



# **YEARLY STATUS REPORT - 2020-2021**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**PUBLIC COLLEGE**

- Name of the Head of the institution **Dr. Jatinder Dev**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
  
- Phone no./Alternate phone no. **01764226529**
- Mobile no **8146996257**
- 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 **Grants-in aid**

- Name of the Affiliating University **Punjabi University, Patiala**
- Name of the IQAC Coordinator **Dr. Monita Saluja**
- Phone No. **01764220729**
- Alternate phone No. **01764220093**
- Mobile **9988151044**
- IQAC e-mail address **monita.saluja@gmail.com**
- Alternate Email address **pubcolsamana@gmail.com**

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

[http://www.pcsamana.org.in/agar2019\\_20.pdf](http://www.pcsamana.org.in/agar2019_20.pdf)

**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/ac2020-21.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.65</b>	<b>2016</b>	<b>29/03/2016</b>	<b>28/03/2021</b>

**6. Date of Establishment of IQAC**

**20/07/2020**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

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

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

**2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

Conduct various curricular and co-curricular activities as per annual calendar. Faculty members were advised and encouraged to attend seminars/workshops/Conferences. Faculty members were also advised to publish their research papers in journals. All the departments were advised to organize function such as quiz competition, inter class competitions, inter college competitions etc.

**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
To conduct online classes during COVID 19 Restrictions	Microsoft A3 Campus Agreement is done with Microsoft which includes Microsoft Teams, which was used to conduct classes in the online mode. All the staff members and students were given Microsoft IDs with the help of which classes were conducted in online mode.
To conduct semester examinations of University in Online Mode due to COVID restriction	Due to COVID and as per instructions of Government Punjabi University, Patiala decided to conduct semester examinations for odd as well as even semester in online mode. With the help of Computer

	Department of the college the examination were conducted successfully. The examination committees were formed, who managed all the examination related work very carefully. Students emailed their papers which were later sent for evaluation.
To organize online webinars	College organized webinars on the Topics "Mode of Education in the Present Pandemic Situation". College also organized many functions to commemorate 400th Birth Anniversary of Shri Guru Teg Bahadur Ji, which included a webinar in the month of July.
To organize workshops	A seven day online workshop was organized by the Punjabi Department of the college on the Topic "Sahit Di Sirjan Parkirya (Likhat ate Parat)".
Organizing various Cultural events as per academic calendar	Number of cultural events were organized online which include online quiz, online teej celebrations, departmental webinars, poster making competitions, etc.

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

Nil

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>PUBLIC COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Jatinder Dev</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• State/UT	<b>Punjab</b>
• Pin Code	<b>147101</b>
<b>2.Institutional status</b>	
• Affiliated /Constituent	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>Punjabi University, Patiala</b>
• Name of the IQAC Coordinator	<b>Dr. Monita Saluja</b>
• Phone No.	<b>01764220729</b>

• Alternate phone No.	01764220093				
• Mobile	9988151044				
• IQAC e-mail address	monita.saluja@gmail.com				
• Alternate Email address	pubcolsamana@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.pcsamana.org.in/aqar2019_20.pdf">http://www.pcsamana.org.in/aqar2019_20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.pcsamana.org.in/ac2020-21.pdf">http://www.pcsamana.org.in/ac2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.65	2016	29/03/2016	28/03/2021
<b>6.Date of Establishment of IQAC</b>			20/07/2020		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			2		
• 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"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>Conduct various curricular and co-curricular activities as per annual calendar. Faculty members were advised and encouraged to attend seminars/workshops/Conferences. Faculty members were also advised to publish their research papers in journals. All the departments were advised to organize function such as quiz competition, inter class competitions, inter college competitions etc.</p>	
<b>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</b>	
Plan of Action	Achievements/Outcomes
<p>To conduct online classes during COVID 19 Restrictions</p>	<p>Microsoft A3 Campus Agreement is done with Microsoft which includes Microsoft Teams, which was used to conduct classes in the online mode. All the staff members and students were given Microsoft IDs with the help of which classes were conducted in online mode.</p>
<p>To conduct semester examinations of University in Online Mode due to COVID restriction</p>	<p>Due to COVID and as per instructions of Government Punjabi University, Patiala decided to conduct semester examinations for odd as well as even semester in online mode. With the help of Computer Department of the college the examination were conducted successfully. The examination committees were formed, who managed all the examination</p>

	related work very carefully. Students emailed their papers which were later sent for evaluation.
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**13. Whether the AQAR was placed before statutory body?**

Nil

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

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

Year	Date of Submission
2020-21	18/05/2022

**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.

#### **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):**

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.

