addition to this, it encourages them to appreciate the essence of differences that exist in the society and prepare them for the positive contribution to the society in future.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

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

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/

YRC etc., during the year**28**

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

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

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

3351

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

9

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

This multi-faculty co-educational college fulfils the educational needs of about hundred villages around Samana in a radius of more than 35 kilometers and is built in a pollution free environment with sprawling green lawns.

College Infrastructure and Facilities

31acres of land

Administrative, Arts, Science, Commerce/Management, Computer Science, and Central library buildings.

Hostel, Indoor Stadium, Squash Court, Badminton Court, Boxing Hall, Principal Residence, Canteen, and other facilities

Teaching and Learning Facilities

Sixwell-equipped departmental staff rooms and obne common staff room with computers, printers, and internet

Wi-Fi campus with 8 routers

One seminar hall with 200 seating capacity .

8 Smart Classrooms.

Three Computer Laboratory with 112 computers and internet facility

Laboratories

Chemistry, Botany, Zoology, PhysicsLaboratories with sophisticated equipment

Home Science, Music, Geography, Psychology Laboratories.

Sports and Recreation Facilities

Indoor Stadium with well equipped Gym and facilities for Badminton and Handball.

Botanical Garden with more than 100 medicinal and other useful plants

Other Facilities

ompound wall

35 MW Rooftop Solar Systems

Rain water harvesting

35 Classrooms

Wi-Fi and Internet

NCC Office, NSS Office, Girls' Common Rooms.

CCTV surveillance.

Our college boasts of a lush green campus with over 2500 plants planted throughout the premises, providing a serene and eco-friendly environment for students and faculty alike.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Sports Facilities

Inter College Tournaments and Annual Sports Competitions organised by the Sports Department

Necessary playgrounds, equipment, kits, and sportswear provided to students

Indoor Stadium with well equipped Gymnasium

Participation in Inter College and Inter University competitions.

Yoga and Meditation training sessions for students and faculty

International Yoga Day celebrations and sessions for meditation and relaxation techniques

Cultural Facilities

Open Air Theatre and one hall for major cultural events

Youth Welfare Department organise workshops/events to polish skills of students.

Participation in Zonal and Inter Zonal Youth Festivals.

Annual Day, Convocation, Talent Hunt, Teej and other national festivals/days are organised by concerned departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.pcsamana.org.in/SPORTS.php

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

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.pcsamana.org.in/ICT%20Rooms.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

2.93,340

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

- The College has a library committee to take care of the issues related to the Central Library.

- The Library Committee plays an important role in deciding the infrastructural requirements of the library. The details of the library are as follows:
 - Total area of the library:- 476 Sqm.
 - Total seating capacity:- 100 for students and 10 for Staff
 - Working hours:- 9:00am to 4:00 pm
 - The College has a good collection of about 30085 books. A good number of books and journals are added every year.
 - The General Library subscribes to 41 Periodicals, Magazines, Research Journals, and 18 Newspapers.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

3477

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

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

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

156

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

4.3 - IT Infrastructure

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

The College has successfully oriented the campus and office activities towards integrating IT into everyday activities.

The Administrative office is fully automated and facilitated with software like Office Management software, Government maintained Online Scholarship Management Portal, University Online Examination Portal, Online Admission & Fee Management Software.

The college has also facilitated with software like Hammer, AutoCAD, Corol Draw, and MICROSOFT Windows and Officefor Classroom, office and library use. The FIREWALL software for internet security and distribution management is also purchased.

Three Computer Laboratory with a server and more than 100computers in LAN with Internet Facility.

Central library has SOUL 3.0

CAMPUS Wi-Fi SYSTEMS and INTRANET FACILITY.

Informative Website.

Career Guidance Cell

College also have Laboratories in physics, Chemistry, Botany, Zoology, Geography, Home Science, Psychology and Music subjective/instrumental facilities.

8 Classrooms/Smart Class.

Examination Room with computers, photocopiers, printer, ADF scanner, internet.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

123

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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

2.93,447

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

The college has well-established machinery in place for maintenance of campus facilities. This is primarily achieved through the monitoring of various committees like the Academic Council, Planning Board, Building Committee, Purchase Committee, and IQAC, with necessary support systems.

