



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	Akal Degree College Mastuana
• Name of the Head of the institution	Dr. Amandeep Kaur
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01672289369
• Mobile no	9815249537
• Registered e-mail	adcmastuana@yahoo.com
• Alternate e-mail	naac.adcmastuana@gmail.com
• Address	NH-7, GURSAGAR MASTUANA SAHIB, DISTT. SANGRUR
• City/Town	Sangrur
• State/UT	Punjab
• Pin Code	148001
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Punjabi University Patiala				
• Name of the IQAC Coordinator	Mr. Surmukh Singh Dhanoa				
• Phone No.	01672289369				
• Alternate phone No.	01672289369				
• Mobile	9417679729				
• IQAC e-mail address	naac.adcmastuana@gmail.com				
• Alternate Email address	adcmastuana@yahoo.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://adcmastuana.org/pages/AQAR2020.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://adcmastuana.org/pages/ac2020.jpg				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.63	2019	01/05/2019	30/04/2024
6. Date of Establishment of IQAC			11/08/2015		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	10
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Training Programme was organised for the Teaching Staff to make them enable to take classes in an online mode.	
2. An Awareness Programme was held to sensitize the students about the ill effects and preventive measures against Covid-19	
3. Installation of Sanitizer equipment to counter the spread of Covid and Campus sanitization was done at regular intervals	
4. Organised an In-house Workshop for Online Conduct of Examinations & Evaluation for Teachers	
5. Organised a online State-Level Workshop on 'Role of Academia in Developing Truthful Human Beings'	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Organising In-house FDPs for facilitating Online Teaching-Learning & Evaluation Process.	Various FDPs were organised by The IQAC to facilitate the teachers with various tools and platforms available for effective Online Teaching. It was observed that all the teachers benefited by these programmes. Regular online classes were taken by the

	<p>faculty via online mode. The students' participation in the online classes was excellent.</p>
<p>2. Organising a Workshop for Online Conduct of Examinations & Evaluation for Teachers & Students.</p>	<p>As our affiliating University has decided to conduct the semester examinations in an Online Mode therefore, keeping in view an In-house Workshop was organised by IQAC for Online Conduct of Examinations & Evaluation for both Teachers & Students. This exercise proved fruitful as the participation of the students was encouraging and the conduct of Examination was hassle free.</p>
<p>3. To Organize a National-Level Conference</p>	<p>As per the Plan of Action by IQAC, A National-Level Conference was scheduled on 27th of March, 2021. But due to the Government guidelines regarding Covid-19, the educational institutions through-out the country were closed. Therefore, the conference was rescheduled for the next academic session.</p>
<p>4. To Conduct the Administrative and Academic Audit for the Academic Session 2020-21.</p>	<p>An Administrative and Academic Audit of the Academic Session 2020-21 was Conducted in the month of April, 2021. The detailed audit report was Submitted with the College Principal by the IQAC Co-ordinator. The necessary measures to be taken up with the college management for the betterment of the college were also highlighted in the report.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	28/01/2022

15. Multidisciplinary / interdisciplinary

In order to enhance the scope or depth of learning - NEP 2020 has strongly recommended multidisciplinary education as a comprehensive approach across all disciplines. The primary purpose is to provide students with knowledge about a certain topic and enrich their multidimensional skills and experiences. The next academic session is an ideal opportunity for autonomous HEIs, especially universities, to easily embrace the interdisciplinary approach to education because several fields currently exist there. Since we are affiliated with Punjabi University Patiala, we are anticipating the university's decision about the implementation of a multidisciplinary approach in the institution. The university have already formed committees and task forces. In the first phase, it is imperative that these committees & task forces determine the courses in a programme that shall be delivered in a multidisciplinary manner.

