



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|---|
| 1. Name of the Institution | | KHALSA COLLEGE OF EDUCATION RANJIT AVENUE AMRITSAR |
| Name of the head of the Institution | | Dr. SurinderPal Kaur Dhillon |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 01832507029 |
| Mobile no. | | 9815020300 |
| Registered Email | | spkdhillon@rediffmail.com |
| Alternate Email | | kceranjit@gmail.com |
| Address | | Khalsa College of Education Ranjit Avenue Amritsar |
| City/Town | | Amritsar |
| State/UT | | Punjab |
| Pincode | | 143001 |

| | |
|--|--------------------------------|
| 2. Institutional Status | |
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | Self financed |
| Name of the IQAC co-ordinator/Director | Dr. Surinder Kaur |
| Phone no/Alternate Phone no. | 01832507029 |
| Mobile no. | 9814790220 |
| Registered Email | dr.surinder70@gmail.com |
| Alternate Email | kceranjit@gmail.com |

| | |
|--|---|
| 3. Website Address | |
| Web-link of the AQAR: (Previous Academic Year) | http://kceranjit.org/campus/report-18-19 |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://kceranjit.org/campus/academic-calendar-19-20 |

5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|----------|----------|-------------|----------------------|--------------------|--------------------|
| | | | | Period From | Period To |
| 2 | A | 3.12 | 2014 | 24-Sep-2014 | 23-Sep-2019 |
| 1 | B | 2.54 | 2008 | 28-Mar-2008 | 27-Mar-2013 |

| | |
|---|--------------------|
| 6. Date of Establishment of IQAC | 08-Aug-2008 |
|---|--------------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| | | |

| | | |
|---|------------------|-----|
| Extension Lecture on Developing Reading Habits | 10-Jul-2019 1 | 285 |
| Extension lecture on Government | 10-Sep-2019 1 | 442 |
| Seminar on Innovative Practices of Internship Programme (for faculty) | 29-Nov-2019 1 | 34 |
| Debate Competition on the theme | 10-Dec-2019 1 | 26 |
| Seminar on Research Basics | 22-Feb-2020 1 | 82 |
| Extension Lecture on Writing Synopsis | 17-Mar-2020 1 | 48 |
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--|--------|----------------|-----------------------------|--------|
| Khalsa College of Education Ranjit Avenue Amritsar | Minor | KCCS | 2019 547 | 60000 |
| Khalsa College of Education Ranjit Avenue Amritsar | Minor | UGC | 2019 547 | 85000 |
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

Yes

| | |
|----------------------------|-------|
| If yes, mention the amount | 30000 |
| Year | 2019 |

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

The college has taken the initiative to train college administrative staff for which facilitation from management was sought. The staff was sent to attend the training sessions regarding new policies initiated by management from time to time.

Value added courses have been introduced by the college. Communication skills and phulkari. Drawing and painting and self defence (certificate and diploma courses)

Incubation centre has been started by the institution for developing entrepreneurial skills among students. A club namely Creative Writing was initiated under the incubation centre. The centre has been sponsored by Khalsa College Charitable Society, Amritsar.

The College Started new programme B.A.-B.Ed. (Four Years Integrated) from this session.

[View File](#)

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

| Plan of Action | Achivements/Outcomes |
|--|--|
| Training of NonTeaching Staff | The college has taken the initiative to train college administrative staff resulting into their skill enhancement. |
| "Strengthening Ties with the Community" | The college has adopted a village under this initiative. The initiative resulted into upliftment of the village from all aspects and cultivated the sense of social responsibility among the students. |
| Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)" | Keeping in view the trend of vocationalisation of Education an Extension lecture on Government's National "Support to Training and Employment Programme for Women (STEP)" was organised specifically for female students of the institute. Female studentsgot oriented with the employment trends and opportunities available for them in different sectors. |
| Seminar on Innovative Practices of Internship Programme | To improve the quality of Internship teaching a seminar on Innovative Practices of Internship Programme was |

organised for faculty. It helped the institute to improve the training aspect of the prospective teachers leading to better placement of students.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|---|--------------|
| Khalsa College Charitable Society Amritsar | 14-Sep-2020 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

20-Feb-2020

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

14-Jul-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

?? Planning and Development: • For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personnel details of employees. • Institute maintains its website www.kceranjit.org to communicate its philosophy and updates to external stakeholders. Administration: • College maintains all the records related with faculty, support staff and students on e-governance website. Finance and Accounts: The Institute has already taken various steps for implementation of E-Governance in Finance Accounts: • On line salary payment. • On line deposit of PF/ESI • On line deposit of TDS • On line approval of leaves • On line payslips and leave records of staff Student Admission and Support: • All data of the student's i.e. personal details, date of admission, status of

fees etc. are available on e governance website ? Examination: • The record of students' internal evaluation and result are also maintained through e governance. ? Faculty Profiles: • Management Information System facilitates in maintaining and updating personal profiles of Faculty and staff.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Guru Nanak Dev University, Amritsar prescribes curriculum for the affiliated colleges of Education and our institution being a part of the above said university follows the same curriculum. Teaching and learning scenario of any institution relies totally on the strength of the curriculum and its execution with vigilant care. Holistic growth of the pupils is largely ensured while teaching or practicing this framework. Every year, the time-table committee of the institute prepares time-table as per the guidelines of academic calendar. The time-table is prepared much prior to the commencement of classes and same is communicated to the concerned teachers so as to give them time to plan and execute the syllabi with utmost perfection. After the allotment, the faculty diligently makes a comprehensive teaching plan considering the competencies and learning outcomes of students. Flexibility in the curriculum is also ensured with weekly meetings conducted by the curriculum development committee and subjects requiring more time are provided more weight age in the time-table. Subject allotment to the faculty is done as per their qualification and subject specialization. Faculty delivers the curriculum using different techniques like team teaching, role playing, project method, ICT-based teaching and flipped classroom through well equipped classrooms and laboratories. Beside these strategies, students are also acquainted with seminars, workshops, extension lectures, orientation programs, morning assemblies, celebration of national and international days, quiz competitions, excursions and other techniques; to provide exposure, wisdom and life skills training. The locus of control remains on using appropriate teaching strategies to ensure completion of the course well in time. The role of teacher is not just to organize formative and summative assessments from time to time but also to conduct diagnostic assessment to provide remedial teaching for the weak students. Students provide written as well as oral feedback for improved and quality teaching. All these innovative activities are executed under the guidance and able supervision of college Principal. The institution leaves no stone unturned to create equality and equity in terms of creating holistically developed and well adjusted individuals.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|----------------------|-----------------|-----------------------|----------|--|-------------------|
| Drawing and Painting | Nil | 12/06/2019 | 1 | Yes | Yes |
| Self Defence | Nil | 12/06/2019 | 1 | Yes | Yes |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---------------------------|--------------------------|-----------------------|
| B.A.BEd | Education | 01/06/2019 |
| View File | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|--------------------------|---|
| No Data Entered/Not Applicable !!! | | |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 68 | 0 |