#### **20.Distance education/online education:**

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.

## Extended Profile

### 1.Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

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

### 2.Student

2.1	1842
Number of students during the year	

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

2.2	884
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	671
Number of outgoing/ final year students during the year	

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

### 3.Academic

3.1	51
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	44
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	28871127
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	123
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Institution has an effective curriculum delivery system which is a well-planned and documented process. Much before the beginning of the session, an academic calendar of the institution is prepared in which department wise curricular and co-curricular activities are enlisted. Programme specific outcomes and course outcomes are conveyed to the students. The quantum of syllabus to be covered in a specified time slot is finalized in the faculty meetings of the department. Similarly, the extent of syllabus coverage is regularly monitored by the heads of the respective departments and discussed in the meetings of the department. Time</p>	

table pertaining to classes is also displayed on the notice board before the commencement of the session. Academic activities are planned and scheduled in advance and are organized accordingly as much as possible. Students are informed in advance about their seminars and workshops and the information regarding this is displayed on notice boards.

In this session (2020-21), in the lockdown phase due to covid -19, curriculum transaction was undertaken in online form. All academic and mentoring activities with the Mstudents took place online through Microsoft teams app, Google eet and Zoom app. Departmental activities and meetings were also conducted online through Microsoft Teams app.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The IQAC of the college ensures that the academic calendar of the institution is prepared well ahead of the beginning of the session and is implemented properly. It also ensures the smooth functioning of CIE effectively. The institutional academic calendar contains information regarding the schedule of various activities of the institution such as mid semester exams, semester exams and extra-curricular activities, so that students may prepare accordingly. The academic calendar of the institution is published in the college prospectus before the commencement of the session. The institution makes sure that the academic calendar of the institution is followed as closely as possible, subject to conditions. Besides this, departments are also asked to prepare their respective academic calendars and activity schedules for the academic and co-curricular activities of their departments. The schedules are planned in such a way as to facilitate effective and efficient delivery of curricula and to assess and evaluate, regularly and continuously the learning outcomes of the students.

File Description	Documents
Upload relevant supporting document	No File Uploaded
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	<a href="#">View File</a>
Any additional information	No File Uploaded

## 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	<a href="#">View File</a>
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 teachers who are members Board of Studies (concerned subjects), Punjabi University, Patiala of the various curriculum designing bodies of the university contribute their maximum to design and devise a practical, useful and productive curriculum for the students. They make sure that the syllabi include issues like gender sensitization, environment conservation and sustainability, human values and professional ethics. For example, the curriculum of Compulsory English subject of BA II includes a book of essays which has writings on the issues of Gender, human values and environment. Besides, in literature programmes such as MA English and MA Punjabi, the literary works prescribed in the curriculum generally deal with issues such as gender equity, feminism, human values etc. To make the students aware of potential threats to the environment, the subject of Environment Studies is taught as a separate paper in the 3rd semester of all degree classes. The college also occasionally invites resource persons to sensitize students to issues related to Environment

Conservation. To sensitize the students against drug malice, a separate paper of 'Drug Abuse Problem, Management and Prevention' is taught in 2nd semester of all degree classes. There are courses which are directly focused on professional ethics (in B.Com.).

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

1

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="http://www.pcsamana.org.in/Feedback%202020-21.pdf">http://www.pcsamana.org.in/Feedback%202020-21.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="http://www.pcsamana.org.in/Feedback%202020-21.pdf">http://www.pcsamana.org.in/Feedback%202020-21.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of students admitted during the year</b>	
<b>1842</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>	



**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**

1027

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

**2.2 - Catering to Student Diversity**

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

Catering to student diversity is an important step in creating an unbiased and congenial atmosphere at college and providing equal opportunities to all students. First of all such students are categorised on the basis of their learning abilities i.e. fast, slow and average. After identifying slow learners teachers make separate arrangements for such students. They are taught in a more relaxed manner and given more attention. The teachers try to simplify things so that they can learn and master the concept easily. In some cases special/extra/remedial classes are conducted for them to make learning student centric. The identified advanced learners are given assignments. Such tasks are challenging and boost their confidence and morale. Apart from their course contents they are provided extra information / knowledge of different subjects. Special classes and lectures are organised to cater to the academic needs of such students. It is also a practice of the college to invite resource persons from different institutions to deliver lectures and have a dialogue with advanced learners. Average learners are provided exposure according to their academic needs and standards. Due to COVID 19 remedial classes could not organized.