16. Academic bank of credits (ABC):

Yet Not Implemented

17. Skill development:

The institution has put strong efforts to strengthen the vocational education and soft skills of the students. It has been made clear that there is a need to place a strong emphasis on skill development, particularly for the students who belong to marginalised sections of society. To advance vocational education in the region and meet the needs of the students, Akal Degree College Mastuana offers B.Voc courses in software development and retail management. Undergraduates have access to the B.Voc course programme. In contrast to conventional courses, however, this course is aligned with employment function descriptions in accordance with the National Skills Qualification Framework (NSQF). The curriculum is designed to be work-integrated and to stay up with the standards set by the industry. Due to its emphasis on practical studies rather than just theoretical understanding, the course differs from more

conventional academic programmes. The fundamental benefit of B.Voc courses is that they ensure that students have the necessary skills, prepare them for the workforce, and enhance their employability.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

India has undoubtedly made great strides in every field—commerce, technology, development, etc.—but at the same time, there has also been a disengagement from our beliefs and a decline in values. Currently, the negative effects of Westernization, excessive privatisation, and a separation from its cultural roots are crippling our educational system. In this uncertain time also, the college strives to give students a holistic education by incorporating the beliefs and customs of the Indian Knowledge System into our teaching methods. The institution has maintained the rich legacy of Sant Attar Singh Ji, a philanthrope and visionary educationist. Sant Attar Singh ji promoted morality and sobriety in the life of the students by preaching the teachings of the ten Sikh Gurus.

The college already has two Indian language departments including Hindi and Punjabi. Students gain a thorough awareness of our diverse cultural history through the curriculum that is being taught, including its language, culture, and belief systems. The promotion of Punjabi language and culture is given special attention. Additionally, in the upcoming years, celebrations of Indian culture and traditions will be of utmost importance in order to revitalise the Indian culture. The faculty is fully prepared to work together to develop and implement curricula that incorporate the Indian knowledge system in their respective fields.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has successfully imbibed the OBE approach to education and learning which centres all academic programmes and instructional activities around the specific outcomes. Our website, as well as key locations in the departments, clearly describe our Program Outcomes (PO), Program Educational Outcomes (PEO), and Course Outcomes (CO). Students are evaluated in accordance with the OBE Attainment Model. We want every student to be able to demonstrate these outcomes by the time they have finished the course. It is a method of instruction that places a strong emphasis on measuring student achievement through results. Results are typically described in terms of a combination of information, skills, abilities, attitudes, and understanding that a student will acquire as a result of his or her effective engagement in a particular set of higher education

experiences.

20.Distance education/online education:

Akal Degree College Mastuana exclusively provides courses in the standard offline mode in accordance with UGC regulations. To supplement teaching, online resources and blended learning are used. Online classes and online exams were held as per directives of the Punjabi University Patiala only during the lockdown necessitated by pandemic. Additionally, the college lacks the authorization to offer distance learning courses.

Extended Profile

1.Programme

1.1	638
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1072
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	643
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	383
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	58
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	65
Number of sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	34
Total number of Classrooms and Seminar halls	

4.2	81.32156
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	90
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

The institution is permanently affiliated with Punjabi University, Patiala. The College has devised a well-planned process to ensure effective curriculum delivery. For this purpose, the college prepares an academic calendar that furnishes the date of the commencement of the academic session, term of semester, duration of

MSTs, and University semester exams. The Heads of various Departments allocate the workload to their respective faculty as per their specialization and also frame the timetable for their respective Departments. All the teachers prepare lesson plans for the topics to be covered during the semester. Student-centric methods like power point presentations, projectors, smart screens, seminars, field trips, industrial visits, etc. are adopted to make the curriculum delivery effective. The students are motivated to make use of the online resource center established in the college for E-content. The tutorial groups are formed at the beginning of the session for understanding the pedagogical problems of the students. The college library is accessible to the teachers and the students equally. The lectures are imparted bilingual for a better understanding of the study material. The subject societies like Science club, Social-Sciences club, Mathematics club, and Red-Ribbon club plan co-curricular events like curriculum-based Quiz, Competitions, and extension activities in which students participate with full enthusiasm.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://adcmastuana.org/adc-prospectus-20-21.pdf

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

The institution aims at the holistic development of the students and therefore takes a keen interest in Continuous Internal Evaluation of the students across various parameters of development. In addition to academic excellence, the Institute also envisages the pursuit of excellence in moral, ethical, physical, and social development. Keeping in view these parameters, the college prepares a comprehensive academic calendar mentioning relevant academic information and important days.