1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---------------------------|----------------------|-----------------------------|
| Communication Skills | 12/06/2019 | 22 |
| Phulkari | 12/06/2019 | 7 |
| View File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--|---|
| Integrated(PG) | School Internship-Orientation to School System | 49 |
| Integrated(PG) | Field Engagement with Prospective Papers | 49 |
| Integrated(PG) | School Internship | 42 |
| Integrated(PG) | Field Engagement with community | 42 |
| MEd | Internship in Teacher Education Institution | 13 |
| BEd | Field Engagement with School | 177 |
| BEd | School Internship | 141 |
| BEd | Field Engagement & CP | 141 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |

| | |
|---------|-----|
| Alumni | Yes |
| Parents | Yes |

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

Feedback Obtained

Feedback system is the vital component for development of an institution. It requires a comprehensive plan to initiate, deploy and execute. Khalsa College of Education, Ranjit Avenue, Amritsar has introduced a feedback program that accommodates all stakeholders, including employees, students, alumni, employers and parents to help individuals and organizations as a whole, which in a way enhances efficiency and effectiveness. Feedback is obtained at institutional level regarding the teaching schedules, teaching methods and student assessment which is required to take suitable steps for improvement in teaching-learning procedure. **STUDENTS FEEDBACK FOR EMPLOYEES:** At the end of academic session, the feedback from every student (in the form of structured Performa) is obtained. When encouraging feedback is not received for the employees every concerned person is called by the coordinator to discuss and improvise the teaching strategies for the upcoming session. Students also give suggestive feedback for resource availability in the various laboratories for enhanced learning environment. **FACULTY:** The institution has made it a tradition to hold all faculty meetings on a periodic basis where discussions are conducted on ways and means of improving the curricular and co-curricular activities, teaching learning methodology and devising innovative ways to embark on various important events and days. Appropriate recommendations for implementation are given to the teachers concerned. **ALUMNI:** Since the alumni are considered to be the brand ambassador(s) of our institutions, the input of the alumni is taken into account with due consideration. The Alumni Meeting is scheduled every year and the relevant feedback is obtained by distributing performas on relevance and professional importance of the course. Our institution maintains a strong relationship with the Alumni as the recommendations provided in the performa are compiled in the form of feedback report and it is forwarded to the Principal for taking stock of good results and room for change. **PARENTS:** As a significant stakeholder in this method, the input from the parents is often collected and evaluated. Many of the criteria included in parents feedback comprise standard of teaching, student discipline, sports facilities, and laboratory facilities, student activities such as transport, library and assessment techniques. All the suggestions and feedback given by parents are given due importance and a record of the suggestion made is enlisted for the future staff meetings for discussion and analysis of the problem. **FEEDBACK TO STUDENTS:** The pupil teacher's are assessed through regular class tests, periodic assessment tests, model examination, micro teaching, seminars and extempore. The university pattern of examination is followed in the internal examination which enhances the students' adaptation of the examination at the end of the term. The internal examination assessment is scrutinized by the subject and course in charge in which the students are graded according to the marks obtained. In order to help the students progress all problems are diagnosed, discussed and structured and remedy classes are conducted. The subject teachers guide the students for the same. This component also enhances student's self-sufficiency and provides an avenue for motivation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|

| | | | | |
|---------------------------|-----------|-----|-----|-----|
| PGDCA | Education | 40 | 13 | 11 |
| B.A.BEd | Education | 100 | 34 | 29 |
| BEd | Education | 200 | 225 | 184 |
| Integrated(PG) | Education | 50 | 65 | 50 |
| MEd | Education | 50 | 28 | 13 |
| View File | | | | |

2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 274 | 13 | 42 | 10 | 10 |

2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 52 | 52 | 9 | 4 | 3 | 9 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Student Mentoring System is adopted in the Institution. This put emphasis on the inculcation of intellectual, social, moral, aesthetic, cultural and spiritual values. This enables bridging gap between the Teachers and Students. This helps to create a better environment in the college, where students can approach teachers for both educational and personal guidance. It provides guidance as well as suggestions for the slow learners. The mentor displays punctuality, sincerity and devotion to his work while monitoring the mentee. Mentors are required to monitor students and keep track of mentee's performance. The meetings of mentorship are conducted every month, in which students meet their mentors for academic and personal issues. The students who have less attendance and who have missed their internal tests are paid special attention from mentor's side. Even the students with many issues are asked to call parents for parents- mentor meetings. Mentoring of students is an important aspect to create equitable service to all the students from different background. Its aims: ? To increase the teacher-student contact hours ? To increase student's scholastic performance and attendance ? To minimize the students' dropout rate Mentors help greatly in identifying diversity in terms of learning challenges as well. They provide first-hand support to the students with difficulties and give relevant inputs which help the subject teachers be more effective in handling these students. Teacher maintains a proper record of every student and keeps updating the information from time to time (class test, monthly attendance record etc.) to mark his growth by the end of every year. This detailed information of the students is also shared with the parents/guardians. Information collected further helps the mentors to perform various functions such as: ? Guidance and counseling in case it is needed ? Individual meeting with the student is also planned in case of some personal/issue ? Group meetings are also arranged on weekly basis as tutorials for guidance purpose (in general) ? Time to time meetings with the parents are also scheduled as per the need ? Remedial classes are also arranged by the mentor with the concerned subject teacher This mentor mentee relationship typically is mentee or student centered. All the possible efforts are made to ensure healthy and cooperative relationship between the society and college/institution at large. It creates a healthy and congenial environment in the college, where student can approach teachers anytime for both educational and personal guidance. It helps them to motivate in preparation of civil services examination, obtaining scholarships for studying in abroad and various other central and state

government jobs etc. Mentors who are in charge of student clubs generally work with students who share common curricular or extracurricular interests. Such Mentors are usually experts in a field and are passionate about the domains of their clubs. The college creates a WhatsApp group for each class and for each teaching subject where concerned teachers are also part of the respective group the teacher instantly replies to the queries of the students which keep them motivated.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 287 | 52 | 1:18 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| | | | | |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| 52 | 49 | 1 | 2 | 10 |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|-------------------|---|---------------------|---|
| 2019 | Vinay Vaid | Assistant Professor | Punjab State representative Award by Incredible talents organization, New Delhi |
| 2019 | Pooja Sharma | Assistant Professor | Acted in Bollywood movie Kali Khui in (2019) directed by Terrie Samundra |
| 2019 | Yudhpreet singh | Assistant Professor | Light and Sound |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|----------------|--|---|
| B.A.BEd | NIL | II | 25/05/2020 | 20/07/2020 |
| B.A.BEd | NIL | I | 23/12/2019 | 10/07/2020 |
| MEd | NIL | II | 25/05/2019 | 15/07/2020 |
| MEd | NIL | I | 23/12/2019 | 19/03/2019 |
| BEd | NIL | I | 23/12/2019 | 07/07/2020 |
| BEd | Nil | II | 25/05/2020 | 19/07/2020 |
| Integrated(PG) | NIL | I | 23/12/2019 | 02/07/2020 |
| Integrated(PG) | Nil | II | 25/05/2019 | 19/07/2020 |

| | | | | |
|---------------------------|-----|-----|------------|------------|
| Integrated(PG) | NIL | III | 23/12/2020 | 13/07/2020 |
| Integrated(PG) | NIL | IV | 25/05/2020 | 20/07/2020 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College follows guidelines of GNDU for internal evaluation and assessment procedure. The college used to display all circulars on notice board from time to time. At the beginning of new semester, the teaching faculty informs and elaborates the syllabus, its objectives and paper pattern to the students. Extra guidelines and counseling is also provided to students by the faculty members from time to time. The following are evaluation processes that are being implemented by the college: ? Seminar: The College conducts seminar for all students on selected and assigned topics related to subject. Content-matter knowledge, presentation skills, communication skills are the criteria to evaluate the class and students. ? Group discussion: Through this technique student's content-matter, knowledge, vocabulary skills, oral skills etc. are evaluated. Subject teacher also credit marks to students as per their participation and performance. This technique helps students to exchange their ideas with each other. ? Field Engagement Activities: Various field engagement activities such as visit to orphanage, museum, red-cross etc. are arranged for the students. The teachers evaluate their projects in order to promote critical thinking, analytical skills and team work among the students. ? Assignment Work: Students are required to prepare their assignment files for each paper in their respective semesters. Subject teacher certifies these assignments as per student's performances. ? Performance in unit tests and house examinations: The College conducts unit tests as well as house tests in each semester. Subject teacher credit marks to students as per their performance.