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

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

Number of Students	Number of Teachers
1842	53

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

### 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

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

Developing new skills, providing experimental learning opportunities, including moral and ethical values among students, promoting inquiry based learning attitude are some of the targets the college aims to achieve. Innovative programmes are conducted by the respective departments in order to stimulate the creative ability of students and provide them a platform where they can explore their hidden potential. In order to ensure the participative learning, the college organises regular debates and discussions in which students showcase their debating prowess. Students are encouraged to participate in inter-departmental and Inter College competitions. The college employs student centric methods to inculcate and enhance lifelong learning skills among students. Teachers make special efforts to make the learning activities more interactive. Laboratory sessions are conducted with the aim of providing exposure beyond syllabus based contents and experiments. During summer and winter breaks some bridge gap programmes are organised to chisel the skills of the students. Students are made to participate in activities where they can use their technical and management skills. but due to covid this year such courses were not conducted.

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	
36	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
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	
53	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
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	
21	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	<a href="#">View File</a>

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

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

430

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

### 2.5 - Evaluation Process and Reforms

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

File uploaded.

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

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

Mechanism to deal with internal examination related grievances is transparent, time bound and efficient. Internal examinations are conducted at regular intervals to ensure improvement in the student's academic score. The system adopted by the college to deal with any issues regarding internal examination is quite transparent. Weak students are identified and personal guidance is given. The mechanism of internal evaluation helps teachers to evaluate students in a more efficient way. As far as the redressal of grievances related to internal examination is concerned the students have freedom to express their concerns freely. They can take their answer sheets home. In case of any discrepancy or grievance they are free to interact with their teachers. The teachers ensure their availability to the students so that they can share their doubts and concerns and get them resolved. They have the right to challenge evaluation procedure followed by the teacher. The college takes special initiatives to redress and resolve their doubts and queries efficiently and timely.

During the Covid Pandemic period various examinations were taken using LMS(Learning Management System) e.g. Google classroom, Microsoft Teams, Zoom, Google Meet etc.

File Description	Documents
Any additional information	<a href="#">View File</a>
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.

Programme and course outcomes are stated and communicated to the teachers and the students. Growth of students into individuals who can contribute towards the betterment of their selves and society at large is the prime motto of the college. Keeping this in mind the college is leaving no stone unturned to provide different opportunities to students through teaching and learning programmes. Hard copies of the syllabus and learning objectives are available in the department and library for the teachers reference and is easily accessible to the students. Orientation programme and tutorial meetings are also organized on the departmental level to make the students acquainted with the learning outcomes and the curriculum. The necessary details are communicated to the students through whats app groups, classroom, notice boards, library etc.

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

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

Public College Samana is affiliated to Punjabi University Patiala. We offer undergraduate and postgraduate programmes under the faculty of Arts, Science and Commerce. For these courses the college follows the syllabus designed for each course by Punjabi

University Patiala. The performance of the students in MSTs as well as final examination is used to measure the level of attainment of the program outcomes.

The assessment is done through various methods like assigning the various tasks to the students. It includes students assignments, projects, Mid-term examinations and final examination. At the departmental level the head of the department and teachers make it sure that the syllabus is completed in time. Weaker students are identified and extra classes are conducted for such students. In order to ensure students' participation in the classroom activities 75 percent of attendance is compulsory. The same rule applies for sitting for the final examinations too. As every course's targets are outlined and communicated clearly to the teachers and students. The teachers take necessary steps for improvements if the target criterion level is not reached.

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

650

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	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://www.pcsamana.org.in/Feedback%202020-21.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)

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)	No File Uploaded

#### 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

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



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

### 3.2 - Innovation Ecosystem

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

Public College, Samana, promotes a culture of student fostering to acquire knowledge in a way that makes them innovators and lifelong learners. The college has developed an environment for integrating technology into the teaching-learning process through various programmes namely NSS, NCC, Community Development Cell, Red Cross Unit, Red Ribbon Club, etc., the institution holds awareness lectures on topics like female feticide, AIDS, drug abuse, dowry, environmental pollution, human rights, etc. with the aim of creating awareness and transferring knowledge. It also organizes blood donation camps, Vanmahotsava, and commemorates significant national and international days in addition to educational outings and youth festivals. The institution makes use of all available resources, including space, laboratory equipment, library, the internet, support personnel, and other infrastructure, for conducting research. Additionally, Placement & Career Guidance Cell together with Internal Quality Assurance Cell (IQAC) of the college are determined towards mission of making students market ready, as per the needs of for present and future job market via add-on courses, vocational trainings and internships.