The college follows the academic calendar of the affiliating university for examination, assessment, and evaluation, sports trials, and youth festivals, the details of which are provided to the students on the college website. The academic calendar is also published in the information brochure and is uploaded on the website. Besides information about the formal evaluation, the academic calendar also carries information regarding the general

orientation program, admissions, section formation, change of subject allowance dates, scholarship application dates, talent hunt, formation of mentoring groups, NCC and NSS induction dates, planning of co-curricular activities by the subject societies and clubs, wildlife week celebration, sports day, youth festival for the UG and PG classes. Faculty in consultation with their respective HODs provide topic-based class assignments to the students on regular basis along with MSTs to evaluate their knowledge and level of understanding.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://adcmastuana.org/adc-prospectus-20-21.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

15

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The real objective of institution is not merely teaching the prescribed curriculum but to develop the personality of the students as a whole. To obtain this motive, courses like Gurmat Education, Moral Education, Culture of Punjab Education and Community Services Education have been running successfully in the institution. The curriculum of these courses has been designed by the panel of expert

professors. The course of Gurmat Education covers teaching and learning of origin and growth of Sikhism, history of ten Sikh Gurus, their theories and principles and establishment of Gurudwaras by Sikhs. The curriculum of Moral Education is centred on developing each student as an honest, tolerant and patient human thus stressing upon the character formation of a student. It also blends religious education along with moral education. Culture of Punjab Education programme covers four main pillars- Definition of culture, its main characteristics, importance, Folk literature which includes folk art and folk instruments, Fairs and festivals of Punjab and traditional dishes of Punjab. The essence of Community Services programme is to equip the students with foundation skills required to pursue career in community services. It covers definition of community services, its benefits, importance and various kinds of community services particularly in India. At the end of the year, the knowledge and learning of the students is evaluated on the basis of a written exam of 50 marks that contains subjective as well as objective questions. Students are awarded with certificates on successful completion of the course.

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

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

144

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

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

14

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	https://adcmastuana.org/aqar2021/1.4.1.xlsx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may

B. Feedback collected, analyzed

be classified as follows	and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1072	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
300	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Special programmes for slow learners	
Most of the students admitted at our institute for its many programmes of study are learners who come from rural areas with lower socioeconomic status and have studied in their native tongues.	

For the benefit of students studying in vernacular languages as well as those whose level of English proficiency is low, the institution offers introductory spoken English and communication skills classes.

- As a part of remedial training for the slow learners in several Departments, tutorials are held on a planned basis.
- Student mentoring is available to address slow learners' issues through counseling, social facilitation, and academic help as needed.
- Anytime, Anywhere access of Studynotes at College Website.(Link Attached)

Special programmes for advanced learners

The buddy groups are formed by mentors at our institute pays special attention to its bright students.

- The institute creates pathways for advanced students' active involvement and academic enrichment.
- Advanced students are urged to get ready for higher education and take part in research projects.
- For student mentoring and remedial education, advanced learners are enlisted.
- Advanced learners are intended to benefit from anchor activities that promote self-reflection, such as planning academic events and giving presentations.

File Description	Documents
Paste link for additional information	https://studynotes.adcmastuana.org/
Upload any additional information	View File

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

Number of Students	Number of Teachers
1072	58

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Classroom learning and teaching is highly appreciated for making the subjects under study, comprehensive and evaluate with a view to enrich teaching learning process various methods have been adopted like experiential learning that focuses on hands on learning by the students: field trips, excursions industrial visits were conducted by Agriculture department, Science department and Public administration department etc. various experiments have been conducted by physical sciences deptt. in labs very effectively.

To promote participate learning among students, they are encouraged to take keen interest in literary and dramatic and performing arts events of the college as well as university. Students are prepared under the guidance and thus achieve distinctive positions.

Students participate in group discussions, brainstorming and describing visual images activities as conducted by various departments. Besides this, the college celebrates Democracy Day, Science Day, International Women's Day, Van Mahotsav Day, Cleanliness Day to spread awareness among the students to improve their team building skills, competitive and above all bring happiness among students.