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

The Institute adheres to very transparent procedure for conduct of examination and other related matters. The institute has developed dynamic academic teaching plans and it follows a well-defined academic calendar. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. Academic calendar is also provided in the handbook of information/ prospectus which is mandatory for every student to have it. The schedule of morning assemblies, micro-teaching, celebration of National and International days, celebration of festivals, and internal examination schedule is also given in the handbook. Syllabus of all the semesters of each stream is provided in the handbook along with the academic calendar. Other activities in the calendar include picnic / excursions to various places or institutes. Various other activities performed by the institution are ? Cleanliness and beautification of campus is undertaken by the NSS volunteers ? Organization of National and International cultural events ? Inviting experts and students from different universities of the world to interact with our students ? Honoring alumni/ eminent persons ? Visit to 1. orphanage, blind institute, organic farming farm, various religious places, Pingalwara and Red Cross Society 2. rural and urban polluted sites in order to create awareness among them regarding conservation and protection of our natural resources ? Tree plantation camp

2.6 – Student Performance and Learning Outcomes

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

<http://kceranjit.org/campus/2019-20>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|-----------------|--------------------------|---|---|-----------------|
| Nil | Integrated(P G) | Education | 49 | 49 | 100 |
| Nil | Integrated(P G) | Education | 49 | 45 | 91.83 |
| Nil | PGDCA | Education | 11 | 8 | 72.72 |
| Nil | BEd | Education | 183 | 158 | 86.33 |
| Nil | BEd | Education | 183 | 183 | 100 |
| Nil | BEd | Education | 145 | 145 | 100 |
| Nil | MEd | Education | 13 | 10 | 76.92 |
| Nil | MEd | Education | 13 | 13 | 100 |
| Nil | Integrated(P G) | Education | 43 | 41 | 95.34 |
| Nil | Integrated(P G) | Education | 42 | 42 | 100 |

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://kceranjit.org/campus/student-satisfactory-survey-19-20>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Minor Projects | 547 | KCCS | 60000 | 60000 |
| Minor Projects | 547 | UGC | 85000 | 85000 |

[View File](#)

3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---|--|------------|
| Workshop on Innovative Teaching Methodologies for School Teachers | Khalsa College of Education, Ranjit Avenue, Amritsar | 19/09/2019 |
| Celebration of Women Day | Khalsa College of Education, Ranjit Avenue, Amritsar | 07/03/2020 |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---------------------------|---------------------|-------------------------------|---------------|---------------|
| Kala Ratna Award | Mr. Yudhpreet Singh | Art Motivation, HP | 14/01/2020 | Theatre |
| Chalk Sculpture | Vinay Vaid | Incredible Talents, New Delhi | 16/11/2019 | Art and Craft |
| View File | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---------------------------|-----------------|---|-----------------------|--------------------|----------------------|
| 1 | Incubation Cell | Khalsa College Charitable Society, Amritsar | Creative Writing Club | Skill Development | 12/07/2019 |
| View File | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 1 | 0 |

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

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

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---------------------------|------------|-----------------------|--------------------------------|
| National | Education | 20 | 2.5 |
| International | Education | 6 | 1.5 |
| View File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---------------------------|-----------------------|
| Education | 9 |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|---------------------|---------------------------------------|---------------------|---------|---|---|
| Demographic study on Academic Procrastination among Secondary School students | Dr. Kamalpreet Kaur | International Journal of Education | 2019 | 2 | 0 | Lovely Professional University |
| Multiphase Interests among Adolescent Students: A survey | Dr. Mandeep Kaur | Research and Reflections on Education | 2020 | 3 | 0 | Khalsa College of Education Ranjit Avenue Amritsar |
| View File | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 4 | 27 | 0 | 0 |
| Presented papers | 4 | 8 | 0 | 0 |
| Resource persons | 0 | 0 | 4 | 3 |
| View File | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|--|--|--|--|
| Seminar on Writing Synopsis by Dr. J.S Dhillon | Khalsa College of Education, Ranjit Avenue, Amritsar | 3 | 55 |
| Health Campaign | Indian Red Cross Society, Amritsar | 13 | 205 |
| Seminar on Research basics by Dr. P.K Sahoo | Allahabad University, Allahabad | 3 | 70 |
| Seminar on Innovative Practices of Internship Programme by Dr. Mandeep Kochhar | Bombay Teacher Training College, Mumbai | 2 | 34 |

| | | | |
|---|----------------------------|---|-----|
| Extension Lecture on Developing Reading Habits by Dr. Prabhjot Kaur | District Library, Amritsar | 3 | 250 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---------------------------|-----------------------|-----------------------------------|------------------------------|
| Life Skills | Award of Appreciation | Harsha Chhina School, Amritsar | 52 |
| Gender Sensitization | Award of Appreciation | Ajanta Public School, Amritsar | 82 |
| Best out of Waste | Award of Appreciation | Art Affina Organisation, Amritsar | 12 |
| View File | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|---------------------------|--|--|--|--|
| Waste Management | Harsha Chhina School, Amritsar | Workshop on Best Out of Waste | 26 | 190 |
| Gender Sensitization | Govt. and Private Schools of Amritsar | Seminar on Good and Bad Touch | 15 | 200 |
| Eco friendly practices | Khalsa College of Education, Ranjit Avenue, Amritsar | Extension lecture on Poisonous Plastic | 5 | 100 |
| Promotion of Secularism | Khalsa College Charitable Society, Amritsar | Procession Devoted to Guru Nanak Dev Ji's Birthday | 35 | 350 |
| View File | | | | |

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|---|-------------|--|----------|
| Faculty Exchange Programme at Sidana College of Education, Amritsar | 3 | Khalsa College Charitable Society Amritsar | 1 |
| Faculty Exchange programme at Shaheed Bhagat Singh College of | 4 | Khalsa College Charitable Society Amritsar | 1 |

| | | | |
|--|----|--|---|
| Education, Patti | | | |
| Faculty Exchange programme at Anand College of Education, Jethuwal | 2 | Khalsa College Charitable Society Amritsar | 1 |
| Student Exchange Programme at Khalsa College of Education, GT Road, Amritsar | 25 | Khalsa College Charitable Society Amritsar | 1 |
| Student Exchange Programme at Sidana College of Education, GT Road, Amritsar | 15 | Khalsa College Charitable Society Amritsar | 1 |
| View File | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---|----------------------|---|---------------|-------------|-------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|--------------------|--|---|
| Cheema College of Education, Kishankot, Gurdaspur | 01/08/2019 | Faculty and Student Exchange, Research, Extension Activities | 10 |
| View File | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 250000 | 737669 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Seminar halls with ICT facilities | Newly Added |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |

| | | | | | | | | | |
|-------|----|---|---|---|---|---|---|----|---|
| Total | 47 | 1 | 2 | 1 | 0 | 3 | 1 | 50 | 2 |
|-------|----|---|---|---|---|---|---|----|---|

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

| |
|---------------|
| 50 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|---|
| Smart Board, Projector, camera, Camera Tripod, Speaker, headphones, laptop, UPS | https://drive.google.com/file/d/17aEHTL DmnNzCJKBot88ByU-xqdVSb4GZ/view?usp=sharing |

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 1220000 | 1443950 | 300000 | 791151 |