File Description	Documents
Upload any additional information	No File Uploaded
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**

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

**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**

1

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)	<a href="#">View File</a>
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**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

**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)	<a href="#">View File</a>

**3.4 - Extension Activities**

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

Public College, Samana has been in the forefront in sensitizing its students to various social issues through its curriculum and organizing number of extension activities such as blood donation camps, cleaning drives, tours and excursions for students, etc. Different departments undertake social outreach activities which are meant for helping society and training students to shoulder all responsibilities with ease and impact.

The motto of NSS cell, NOT ME BUT YOU, develops overall personality of students by engaging them on and off-campus activities. There are 5 units of NSS, with 100 volunteers each and works collaboratively with the programme officer of each unit. In addition, Red Ribbon Club, Youth Red Cross Club works jointly with NSS in same direction for number of social outreach activities namely Swachh Bharat Abhiyaan, HIV/AIDS, against drug abuse under state mission red sky etc.

Cadets of NCC are made to learn discipline and are engaged in outreach activities, such as camps, participation in Independence Day parade and other social activities.

Apart from this, college also organized and celebrate events such as International Day of Yoga, National Voters Day, World Environment Day, World Aids Day, Science Day etc.

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

### 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

7

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

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

#### 3.4.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

745

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

### 3.5 - Collaboration

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

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

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

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

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

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.

Our institution has adequate number of class rooms to ensure that students can sit comfortably while attending classes. There are 42 class rooms including 8 Smart Rooms, and some are large enough to accommodate students of those departments having higher sanctioned seats. The class rooms have proper lighting, fans, and also windows to allow natural light and air to come in. They are regularly cleaned and furniture like closets, almirahs, desks, chairs and tables are dusted to provide a hygienic environment. Our college has well equipped library plus departmental libraries to cater to the needs of students. Almost every department has been allotted their own Computers. Office and Library are also equipped with number of computers and all together, there are 123 computers in the college. ICT is heavily used in every day class teaching, office and library works. College is having laboratories for the subjects of Physics, Chemistry, Botany, Zoology, Geography, Psychology, Home Science, Agriculture and three computer Labs. There is one Music Room for music subject. In the case of sports we have 8 Lane 800 m track, Indoor Sports Stadium, Squash Racket Court, Basket Ball Court, Cricket, Football, Volleyball, Tennis ground, swimming pool and other Indoor Games.

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

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

Many of our students are very prolific in cultural activities and are torch bearers of the rich cultural legacy of Punjab. Vibrant cultural programmes are presented by them, under the guidance and supervisions of their teachers, on occasions like Teej, Foundation Day, International Women's Day, Gandhi Jayanti, Republic day, Independence day and cultural programmes so on. Yearly Talent Search Competition is held in the college to search for the new talent. Various Culture and community outreach programmes, provides a platform to our culturally proficient students to showcase their talents. Students also participate in youth festivals and win laurels. Students are awarded many prizes for their accomplishments. Our institute has a huge sports infrastructure. We have an indoor stadium with medium fitness gadget. Table tennis, badminton nets and outdoor huge stadium for athletics and other activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.pcsamana.org.in/sports.pdf">http://www.pcsamana.org.in/sports.pdf</a>

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

11

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

##### File Uploaded

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	No File Uploaded
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)

51874



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

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

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

22

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college is well equipped with IT facilities. There are eleven class rooms with Smart facilities which provide hassle-free digital education, fully automated office with 24\*7 internet facility, and fully connected campus with high speed internet facility, for seamless and uninterrupted connectivity. The college staff itself looks after the entire equipment in the college.

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

##### 4.3.2 - Number of Computers

115

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	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
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.

We always try to match our infrastructure and facilities inline with the academics and changes in that. We follow a proper structure to make this possible.

The Infrastructure Policy mainly focuses on:

1. Requirements and guidelines by UGC and Punjabi University

Patiala. University is regularly providing guidelines for effective implementation of changed syllabus.