- The maintenance of various buildings is achieved through periodic monitoring by the building committee and devising suitable proposals.
- Annual stock verification.
- Sufficient staff is appointed.
- The regular electrician is appointed to solves electricity-related problems.
- AC and water coolers are regularly serviced.
- Plumbing maintenance and repair, including water supply and tube wells, is done whenever required by a professional plumber.
- Mechanical equipment and lab equipment are repaired periodically.
- Adequate protective measures like UPS, antivirus, firewalls, CCTV cameras.
- The water tanks are cleaned regularly.
- Equipment is repaired periodically.
- Maintenance of rare books, back volumes, manuscripts, and reports with special care.
- Physical Director and Sports Committee monitor the maintenance of sports facilities.
- Regular maintenance of sports equipment.
- The equipment in Indoor Gymnasium is regularly serviced, and new ones are purchased whenever required.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

540

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

217

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th> <th data-bbox="529 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 656">Link to Institutional website</td> <td data-bbox="529 506 1436 656">http://www.pcsamana.org.in/capacitybuild.pdf</td> </tr> <tr> <td data-bbox="86 656 529 721">Any additional information</td> <td data-bbox="529 656 1436 721">No File Uploaded</td> </tr> <tr> <td data-bbox="86 721 529 869">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 721 1436 869">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to Institutional website	http://www.pcsamana.org.in/capacitybuild.pdf	Any additional information	No File Uploaded	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to Institutional website	http://www.pcsamana.org.in/capacitybuild.pdf								
Any additional information	No File Uploaded								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
388									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
388									
<table border="1"> <thead> <tr> <th data-bbox="86 1254 529 1319">File Description</th> <th data-bbox="529 1254 1436 1319">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1319 529 1384">Any additional information</td> <td data-bbox="529 1319 1436 1384">View File</td> </tr> <tr> <td data-bbox="86 1384 529 1599">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1384 1436 1599">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

26

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

76

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

17

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

75

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

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

As per Punjab State Government policy, the election of a student's Council or similar body has been banned as a measure of law and order. However, the college has designed its own mechanism of

having student representation in various Departmental Societies, IQAC, and clubs to ensure student participation in the functioning of the college. Students of the college help in organizing various activities in the college like Pulse Polio Camp, SVEEP Project Awareness, Red Ribbon Club, Blood Donation camp, Talent Hunt, Teej Festival, Akhand Path, Sports activities, N.S.S. and any other academic activities such as inter college competition or inter class competitions. Many activities like the Buddy programme require the division of students into smaller functional groups called Buddy Groups where there is an opportunity for students to develop teamwork and leadership through interaction within the peer group. Students are also appointed as student editors who play an integral role in the Editorial board of the annual college magazine 'Gyan Gosht' and also contribute actively to the display of the Departmental Wall Magazines. Sports is the finest arena for students to polish their leadership and teamwork abilities. The sportspersons of the college have proved their ability with their achievements.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

504

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association in the college.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Vision: Attaining and spreading knowledge through sincere efforts.

Mission: The mission of the college is to impart holistic education with the aim to make the students of this predominantly rural area, time and market relevant, globally competent, morally upright and socially responsible citizens.

The college was established in 1969 under the able guidance of Sh. S.L. Kapoor, I.A.S., the then Deputy Commissioner, Patiala. The college provides excellent services in the field of higher education in this predominantly rural area of Patiala district. Hailing its wonderful progress and overall performance, Punjabi University, Patiala declared this college as the Model College in the year 1996. Under the leadership of the Management and Principal, efforts are constantly made to ensure quality education and promote academic excellence. Decision making is delegated to various departments and committees to ensure efficiency and participation. The senior most member of the department is the head of the department and assists the Principal in taking all

important decisions regarding the department. Similarly, various committees formed for the proper functioning of the college. The college supports a huge physical and academic infrastructure and ecofriendly academic atmosphere. The motto of the college 'Sat', 'Kirat', 'Gyan' reflects its values and work ethics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Decentralization is the key to efficient working in our institution. The Management along with the Principal take the lead in the governance and management of the institution. They support the day to day functioning of the institution. The Principal of the college delegates authority to various levels. This is done to ensure effective leadership. The management works on the principle of decentralization and participative management.