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

The infrastructure pertaining to physical, academic and support facilities in college are regularly maintained to ensure maximum benefit of the students as well as teaching and non teaching staff. Suitable budget is allocated every year by the management for the maintenance of various facilities. The college principal forms various committees to ensure the maintenance of the infrastructure. It is a common practice to receive suggestions and demands received from students, teachers and faculty members regarding infrastructure maintenance. The respective heads and concerned members discuss these suggestions with the principal. A hierarchical system with clearly defined duties and responsibilities is set up. All the teaching blocks are under a senior teacher who acts as the coordinator, looking after the maintenance and cleanliness affairs of the block. The coordinators are free to form teams from faculty members for effective functioning of the system. The specific staff for regular maintenance of infrastructure includes - electricians, computer labs technicians, plumber, carpenter, mason, malis and janitors in addition to security staff. Maintenance and housekeeping staff is associated with coordinators for smooth conduct of related activities and meticulously maintain hygiene, cleanliness and infrastructure on the campus so as to provide a congenial learning environment. The green covers of the campus are well maintained by full time gardeners. The responsibility of the library maintenance lies with the librarian. Pest control of library books and records is done every year by the maintenance department. The administrative block is under the care of the Office Superintendent. Parking facility is well organized. The campus maintenance is monitored through surveillance cameras. The college campus is maintained by the maintenance committee of the college which looks after general cleanliness, support facilities like notice boards, drinking water, waste management and other facilities for students. It also looks after the student centre and the hostel mess through their respective contractors. The girls and boys hostels are the responsibility of their respective wardens. Sports playgrounds are maintained by the support staff under the supervision of the physical education teacher. The Internet facilities and networking is extended throughout the campus and maintained by the head of the computer lab. Every department maintains a stock register for

the available equipments. Proper inspection is done and verification of stock takes place at the end of every year. Infrastructure Utilization: The institution has a definite policy of optimum utilization of institutional infrastructure. Specific duties have been assigned in this regard. Examination and timetable committee is responsible for finalizing the time table in consultation with the principal for optimal use of classrooms and laboratories. Students take optimum benefit from open self system available in the college library. Requests for use of college infrastructure by outside agencies are dealt with by the principal directly through: (i) Conducting various examinations (ii) Sports grounds for fitness purposes are also allowed, and (iii) Library is permitted to scholars and students not belonging to the institution etc. These programs also generate financial resources for college.

<http://kceranjit.org/campus/procedures-policies-for-maintaining-utilizing-infrastructure-19-20>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| Name/Title of the scheme | Number of students | Amount in Rupees |
|---|--------------------|------------------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

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

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|--------------------|--|--|--|---------------------------|
| 2019 | B.Ed Entrance Test | 85 | 85 | 85 | 0 |
| 2019 | PTET Entrance Test | 120 | 120 | 8 | 16 |
| 2019 | UGC | 22 | 5 | 3 | 3 |
| 2019 | CTET | 70 | 70 | 8 | 6 |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 7 | 7 | 5 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---|--------------------------------------|------------------------------------|
| 2019 | 6 | M.Ed. | Khalsa College of Education, Ranjit Avenue, Amritsar. | IELTS | Diploma/Degree in higher education |
| 2019 | 14 | B.Ed. | Khalsa College of Education, Ranjit Avenue, Amritsar. | Guru Nanak Dev University, Amritsar. | M.A. |
| 2019 | 2 | B. Ed | Khalsa College of Education, Ranjit Avenue, Amritsar. | Guru Nanak Dev University, Amritsar. | M.Ed. |

[View File](#)

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

| Items | Number of students selected/ qualifying |
|-----------|---|
| NET | 3 |
| Any Other | 7 |
| Any Other | 5 |

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---------------|------------------------|
| Sports Meet | College level | 270 |
| Light Sound | State Level | 50 |
| Jashan (Welcome to Freshers) | College Level | 330 |
| Akhand Paath(In Lieu 550th Birthday of Guru | College Level | 440 |

| | | |
|--------------------------------------|---------------|----|
| Nanak Dev Ji Birthday | | |
| Inter House Quiz Competition | College Level | 20 |
| On the spot teaching Aid Preparation | College Level | 45 |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

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

The college facilitates the progress of student through student support services. Following is the list of various committees including student teachers' representation:

1. Educational Development Committee: The committee contributes to the learning environment for students to ensure the smooth functioning of academic activities throughout the year and mentoring the new first year students (Starting college life is a challenging new experience for 1st Year students of B.A. B. Ed Integrated).
- 2 Anti-Ragging Committee: As per the 3rd Amendment of UGC Regulations on "Curbing the menace of Ragging in Higher Educational Institutions, 2016 'Zero tolerance" policy is adopted.
3. Admission Committee: The Admission Committee has formed to ensure the smooth functioning of admission process - filling of form, allocation of seats and maintaining record of admission forms.
4. College Discipline Committee: Discipline Committee has been formed to take care of the student discipline and its related problems throughout the year during regular classes as well as on the various events.
5. Time table Committee: At the beginning of each semester preparation of over all timetables and its effective implementation.
6. Library Committee: Formulating the norms for issuing of the relevant books, updating of library resources, purchase and upgrade of software and enhancing of library services.
7. Examination Committee: Ensuring smooth execution of house test, record notices, date-sheets and award lists of the house tests.
8. Sports Committee: Encouraging participation in sport activities and organizing sport events.
9. Literary Committee: This committee conducts competitions for literary events like debates, elocutions and so on within the college, display notices regarding inter and intra literary events and encourage students to attend literary events outside college.
10. IQAC Committee: IQAC committee is formed to initiate, plan and supervise various activities to increase the quality of the education imparted in college.
11. College canteen committee: Ensuring nutritious meals to staff and students, maintaining cleanliness and displaying proper rate list.
12. Cultural committee: Organizing cultural events in the college, conducting morning assemblies and youth festival preparations.
13. Society for Promotion of Indian Classical Music and Culture amongst Youth: To inculcate values of our culture performance and demonstrate of great artists.
14. Youth Welfare Committee (YWC): Developing students' personality through their exposure to the outer/adventurous activities, like: Inter-state site-seeing Hiking and Trekking Inter-state Cycling Yoga Talent Hunt painting, photography, public speaking, etc.
15. Paryavaran Welfare Committee (PWC): Environment and social activities to save environment. The Committee members

meet at the beginning of the year to plan the activities, place the plans before the principal for approval, implement them under her leadership, follow-up and collaboratively evaluate the success and areas for improvement with remarkable contribution of students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes. Khalsa College of Education, Ranjit Avenue, Amritsar has established in 2005. Alumni Association of our college was also registered in 2006. A remarkable addition of new alumni members is a common practice every year. The Alumni Association has been honouring distinguished alumni every year. The alumni members, who are owners of educational institutions or are working on the very good positions like principals, coordinators and other prestigious positions, are helping in the placement of our students in different schools. These members are invited to the college on various occasions like teacher's day, annual functions, orientation day etc. to motivate students, share their experiences with the institution and the world after leaving the institution. 75 Alumni members participated in that meet, which was organized on 2nd January, 2020 and headed by the college principal. Two alumni members Dr Gurpreet Kaur and Dr. Deepika Kohli (teaching research as teacher educators) were invited for extension lecture to give the tips with regard to research specially how to write synopsis to M. Ed (Sem II) and B. Ed / M. Ed Integrated (Sem III) students. Alumni members Dr. Parshant Mehra, Poonam Sarkaria, Monika and Poonam are frequently invited during skill in teaching final discussion lesson as an external supervisor. During this period they give excellent feedback to improve their teaching abilities to serve better in real school environment. The Legacy meet of 2005-08 batch was also supposed to held in the month of April 6-7, 2020, but could not be arranged due worldwide Pandemic (COVID-19). An event to mark the passing out of students, titled "The Alumni in the Making" was held on 8th of December, 2019, wherein the graduates of 2019 were welcomed in the alumni fold. Extension lecture on fitness and health was given by alumni member Dr. Prashant Mehra. List of other activities performed by Alumni Members

1. Financial help by these members to financially weak students.
2. Donation of books in the library.
3. Helps in the placement of the students by in forming about the requirement of teachers in various schools.
4. Filling of feedback Performa for the improvement of functioning of the institution
5. Invitation to join on one of the important event of our institute i.e Procession on Guru Nanak's Gurupurb.
6. 550th birthday of Shri Guru Nanak Dev ji was celebrated at grand scale. College organised Light and Sound to preach the teachings of Guruji in various educational institutions.