2. Facilities provided to students and teachers to meet learning centered requirements.
3. Proper utilization of electricity and water.
4. Widen approach to take up more eco friendly steps.
5. Regular inspection carried out and proper maintenance of infrastructure.
6. Augment the quality of teaching by installing Microsoft Teams and Smart Classrooms for the students.
7. Provision of Ramps are available for physically challenged students where ever required.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

628

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
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)	<a href="#">View File</a>

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

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

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

143

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

<p><b>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</b></p>	<p><b>A. All of the above</b></p>
--	-----------------------------------

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

0

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

### 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

77

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

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

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

0

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)	No File Uploaded

**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.**

0

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

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. The college number of Departmental Societies and Clubs and central bodies where students of respective departments actively participate. 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	<a href="http://www.pcsamana.org.in/cs.pdf">www.pcsamana.org.in/cs.pdf</a>
Upload any additional information	No File Uploaded

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

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the**

**Institution participated during the year**

13

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

**5.4 - Alumni Engagement**

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

**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.

Under the leadership of the Principal, decision making is delegated to various departments and committees to ensure efficiency and ensure participative management within the institution.

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

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

To equip the institution with effective leadership, the management works on the principle of decentralization and participative management. These aspects facilitate quick decision making and help in creating motivational and competitive atmosphere. Under the leadership of the Principal, decision making is delegated to various departments and committees to ensure efficiency. Various committees have been constituted to carry out different kinds of activities and ensure the overall growth of the institution. The committees are comprised of a convener (Senior faculty member) and few other staff members. Undoubtedly, a culture of participative management exists within the college. Meetings are held at the departmental level and at the level of various committees to discuss the problems and invite innovative ideas, opinions and suggestions for the development of the institution. It works within a close interaction between the management, staff, and the stakeholders.

The departments are free to take decisions regarding the preparation of activity schedule, organization of seminars/workshops, the unitization of syllabus, and choosing the right pedagogical methods. Meetings are conducted periodically to discuss the implementation of the plans both at the departmental level and at the institutional level and a record of the same is maintained by the Heads of the departments.

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

## 6.2 - Strategy Development and Deployment

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

Our organization is always keen on upgrading and following the latest techniques and innovations in teaching and learning. With the emergence of Covid 19 pandemic in the beginning of 2020 , the need of the hour was to shift to the online mode of teaching and we had planned accordingly. Within a short span of time, we employed the Microsoft Teams software in order to continue the teaching learning process smoothly. To equip the teachers with the usage of this new software, a workshop was conducted by the Computer Department in which all the students and teachers were given their Microsoft IDs with the help of which they could attend the classes online. Teachers were also guided as to how they could add new classes in their calander and admit the students in the class.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 overall functioning of the college is controlled by the contituent Managing Committee. However, the Principal of the college is the head of the institution. The college runs within the framework established by Punjabi University, Patiala, DPI(Colleges) and University Grant Commission. All the decisions regarding admissions, workload distribution, time table, purchase of items, maintenance of infrastructure are taken by the different committees. These committees consist of one convenor (a senior faculty member) and some other faculty members. Appointments of

the staff under 95% grant in aid scheme are filled after the sanction given by the state govt. When the sanction is received, as per procedure set by Punjabi University Patiala and state govt norms, the posts are advertised and filled according to merit as per UGC Norms. Appointment for the uncovered staff is also done in the same way as per Punjabi University and UGC norms. After retirement of the employee, they are given all benefits which include gratuity, PF and leave encashment as per state govt. norms. All service rules as per university calendar for colleges and state govt civil services 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	No File Uploaded

### 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	No File Uploaded
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)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

#### 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 staff welfare fund used for 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.

#### Non teaching

- The Class IV staff is given Wheat Loan.
- ESI scheme is offered to the Class IV employees.
- 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 institute has created a staff welfare fund used for welfare activities
- The wards of the Class IV staff members are given fee 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	No File Uploaded

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

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

0

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

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

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

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**

30

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)	<a href="#">View File</a>

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

We follow a sound Performance Appraisal System for both teaching and non-teaching staff. Regular/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. The staff of the college also fills Annual confidential report (ACR) which is sent to DPI (Colleges). On the basis of the information provided by the teacher in the ACR, college promotes them to the higher grade as per rules. They are extended benefits under CAS as per their performance.

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

#### 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. Internal auditing is done by the Chartered Accountant duly appointed by the college for this purpose. Internal auditor helps the college in the preparation of receipt and payment account and balance sheets. Auditor also helps in managing the payment of TDS

and other tax issues for college.