Various duties regarding administrative and academic work are distributed amongst the staff keeping in mind their potential and abilities. These committees include admission committees, examination committees, discipline committee, committees for various functions and important occasions, committees for purchase etc. A senior teacher who is the convenor of each of these committees checks the working of these committees along with his/her team. The college also has an academic council which comprises of the Principal of the college and senior faculty members who look into the proper functioning of the college.

At the departmental level, the head of the department assigns duties to the various members of the department to ensure participative management in academics and extra-curricular activities of the department. The various committees at the departmental level and for other purposes meet periodically to discuss problems and invite innovative ideas for growth. The senior members of the faculty also participate in decision making through representations in Board of Studies, and other academic committees and councils.

Policies and plans are constituted, monitored and evaluated by the

IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college works strategically towards the achievement of its goals. The Principal in consultation with the HODs and various committees executes and evaluates all the plans and policies.

Along with decentralization and effective teaching and learning, the strategic plan of the college includes steps towards digitalization which are made practical by the digitalization of all kinds of data, using google forms for admission, registration, internal marks, feedback forms along with digitalization of administrative offices and libraries.

The college successfully implemented its plan of conducting a scholarship test based on competitive exams for students of all streams and awarded cash prizes to the meritorious students.

Regular meetings of the IQAC are held and the record of these meetings is maintained.

Measures towards a strong feedback system were taken at various levels, through manual as well as online using google form link <https://docs.google.com/forms/d/e/1FAIpQLScQRBB1C0PWa-rVpfLaX74yr4bbulcXgvdfCzTFHaL3d-nd7Q/viewform>.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://pcsamana.org.in/iqac-1.pdf
Upload any additional information	No File Uploaded

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

The functioning of the college is controlled by the Public College Samana Managing Committee. The Deputy Commissioner of Patiala acts as the Chairperson and SDM Samana acts as the Vice Chairperson of the Managing Committee. The committee also has a Secretary who participates in all the important activities of the college. However, the Principal is the Head of the institution. The college runs within the framework established by Punjabi University, Patiala, and as per the guidelines of DPI (Colleges) and University Grants Commission. All important decisions regarding admissions, workload distribution, time table, purchase of items, maintenance of infrastructure are taken by the different committees constituted for this purpose. These committees consist of one convenor, who is a senior faculty member and other faculty members. Appointments of staff under 75% grant in aid scheme (previously 95%) are done by seeking sanction from the state govt. After the sanction is received, the posts are advertised and filled according to merit as per the norms set by Punjabi University Patiala, state govt. and UGC. Appointment of the teaching staff under self financing scheme is also done as per Punjabi University, Patiala and UGC norms. Retiral benefits are extended to regular employees. These include gratuity, PF and leave encashment as per state govt. norms. All service rules as per university calendar for colleges and state govt civil service rules are applicable on all employees.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

List of existing welfare measures for teaching and non-teaching staff.

Teaching

- The wards of the staff members are given fee concession
- The faculty is given loans from their Provident Fund account
- The institute has created a faculty development fund and Gratuity / Leave Encashment fund used for staff welfare activities.
- Gratuity, Leave encashment and other retirement benefits are given to the retiring employees
- Duty Leave is granted to the teaching staff for attending and participating in seminars, workshops and conferences.
- Maternity leave is granted to women employees.
- Accidental Death Policy
- Group insurance Scheme
- Free Parking facility for staff
- Free wi-fi
- First aid facility is readily available.
- All the staff rooms are air-conditioned
- Fully equipped computer labs
- Accomodation facility is provided to staff on demand
- Anti-harassment policy for staff

Non teaching

- The Class IV staff is given interest free Wheat Loan.
- All the non teaching employees have provident fund accounts with EPFO.