Alumni are the reflection of organization's past, representation of its present and a link to its future. Our alumni are proud to have graduated from this institution and strong alumni relations and offering services of a mentor/mentee relationship. The junior alumni get in touch with experienced alumni and learn from their expertise and best practices in their field, while senior alumni show interest to learn new skills from junior alumni. The college alumni association is moving ahead with selfless intentions for the growth and development of college students and the society around.

5.4.2 – No. of enrolled Alumni:

220

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

27000

5.4.4 – Meetings/activities organized by Alumni Association :

One annual meet with alumni done every year .During the year following activities were organised with the help of Alumni members 1. Research tips on how to write synopsis by alumni member with research scholars 2. Campaign on the theme Road Safety with alumni members for sensitizing society for Traffic Rules. 3. Extension lecture on fitness and health was given by alumini member Dr. Prashant Mehra 4. Acknowledgement and honouring of Alumni member Sher Singh for delivering lecture on life of Sri Guru Nanak Devji on 3rd January, 2020

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Vision Khalsa College of Education shall provide a sustainable and accessible environment where we support and encourage student possibilities by building on the vibrancy of the town and where we are guided by the principles of inclusiveness, integrity, innovation, creativity, and quality. Empowered through resources, collegiality, and public support, the college will provide diverse communities with excellent educational opportunities and services. We will inspire participatory global citizenship grounded in critical thinking and an engaged, forward thinking student body. Decentralization • The management believes in empowerment to achieve stated objectives. They have entrusted the responsibilities and independence to the Principal to attain the mission and vision of the college. • Faculty members are treated equally and provide opportunities to share their opinions and ideas for the betterment of the college. • Students are also encouraged to participate in the smooth functioning of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|--------------------------------------|---|
| Admission of Students | <ul style="list-style-type: none"> • Admission in various courses in our institution is done on merit cum entrance test based system taken by one of the three universities, i.e. GNDU (Amritsar), Panjab University (Chandigarh) and Punjabi University (Patiala) • College prospectus with all details of all courses, requirements, fee structure and rules and regulations, etc. is printed and made available well on time. • Staff members are made available to provide every help to the candidates willing to seek any information regarding the college, subjects and its admission processes. |
| Industry Interaction / Collaboration | <ul style="list-style-type: none"> • Every year MOU signed by college with various schools and colleges for academic, research and cultural exchange and activities. • The college has set up a career guidance cell for |

guiding the students about various scopes and opportunities in the profession. • The college Placement cell organises interaction program with different schools. • The college level interactive sessions are also organised for the teaching staff along with the participants and employers.

Human Resource Management

- Teaching as well as non-teaching members of staff are included in various committees constituted at the beginning of session. Responsibilities are entrusted as per the capabilities of employees for accomplishing the various college activities
- Faculty members participate in faculty development programmes periodically to update the knowledge base and pedagogical skills.
- Students are provided guidance and information by the faculty pertaining to higher education, scholarships, and career advancement possibilities.
- Training and development programmes were conducted for the up-gradation of skills and abilities of the non-teaching staff, to motivate them and equip them for enhanced performance.

Curriculum Development

- The senior faculty members of the institution actively contribute to the development of the curriculum by the university. Faculty members attend the Syllabus Detailing Workshops Faculty Development programs Organized by University for curriculum enrichment programs.
- Through regular interactions advice and suggestions of Principal/Senior faculty members regarding curriculum development are put before the concerning University so that proper up gradation of curriculum will be implemented.

Teaching and Learning

- The college has well qualified and experienced faculty. The college follows the academic calendar as per the GNDU Amritsar guidelines, and mid-term tests and the examinations are conducted accordingly.
- We are working in the direction to enable college laboratories and classrooms with ICT facility.
- Learning in all courses is made student-centric.
- To keep the teachers and students up-to-date with latest developments in their respective field different seminars, workshops and extension lectures are organised
- For all round development of students add-

| | |
|--|---|
| | <p>on courses and skill development programs have also been introduced by the college. • Faculty members make their planning calendar for the whole semester of successful implementation of curricular and co-curricular activities.</p> |
| Examination and Evaluation | <ul style="list-style-type: none"> • Regarding examination and evaluation the college follows the rules and regulations as proposed by the affiliating university, Guru Nanak Dev University Amritsar. • Diagnostic and remedial teaching is done after evaluation of student's performance based on internal house examination. • The college examination council meets once in a semester to discuss various matters of the college including student progression. • The suggestions and feedback from the students and parents helps the college in taking decisions in amending a suitable system to assure and enhance academic performance of the students. |
| Research and Development | <ul style="list-style-type: none"> • Our faculty members are supervising the Ph.D. students of Guru Kashi University, Bhatinda. • The teachers do their Ph. D. research work along with teaching and contribute to their knowledge by writing research papers. • Teaching staff is regularly intimated regarding conferences, workshops, short term courses scheduled by various organisations. Faculty members are motivated for academic advancement. • To keep the research temper alive in the college the faculty members of the college are also motivated to take up research projects initiated by the affiliating university or the UGC |
| Library, ICT and Physical Infrastructure / Instrumentation | <ul style="list-style-type: none"> • The new comers, both faculty members and students were given an orientation on effective use of library resources. • Feedback is taken from students, parents and staff and suggestions are put forward to improve library services and physical infrastructure of the college. • College has a well-established internet facility within the campus. • The entire campus has access to Wi-Fi. • CCTV cameras are installed at the necessary places for ensuring discipline and smooth functioning of the college. |

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

| E-governance area | Details |
|-------------------|---------|
|-------------------|---------|

| | |
|-------------------------------|---|
| Planning and Development | <ul style="list-style-type: none"> • Annual budget and other expenses are pre planned and implemented through recommendation of Principal and approval by Khalsa College Charitable Society, Amritsar. • For salary, salary module of e-governance is used to prepare salary and upload salary slips. It keeps the track of all personal details of employees. |
| Administration | <ul style="list-style-type: none"> • Preparation of monthly salary statement for teaching and Non-teaching staff has been done using software. • Helping the students to apply online for various scholarships under different welfare schemes. • Fees record of students, salary and increment records of faculty and non-teaching staff, maintenance of admission records in different teacher training programs are maintained by e-governance. |
| Finance and Accounts | <ul style="list-style-type: none"> • Day to day transactions, vouchers and bills are saved and compiled on e-governance software. • The institution has been using competent software to maintain and manage the inflow and outflow of the finances. |
| Student Admission and Support | <ul style="list-style-type: none"> • During the admission time, complete details of student's i.e. personal data, qualification, fees deposit etc. are saved in the e governance software. • Proper support is provided to new applicants of various teachers training program related with admission and pedagogy selection. |
| Examination | <ul style="list-style-type: none"> • Internal assessment is based on performance of students in curricular and co-curricular aspects and there marks are saved on computerised system. • The institution has installed web cameras to monitor the conduct of examinations in all classrooms and video data has been saved on computer. |