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

#### 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)

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

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

The college follows 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 are received and utilized as per requirement. 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	No File Uploaded

## 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

The practices institutionalized as a result of IQAC initiatives are as follows:

- With time, IQAC has been successful in implementing the use of ICT at all levels. As the lockdown was imposed in March 2020, online teaching was made the priority among the staff of the college. The college adopted Microsoft Teams/Google Meet/Zoom App for online teaching purposes.
- Expert and extension lectures were organized time to time for improving the quality of education delivered. Seminars were conducted by the various departments, clubs and committees of the college in the online mode.

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

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. Online teaching and learning was the need of hour during covid time and it was successfully carried out. The college runs remedial classes for weak students but this year due to lockdown, this practice had to be stalled temporarily. Feedback is obtained from



teachers, students and their parents through verbal and written interaction. The feedbacks received are classified and analyzed in a systematic way.

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

**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)**

D. Any 1 of the above

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

## 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

1) On 30th Jan, 2021 a seminar on Road Safety Awareness was organised. Inspector Pushpa Devi delivered a lecture the safety of women while travelling or driving on roads. Girls were made aware of various safety mobile applications like Shakti App. Girls were also given self help training of Taekwondo.

2). Online Teej was celebrated on 25/7/2020

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.pcsamana.org.in/gender%20sensitisation.pdf">http://www.pcsamana.org.in/gender%20sensitisation.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://www.pcsamana.org.in/7.1.1.pdf">http://www.pcsamana.org.in/7.1.1.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Effective management of waste - either by disposal or recycling, is a critical process for any organisation as it impacts the health and environment of not only the people working and residing in the campus but also of those living in the vicinity. Solid waste management in the campus is accomplished either by consumption or by outsourcing its collection and disposal. Many bins have been provided across the campus for collection of the solid waste. These bins are colour coded specific to a category of solid waste. There are committees that deal with the minimization of waste. Every day the degradable waste is collected in bins and disposed to a place where it can be converted into manure. It is stressed that we should avoid plastic items to the best possible capacity. It is also advised that the college should use utensils made of glass and metal. For the personal protection it has been advised to use masks while handling the waste. Also, wearing head gears, eye covers, apron, gloves and boots help in fighting the transmission of infection. Moreover, the NSS volunteers have also**

demonstrated the proper procedure of disposing the waste in nearby villages also.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 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	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	
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	No File Uploaded
Any other relevant information	<a href="#">View File</a>
<b>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>	<b>C. Any 2 of the above</b>
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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).

**File uploaded.**

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<b>No File Uploaded</b>
Any other relevant information	<a href="#">View File</a>

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

**File Uploaded**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="http://www.pcsamana.org.in/7.1.9.pdf">http://www.pcsamana.org.in/7.1.9.pdf</a>
Any other relevant information	<b>Nil</b>

**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**

**B. Any 3 of the above**

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

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

1. Hindi Diwas was celebrated on 14th september, 2020
2. 30th November 2020 Prakash Purab of Shri Guru Nanak Dev Ji was celebrated by conducting Declamation competition . Winners were awarded with cash prizes.
3. In september 2020 Balanced & Nutrition Month was celebrated various comptions were conducted online due to covid-19 guidelines.
4. An excursion trip of Bsc (Hons. in Agriculture) students was arranged to Baradari Garden Patiala where Guava fest was organised by Horticulture department, Patiala on 27-08-2021.
5. 15th August, 2021 Independence day was celebrated by hoisting the flag and various schools and local residents became the part of celebration.
6. 26th November 2020 Indian constitution day was celebrated by conducting speech competition.
7. On 25th January 2021 Voters Day was celebrated online due to covid-19 restrictions.
8. World "Red Cross Day" was celebrated online by conducting poster making competition on 8th May, 2021.
9. International "Yoga Day" was celebrated On 21st June, 2021 and a lecture was delivered on importance of yoga in today's stressful life.
10. On 2nd October, 2021 a Cycle Rally was conducted on the eve of Gandhi Jayanti.
11. On 2nd November, 2021 Diwali fest was organized in which students sold hand made products and they were encouraged to be self independent.

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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

1. Title of the Practice: Improving Teaching and Learning Process

2. Title of the practice: "The Gift of Green":

File Description	Documents
Best practices in the Institutional website	<a href="http://www.pcsamana.org.in/bp2020_21.pdf">http://www.pcsamana.org.in/bp2020_21.pdf</a>
Any other relevant information	Nil

## 7.3 - Institutional Distinctiveness

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

File uploaded.

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

7.3.2 - Plan of action for the next academic year

<http://www.pcsamana.org.in/Future%20Plan.pdf>