- ESI scheme is offered to the employees as per Government rules.
- The winter and summer uniforms are given to all peons, gardeners, chowkidars and sweepers. Some of them are even provided accommodation on the college premises as per requirement and availability.
- Gratuity, Leave encashment and other retirement benefits are given to the retiring employees
- The wards of the Class IV staff members are given concession of upto 75%.
- They are also offered advance payment from their Provident Fund if need be.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

Nil

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

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

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

0

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

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

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

13

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

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

Our Performance Appraisal System for both teaching and non-teaching staff is in place. Regular and adhoc staff is recruited strictly on the basis of merit. Periodic assessment of the staff members is done. Promotions are awarded strictly based on their

API score. Annual confidential reports (ACR) of the staff are sent to DPI (Colleges). On the basis of the information provided by the teacher in the ACR, the college promotes them to the higher grade as per rules. They are extended benefits under CAS as per their performance. The non-teaching staff is also supposed to fill ACRs and they are given promotions as per Punjab Govt. rules based on their performance assessed by both internal management and Punjab govt. wherever applicable.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Both internal and external financial audits are done as per routine.

External audit is carried out by the representatives of (i) Auditor General, Punjab and (ii) Finance Department, Punjab and (iii) DPI (Colleges).

Internal auditing is done by the Chartered Accountant duly appointed by the college for this purpose. Internal auditor helps the college in the preparation and maintenance of receipt and payment account and balance sheets. Auditor also helps in managing the payment of TDS and other tax issues. This transparent and efficient system enables the management to analyse the performance and prepare budgets for future plans.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**Rs .185615/-**

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

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

The college follows proper mechanism for the mobilization of funds and utilization of available financial resources. The college management approaches and motivates philanthropists and social workers to contribute to welfare funds and scholarships for students. Grants from UGC and state government are received and utilized as per requirement. All the accounts documents are verified by the accounts officer, checked by the Bursar and finally authorized by the Principal. Fees are collected from students as per Punjabi University, Patiala and State Govt. Norms. Income is also generated from internal assets like canteen, book shop, agricultural land, swimming pool, playgrounds etc. by giving these assets on contract periodically. Expenditure is incurred on various kinds of purchases, repairs, maintenance, salaries and payment of bills.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC participates and significantly contributes towards the assurance of quality and strategic implementation of its plans. It ensures development and application of quality parameters by making

it mandatory for all departments to conduct their planned activities effectively and maintain records of all activities. It aims at creating a learner centric environment by focussing on the latest techniques for education, and ensuring a healthy learning environment through seminars and workshops. IQAC maintains an effective feedback response system to maintain records of all passing out students and their achievements. It also plays an active role in all curricular, cocurricular and extension activities. Documents regarding all these activities are collected by IQAC for preparation of annual reports. IQAC works towards the implementation of best practices in college. The development of faculty and the students is its primary motive. Students are encouraged to participate in various activities at the college and inter-college level. Facilities like preparation for competitive exams and extra coaching is provided to the students. This year scholarship test was conducted at the college level and meritorious students were given cash prizes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC plays a substantial role in reviewing the various aspects of teaching and learning in the college. Meetings are conducted at regular intervals to improve the infrastructure of the college, professional growth of the faculty, feedback system and teaching learning process. Teachers are motivated to follow the latest methods of teaching and keep updating themselves. Various add on courses are available for the regular students of the college. The college runs remedial classes for weak students. Feedback is received from teachers, students and their parents through verbal and written interaction. The feedbacks received are classified and analysed in a systematic way.

File Description	Documents
Paste link for additional information	http://pcsamana.org.in/igac-1.pdf
Upload any additional information	View File

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is promoted in the college by organization of various programs like seminars, workshops etc. Special attention is being paid in the college to the issues of Gender Sensitization. The college campus is under CCTV surveillance for the safety and security of the female students, teachers and everyone in and around the campus. Compulsory ID card helps to keep a check on the entry/presence of devious elements inside the campus. All the staff members go for proctorial duty in different lectures maintaining discipline. There is a separate air-conditioned common room for girls with attached washrooms, a female attendant and recreational activities. There is also a

different parking space for girls. Hostel facility is also available for girls in the college campus. The college canteen has a separate sitting area for girls. Women's Day was celebrated on to awaken girl students about women empowerment. Teej festival was organised for female staff and students. There are special counseling sessions by female staff for academic and personal counselling of girl students. The teachers hold special talks with girl students about Rights of women, Self -defence, Health and hygiene of young girls. Special sessions are held to strengthen the girls psychologically and mentally. Anti-ragging Cell, Student Grievance Redressal Cell and Women Development Cell have been structured in the college to address grievances of students (girls in particular).