6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------|--|--|-------------------|
| 2020 | Ms Rupneet Kaur | Workshop on "Integration of Value and Peace Education in | All workshops were organized by GNDU, Amritsar in | 10762 |

| | | | | |
|------|----------------------|--|---|-------|
| | | Teaching Practice | collaboration with PMMMNMT Scheme and were free for teachers. | |
| 2019 | Ms. Poonam Mahajan | Workshop on "Action Research and Case Studies | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 11037 |
| 2019 | Dr Parwinderjit Kaur | Workshop on "Action Research and Case Studies | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 24045 |
| 2019 | Dr Gurmanjit kaur | Workshop on "Action Research and Case Studies | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 32597 |
| 2020 | Ms Gunmeera | Workshop on "Development of Modules for Instructional Strategies for Language Teaching | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 7704 |
| 2020 | Dr Harjinder Kaur | Workshop on "Development of Modules for Instructional Strategies for Language Teaching | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 17369 |
| 2019 | Ms. Neelu Arora | Workshop on "Instructional Strategies for Science Teachers | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT | 11420 |

| | | | | |
|---------------------------|---------------------|---|---|-------|
| | | | Scheme and were free for teachers. | |
| 2019 | Ms Samita | Workshop on "Flipped Learning and ICT enabled teaching learning | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 11695 |
| 2019 | Dr Surinder Kaur | Workshop on "Development of assessment tools and evaluation strategies of internship program in teacher education courses | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 31842 |
| 2019 | Ms. Kamalpreet Kaur | ment of assessment tools and evaluation strategies of internship program in teacher education courses | All workshops were organized by GNDU, Amritsar in collaboration with PMMMNMT Scheme and were free for teachers. | 11412 |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---|--|---|-----------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 1 | 0 | 0 | 12 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|--------------|---|
| PF, loan facility, Medical insurance, Medical Leave | ESIC, PF | Dr Ambedkar Scheme and National Scholarship Scheme, N.G.O, Medical Insurance |

6.4 – Financial Management and Resource Mobilization

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

The institution has online financial data system connected to our own management i.e. Khasla College Charitable Society, Amritsar. Hence every income and expenditure has an internal check and internal audit. Then periodical internal auditors do internal audit verifying the related receipts, vouchers, ledger postings etc. and the external audit is also done by auditors by an authorized C.A.. The system of maintaining accounts except petty cash is done by bank transactions thus ensures internal check and balance of accounts.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|--|
| Management(Khalsa College Charitable Society, Amritsar) | 69000 | Financial support from institution for fatherless student Case |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|--------|
| 256400 |
|--------|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|---------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | GNDU Amritsar | Yes | Employer |
| Administrative | Yes | GNDU Amritsar | Yes | Employer |

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

- The aim of PTA is to enhance the interaction among the various stakeholders i.e. parents, students and faculty members. Parents also provide feedback in prescribed feedback Performa by college.
- Providing valuable suggestions for development of the institution, chalking out the weaknesses of the college and suggesting rectifications.
- Parents communicate the views which the students feel shy to communicate directly to the teachers about the college.

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

| |
|---|
| Computer Training 2.Yoga training stress management 3.Soft skill training |
|---|

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

- • Up gradation of computer lab with new purchased computer systems •
- Psychology lab was upgraded with new psychological tests and new computer system with Wi-Fi facility. • Smart board for effective teaching learning environment is installed in Technology Lab. • College got affiliation of new course i.e. B.A.-B.Ed. 4 years integrated

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | No |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | Seminar on How to Develop Reading Habits | 10/07/2019 | 10/07/2019 | 10/07/2019 | 250 |
| 2019 | Seminar on Professional Development | 22/02/2020 | 22/02/2020 | 22/02/2020 | 250 |
| 2019 | Seminar on "How to write Synopsis | 17/03/2020 | 17/03/2020 | 17/03/2020 | 55 |

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|--|-------------|------------|------------------------|------|
| | | | Female | Male |
| • Morning Assembly organised on the theme, "Rang Punjab De" depicting the condition of women in Punjab from pre-independence till today. | 31/08/2019 | 31/08/2019 | 435 | 39 |
| • Extension lecture on Government's | 10/09/2019 | 10/09/2019 | 435 | 39 |

| | | | | |
|--|------------|------------|-----|----|
| National "Support to Training and Employment Programme for Women (STEP) | | | | |
| • Extension lecture on 'Woman Health and Safety' | 14/09/2019 | 14/09/2019 | 435 | 39 |
| • Poster-Making and slogan writing Competition on the theme, "Women Emancipation and Global Peace | 21/09/2019 | 21/09/2019 | 12 | 3 |
| • Essay Competition on The topic, 'Navigating career and Motherhood: a biggest challenge' | 10/10/2019 | 10/10/2019 | 52 | 5 |
| • College students of theatre group performed a play on 'Female Foeticide' at Art Gallery, Amritsar, on account of celebrations on the occasion of 550th year of 'Shri Guru Nanak Devji 's Prakash Utsav'. | 12/10/2019 | 12/10/2019 | 12 | 7 |
| Beti Bachao Beti Padhao' Campaign Organised By NSS Volunteers on the occasion of NCC Day | 23/11/2019 | 23/11/2019 | 30 | 7 |
| • Debate Competition on the theme 'Youth Insight on Gender Equality" on the occasion of | 10/12/2019 | 10/12/2019 | 10 | 1 |

| | | | | | | | |
|------------------------------------|---|---|--|--|--|--|-----------|
| | locational advantages and disadvantages | engage with and contribute to local community | | | | | and staff |
| No Data Entered/Not Applicable !!! | | | | | | | |
| View File | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|--------------------|---------------------|---|
| Prospectus 2019-20 | 01/07/2019 | <p>FOR TEACHERS:</p> <ul style="list-style-type: none"> • Responsible conduct demeanour expected by the community. • Manage their private affairs with the dignity of their profession. • Make professional growth continuous through study research. • Find new ways of thinking and problem solving and avoid blaming others by taking responsibility. • Perform their duties in the form of teaching, tutorials, practicals, seminars research work with dedication. • Co-operate and assist in carrying out functions of college university. • Modest behaviour with male female students and other employees. • Refrain from availing leave except in unavoidable circumstances. • Try to maintain cordial contacts with management, principal guardians. • Refrain from consuming any intoxicating drug. |
| Prospectus 2019-20 | 01/07/2019 | <p>LABORATORY TEACHER IN-CHARGES: With the help of helping staff:</p> <ul style="list-style-type: none"> • Shall maintain a stock register for all the articles, equipments, chemicals, etc. • Time to time inform the Principal for latest requirements of the labs. • Shall maintain an issuing register for the issue and return of lab |

| | | |
|--------------------|------------|--|
| | | material. • Maintain all the logistics year wise for the college audit. |
| Prospectus 2019-20 | 01/07/2019 | FOR LIBRARIAN: • Ensure discipline of the students in the library. • Prepare and issue Library cards to students • Follow up return of books issued to students and staff members. • Maintain fine collection register and instruct students to deposit the fine. • Submit list of requirement of books to the principal for further procurement. • Display new arrivals by photocopy of the cover page of the books and journals. • Receive international journals magazines and circulate highlights of important articles news. • Compile back volumes of journals and periodicals and arrange for binding and Stacking. • Display of cuttings of news papers on education /social matters on notice board. |
| Prospectus 2019-20 | 01/07/2019 | FOR NON-TEACHING STAFF: • Non-Teaching staff working in the College office should remain on duty during College hours. • Non-Teaching Staff assigned to Laboratories should keep the Labs clean. • Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately. • Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached. |
| Prospectus 2019-20 | 01/07/2019 | FOR STUDENTS: • Be punctual and regular in their classes. • Do not miss the periods when |

present in the college. •
Always maintain
discipline and decorum in
the college campus. •
Take care of college
property. • Keep the
campus clean. • Actively
participate in all the
activities of the
college. • Not hold any
meeting without the
permission of the
Principal in the college
campus. • Not use mobile
phones in the working
hours in the college
except break. • Not
involve in any type of
ragging activity in the
college campus. FOR
TEACHERS: • Responsible
conduct demeanour
expected by the
community. • Manage their
private affairs with the
dignity of their
profession. • Make
professional growth
continuous through study
research. • Find new ways
of thinking and problem
solving and avoid blaming
others by taking
responsibility. • Perform
their duties in the form
of teaching, tutorials,
practicals, seminars
research work with
dedication. • Co-operate
and assist in carrying
out functions of college
university. • Modest
behaviour with male
female students and other
employees. • Refrain from
availing leave except in
unavoidable
circumstances. • Try to
maintain cordial contacts
with management,
principal guardians. •
Refrain from consuming
any intoxicating drug.
LABORATORY TEACHER IN-
CHARGES: With the help of
helping staff: • Shall
maintain a stock register
for all the articles,

equipments, chemicals, etc. • Time to time inform the Principal for latest requirements of the labs. • Shall maintain an issuing register for the issue and return of lab material. • Maintain all the logistics year wise for the college audit.

FOR LIBRARIAN: • Ensure discipline of the students in the library. • Prepare and issue Library cards to students • Follow up return of books issued to students and staff members. • Maintain fine collection register and instruct students to deposit the fine. • Submit list of requirement of books to the principal for further procurement. • Display new arrivals by photocopy of the cover page of the books and journals. • Receive international journals magazines and circulate highlights of important articles news. • Compile back volumes of journals and periodicals and arrange for binding and Stacking. • Display of cuttings of news papers on education /social matters on notice board.

FOR NON-TEACHING STAFF: • Non-Teaching staff working in the College office should remain on duty during College hours. • Non-Teaching Staff assigned to Laboratories should keep the Labs clean. • Any Loss or damage to any article in the Lab or Class Room should be reported to the Principal or Teacher in-charge in writing immediately. • Non-teaching staff will carry out their duties as instructed by the

authorities to whom they are attached. FOR PARENTS: • All parents and visitors to the college be aware of their responsibilities and contributes their best in the collage affairs in order to maintain an orderly, respectful and secure educational environment for the students and staff. • Help their children to understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment for the collage. • Ensure that children bring only those items appropriate and related to the instructional program at collage. • Aware of rules and regulations of the institution help their children understand them. • Convey to their children a supportive attitude toward education. • Convince their children to build good relationships with teachers, other parents and their childrens friends. • Help their children to deal effectively with peer pressure. • Inform college officials of changes in the home situation that may affect student conduct or performance. • Check their children be dressed and groomed in a manner consistent with the student dress code as they are abide by the rule and regulation of the college.

Prospectus 2019-20

01/07/2019

FOR STUDENTS: • Be punctual and regular in their classes. • Do not miss the periods when present in the college. •

Always maintain discipline and decorum in the college campus. • Take care of college property. • Keep the campus clean. • Actively participate in all the activities of the college. • Not hold any meeting without the permission of the Principal in the college campus. • Not use mobile phones in the working hours in the college except break. • Not involve in any type of ragging activity in the college campus.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Pre internship/ Orientation program for B.Ed.-M.Ed., Sem.-III (3yrs. Integrated) and B.Ed., Sem.-III (2yrs.), to orientate them about their professional code of ethics outlines teachers' main responsibilities to their students and institution. | 08/07/2019 | 11/07/2019 | 236 |
| An Extension Lecture on "How to develop Reading Habits among children" to orientate prospective teachers to inculcate the value of intensive reading among students. | 12/07/2019 | 12/07/2019 | 265 |
| Celebration of "Ardas Diwas", to carry on this pious tradition of the college and to imbibe do well in their ventures by | 28/08/2019 | 28/08/2019 | 469 |

| | | | |
|---|------------|------------|-----|
| invoking the blessings of the God. | | | |
| • Morning assembly organized by house on duty on, "Teacher's Day" to pay respect and to show their gratitude to teachers. | 07/09/2019 | 07/09/2019 | 470 |
| • "World Hindi Diwas", Celebrations with the spirit to respect our National Language | 07/09/2019 | 07/09/2019 | 470 |
| • Celebrations of "International Peace Day" to help the students to focus on building peaceful and sustainable world | 21/09/2019 | 21/09/2019 | 471 |
| • Visit to various Social Institutions (Old Age Home, Blind School, Orphanage, and Red Cross etc.) and Historical Places (Panorma, Golden Temple, War memorial, Qilla Gobindgarh) | 08/10/2019 | 12/10/2019 | 474 |
| • "Kirtan Darbar" in the commemoration of 550th Birth anniversary of Shri Guru Nanak Devji | 12/11/2019 | 12/11/2019 | 474 |
| • Procession from college to Golden Temple on The 550th birth anniversary of shri Guru Nanak Devji | 11/11/2019 | 11/11/2019 | 474 |
| • Staging of "Light and Sound Program" in different Educational | 09/09/2019 | 27/11/2019 | 50 |

Institutions and
Amritsar Art
Gallery

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Practice of planting and giving out pots Saplings as souvenirs at various college events.
- Provision of movies/short-films/documentaries/drives and moves on 'Environmental Consciousness and Sustainability'.
- Code of conduct for all stakeholders to not to destroy the green belt of the college, students and faculty keep a bay from mobiles during college hours, maintain hygiene, etc.
- Establishment of 'College Beautification Committee' including students, teachers and other employees to make eco- friendly campus.
- Maintaining nursery of ornamental fruits and flower plants.
- Placing display boards having instructions to how to keep the campus clean and more eco-friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Our college is committed to cherish the vision of holistic development of teacher interns and teacher educators to give a new direction to our society as quality of life in a society depends upon the quality of education. Keeping this motto in mind following are the best practices of our college:

- Most of the significant developments that one can observe today can be attributed to the impact of Science and Technology. The advantages of using modern tools and technological innovations in the day-to-day-life as well as in teaching-learning process are well recognized. To use technology as a learning resource, managing the activities of the institution in a technology-enabled way will ensure effective institutional functioning. The college is totally technology enabled. In the college 247 hours internet and Wi-Fi connections are available for staff and students. The college has also various kinds of teaching and learning aids like OHP projector, OHP transparent sheets, and audio-visual equipments like tape recorder, television, microphones, and video-camera. Administrative office and laboratories are equipped with digital facilities. College administrative office have fully furnished with high configured system with scanner and printer. Biometric system to monitor the movements of the staff has been available in the college. Biometric system to monitor the daily attendance of students is been available in the college as well. The library of the college also has Internet and Wi-Fi connection for the staff and students. The availability of scientific and digital resources in our college provides opportunity for the students to gain valuable computer skills which are so much demanding in job market. All these digital resources are utilised in the college in order to make teaching -learning more attractive and meaningful.

There is provision for up gradation and maintenance of these available resources. For the maintenance and upkeep of these digital and technical equipments, the college has full time lab attendants, who manage the whole campus area networking and handling the system and other accessories. The college has good number of branded computers with latest configuration. The College has modern fully equipped computer laboratory with up to date hardware and software. Computer support services are designed to provide students with help, advice and full assistance in their coursework. Smart classes fully equipped with interactive board, interactive panel, visualiser, projector have been properly updated. College is also provides an environment for users to get support and assistance with computer related issues. Labs are open to all

students, faculty and staff. These technology labs are used as a place for free internet access to students and a place to perform Computer Based Examinations and Web Based Examinations. Our college invested heavily on ICT in order to easily deliver higher quality and acceptable standards. The internet has been accessible around campus providing a reliable and efficient connection to students, faculty members and staff. The staff and student-teacher use the available computers in the college for curricular and co-curricular activities like power point presentations, seminars and assessments etc. The staff avail the ICT facilities to enhance their teaching competences and for their research work. The college always endeavours to promote the responsible, discerning and imaginative use of ICT amongst our staff and students. Our College investigates the advances in information and communication technology and constantly gazes to new and innovative ways of supporting teaching and learning in the classrooms. Our college is excited to be working on a new learning platform (Khalsa College Educational Television Channel) over the course of this academic year and are working with the Khalsa College Charitable Society on this project. The second best practice of the college is: • The world today is full of stress and distress, promotion of mental health and well being of students is very important for their harmonious personality development. The collage follows the "practice of improving the mental health" of its students. Mental health is a key part of our successful life and our overall well-being.