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://pcsamana.org.in/genderequity.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

SOLID WASTE MANAGEMENT: Solid waste management in the campus is accomplished either by consumption or by outsourcing its collection and disposal. Each classroom/staffroom/office/library is provided with dustbin, which is regularly emptied.

Biodegradable garden waste is thrown into the dug pit and converted into natural fertilizer by providing a suitable environment. The institution follows 'Green Protocol' while conducting various events and minimum paper waste is generated. Students and faculty are encouraged to use steel and glass lunch boxes. Used papers and newspapers are sold for recycling. The college canteen strictly sees that any kind of non-biodegradable materials is not used for its functioning. LIQUID WASTE MANAGEMENT Wastewater from the air conditioners in the college is drained in the garden and is used for irrigation. E-WASTE MANAGEMENT E-waste is minimal as the staff-students are not encouraged to use CDs and other temporary e resources. Most of the information is shared through online or through web and hence the e-waste is minimal.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

The Institution always takes initiatives for providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Staff and Students of all religions and castes are treated equally in the institute. Festivals of all religions and castes are enthusiastically celebrated in the organization. The cultural activities of the institute also include regional and religious dances of different states. Expert Lectures on tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic, etc., are organized regularly. Students belonging to different religions, different socio economic communities of different states coexist peacefully in our institute. The college maintains secularism among the staff as well as students.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Every effort is made to make the students and staff of the institute understand and be sensitive to their constitutional rights, duties, values and responsibilities. For this, various lectures of experts and activities are arranged in the institute. In the Political Science subject course conducted at UG level in

the college, students are given detailed guidance on Indian Constitution

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.pcsamana.org.in/7.1.9-2023-24.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Institute celebrates all important events and festivals.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

- 1. Encourage and prepare students for competitive examinations:**
To encourage students to participate in competitive examinations, a special scholarship test was conducted on 18/10/2023 on the pattern of competitive exams to give hands on experience to the students to appear in different competitive exams. Scholarships to the tune of Rs. 1,62,500 were given to the toppers. Students are also encouraged to participate in various quiz Inter and Intra college quiz competitions

2.NSS activities: The college takes keen interest in various activities under National Service Scheme. The NSS Department of the college has organised many competitions and activities like plantation drives, cleanliness drives, rallies, drawing competitions, blood donation camps and other activities. College also organised a 7 day (day-night) camp NSS camp in the college campus. The college also received Best College award for NSS for the year 2023.

File Description	Documents
Best practices in the Institutional website	http://pcsamana.org.in/bp2023-24.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

USE OF SCIENCE AND TECHNOLOGY The institution has always preferred the use of science, technology and scientific approaches in its educational, administrative and other activities. The performance of college in this area is more distinctive than other colleges Using PPT through the use of ICT in educational work.

ADMINISTRATION: Online Admission. Dynamic Website Office Management Software Facebook Page Bulk message system. Cyberoam software. **AS SOCIAL RESPONSIBILITY:** The NSS Unit and NCC of the institute is actively involved in the preservation of the environment, cleanliness campaign, and various social probes and their solutions. To conserve the environment, we cultivate and nurture many species of plants and various trees by nurturing a Botanical Garden.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To dismantle old and unsafe building and to construct new classrooms.
- To arrange workshop for newly appointed teaching staff.
- To extend the work and activities of IQAC for skill development of Staff & Students.
- To introduce some more short-term Add-on/Certificate Courses.
- To further add more medicinal plants in Botanical Garden.
- To encourage students to participate in NSS/NCC/Culture/Sport activities.
- Motivate students and staff to do research activity.
- To initiate various awareness programmes.
- To make placement more efficient.
- To start academy for competitive examination.
- Organize various student and faculty development programmes.
- To organize various co-curricular and extracurricular activities for students.
- To motivate PG student regarding NET/SLET examination.
- Enrich library by adding new reference books/ journal/periodicals /E resources.