The World Health Organization (WHO) states that there is no health without mental health. It is the source of our collective and individual ability as human beings to reach our full potential. Good Mental health is the way in which students can be aware of their own abilities so that they can cope well with the difficulties of life. For enjoying good mental health our students must be physically healthy, intellectually sound, socially well adjusted, emotionally balanced and morally upright only then they can be capable of working productively and can give a positive contribution to their community. The college has major concerns in this regard so that the students may get success, happiness, and satisfaction in their life. The college has regular teacher educators with masters in Psychology for providing counselling and guidance to students to deal with personal or academic challenges. The students are helped to choose careers and intervene when students face behavioural, physical, or mental health challenges. The college has Guidance and counselling Cell attached to Psychology Laboratory of the college. The lab organizes meetings according to the need and requirement of the students with the Psychologists from the Department of Psychology, Guru Nanak Dev University and Psychiatrists from Guru Ram Das Medical College, Amritsar. The students' mind may play major role in their academic success. Their mental balance is needed in many situations. Such as family problems, homesickness, identity, loneliness, loss of motivation, pain, problems with food or body image. When students cannot cope up with the situations, they lose their mental health. In developing countries, the decline of mental health has increased due to many reasons. It has been reported that person centred counselling is effective for individuals with common mental health problems such as anxiety and depression. So, guidance and counselling is a way of helping students to solve their own emotional, social, personal or interpersonal problems. The college takes care in this regard. In guidance and counselling sessions, counsellors guide to look at problems with objective way. They show different dimensions to understand the situation. They help the students to know their strengths and weaknesses without being judgmental. Counselling involves the exploration problems in an environment that is both supportive and objective. It also involves the identification of alternative courses of action that might solve a problem. Counsellor suggests strategies for managing and altering patterns of upsetting thoughts, feelings and behaviour. Students come to counselling to talk about a wide range of issues. Such as stress, family issues, depression, anxiety, relationship issues. They do not have lot of difficulties or medical problems,

but they come with normal life problems, such as family or relationship issues, homesickness or anxiety about their work or academic performance. The students who are guided by counsellors find themselves more confident and good in academic performance. They become more relaxed and can focus on their goal, aware about their strength and weakness. The students develop insight to plan their schedule according to their goals. They learn how to manage their emotions. Counsellors motivate them to do better and also give needful suggestions to the concerned teachers. By counselling sessions, their insight is developed to see the situation in a different way. Guidance and counselling records of students are maintained and kept in black and white. Throughout the week, many students spend more time in the classroom than they spend with their parents. As such, teachers, counsellors, and other school staff are among the first to notice concerning changes in behaviour that could signal a mental or behavioural health issue. The visiting counsellors allocate much of their focus to designing and implementing programs which promote the academic and personal success for all of the students. They provide individual focus to students about issues surrounding their mental health, academic well being, and social and emotional needs also provide resources and support for teachers, administrators, and parents. Our students are the future teachers, so providing day to day guidance to their students in future they also require such kind of information and above all they need to be mentally healthy. Counselling is of great importance to the education system. Government should establish counselling services units in every institution. This will better both the lives of the individual students, the education system and the general society. The counselling services to students and their normal self are good predictors for mental health promotion.

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

<http://kceranjit.org/campus/best-practices-19-20>

7.3 – Institutional Distinctiveness

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

Our college pursues distinctiveness to ensure that the college stands out from other institutions in Teacher Education and is known nationally among the best of all those pursuing similar goals. Our institution pursues distinctiveness as a way of focusing intellectual energy and using limited resources wisely to provide quality teachers rather than quantity teachers to the society. Our efforts to be distinctive must be in harmony with our vision, priority and thrust area. Institutional distinctiveness also sets a central theme around which excellence is built and that is binding the ties with our culture and religion. With this view, our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institution. The main aim of our college is to provide an opportunity to explore their hidden talent, to develop their life skills and inculcate values among them. In accordance with this mission, the year 2019 was celebrated in the commemoration of 550th Birth anniversary of Shri Guru Nanak Devji, and many programs have been celebrated. From 6th April till 27 November, students of Khalsa College of Education Ranjit Avenue, Amritsar prepared a light and sound program, "Noor Diyan Pairhaan" directed by S. Yudhpreet Singh Cheema, Assistant Professor. It was a live performance depicting the life history of Guru Nanak Dev Ji, featuring major events right from his birth to his demise. This play was largely based on the teachings of Guru Nanak's living days. This piece of art aimed to spread to Guru Sahib's messages of secular humanism to the contemporary world. Through these activities the students get a stage and a chance to develop their academic as well as professional, cultural, religious and

social consciousness, alertness, responsiveness. The college not only staged the performance in the college only rather this was performed in different sister institutions of Khalsa College. It was also staged in the educational institutions outside Amritsar district. To celebrate this year as 550th Birth anniversary year of Shri Guru Nanak Devji, college has also participated in the "Kirtan Darbar" organised by the management with all its enthusiasm. The students and staff payed their obeisance and overwhelmed by the divine Gurbani. Akhand Path of Shri Guru Granth Saheb ji was also kept in the college premises in this series of religious celebrations. The students and staff enchanted the path and did the seva of langar according to their will and capacity. These celebrations filled in everyone faith and dedication to Almighty. Pious environment gives birth to pious souls, so this was all a great effort to join all our human resource with the ages back culture and tradition of our country that we can clean our souls by surrendering ourselves to almighty. This practice helps our children to become intellectuals, problem solvers, and agents of change. Our students and their teachers, indeed all members of the Khalsa College of Education, Ranjit Avenue, Amritsar community, are engaged in professional and other service activities for the humanity in Amritsar and beyond.

Provide the weblink of the institution

www.kceranjit.org/campus/institutional-distinctiveness/

8.Future Plans of Actions for Next Academic Year

- Planning to introduce courses like B. SC-B.Ed. four years Integrated course, Diploma in Environmental Education, Diploma in Peace Education and Diploma in Value Education.
- Planning to construct new building to accommodate the new entrants opting for new courses.
- Planning to establish the Legal Cell in the college to make the students aware regarding legal matters.
- Proposals for adequate representation of Teaching staff in the college management.
- Planning to initiate some services to seek the participation of different stakeholders (practicing schools, administrators, students- teachers, guardians and community) to improve the existing practices in the college
- Publication and subscription of more e-journals by the institutions to encourage and to improve the knowledge acumen of its human resource.
- A proposal in pipeline to provide separate rooms to all teaching staff as to provide their own space to do their work with more creatively and committedly.
- Information and Library Network (INFLIBNET) facility can be introduced in order to facilitate free of cost downloading of articles to students and staff.
- The management and administrators should be watchful in maintaining the health of the institutions so as to make them innovative and progressive.
- Practice of financial acknowledgement and appreciation of best teachers from the institution who are working for the institution with all their blood and bone, by the management.
- Suggestions to celebrate the important days of faculty members (birthdays, anniversaries, etc.) to make them feel good.
- Planning of enhancement of 'Digital Fee Payment' system to proclaim the benefit of Digital India Campaign.
- Provision of sending teachers and principals to reputed foreign institutions to undergo training akin to the way teachers in the best schools of the world are trained. For this, they can be sent to foreign universities, IITs, IIMs so that they also feel that their training is being invested in.
- Efforts to change the current education system which has transformed into a mere certificate distribution mechanism by improving quality academic achievements of students through proper evaluation. Removing the taboo of highlighting pass percentage as the bench mark of efficiency, avoiding of awarding marks and grades liberally to the students so that students care quality and change their attitude towards studies and become more serious and sincere in their studies
- Rethinking and re-planning graduate and post- graduate curriculum
- Improvement in Remedial teaching to raise levels of educational attainment, computer-aided instruction in remedial teaching for substantial

benefits. • Coaching for competitive Examinations to enable the students PSC, NET/SET with aid from UGC. • Setting up of a Digital language lab to enhance the communicative skills of students helping them to be better equipped for the job market.