Problem-Solving methodologies are used for enhancing learning experiences as well as holistic understanding of the concept. These methodologies have been adopted by math, commerce, management department in particular and humanities, English and Punjabi department in general.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT Tools:

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

2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus.

3. Printers- They are installed at Labs, HOD Cabins and all prominent places.

4. Photocopier machines - Multifunction printers are available at all prominent places in the institute.

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

6. Seminar Rooms- Three seminar halls are equipped with all digital facilities.

7. Smart Board- Two smart board is installed in the campus.

8. Auditorium- It is digitally equipped with mike, projector, cameras and computer system.

9. MOOC Platform (NPTEL, Udemy, Edx etc)

10. Digital Library resources (DEL NET)

ICT Use by Faculty-

A. PowerPoint presentations: Professors are urged to include PPTs into their lectures by employing projectors with websites, internet search engines, and digital libraries.

B. Online test: After each course is finished, faculties use GOOGLE FORMS to create an online test for students.

C. Video Conferencing: Zoom and Google Meet are used to conduct counseling sessions with students.

D. Video lecture: For long-term learning and future reference, students have access to recordings of video lectures.

E. Preparation of studynotes for uploading on College Website (<https://studynotes.adcmastuana.org/>)

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

39

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

58

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

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

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

19

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

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

2.4.3.1 - Total experience of full-time teachers

464

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

2.5 - Evaluation Process and Reforms

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

There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in 4-unit test and 2-internal examinations. The schedule of the internal examination is decided at the beginning of the session, in the form of academic calendar. According to the academic calendar, a teacher have to take unit test, which may be in the form of written test, black-board presentation, power-point presentation, quiz on subject or by other method, which the subject teacher decides. The marks of unit test are shown in the classrooms and each student can ask about their performance. They can observe their test copies. Record of obtained mark is written in register. If there is any difference or discrepancy in their marks, it can immediately be corrected. The test copy of unit test and quarterly test is shown to students for their observation. The concerning subject teacher keeps the record of all internal exams, e.g., unit-test, quarterly exams and model exams.

After showing the answer sheet to students, the copy of the student

is kept in the internal-examination section.

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

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

The Principal has deputed Registrar for the smooth conduct of examination and cater to students' grievances related to examination as well. The College ensure maximum transparency and efficiency in examination related grievances.

Registrar, Examinations deals and communicate with the students regarding the schedule and revised schedule (if any) of examinations. There is timely display of date sheet on information corner of the college and the same is circulated even through WhatsApp groups by their mentors.

Mid-semester exams are taken in properly planned manner. Detailed date sheet is prepared for the same and uploaded in students'whats app groups. The pattern of these examinations is similar to that of university examinations. It gives a prior practice to the students for final examinations.

(a) During Examination:

(i) During internal Examinations, if any student finds discrepancy in question, e.g. data given in question is insufficient or options are repeated, out-of syllabus questions students may report it as invalid question.

(b) After Result

After result declaration, if any student has objection with result, he/she comes to College Exam Coordinator for the same. If students are not satisfied about their marks, they are given second chance by concerned teacher in the form of class test/Assignments

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

2.6 - Student Performance and Learning Outcomes

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

The program's aims are attained through a curriculum that includes both mandatory and elective courses. The course results are matched to the programme outcomes in each course. The Institute has listed the program's learning outcomes as well as all of the courses provided by each department. Each department uses the following mechanism to communicate the learning outcomes to teachers and students.

*Hard copies of syllabi and learning outcomes are accessible in departments for teachers and students to reference.

*Soft copies of curriculum and learning outcomes of programmes and courses are also available for reference on the college's website.

*Teachers were informed of the importance of learning outcomes during department meetings at the beginning of each semester.

*Students are also made aware of this through the department's induction programme.

*Students are informed of the course outcome by the different course faculties at the start of the course, along with the syllabus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://adcmastuana.org/pages/outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The Faculty of Arts, Commerce, and Science at our Institute offered

Undergraduate and Postgraduate programmes. The institute followed the curriculum prepared by our affiliated university for these programmes and courses. The institution evaluates the programme outcomes, programme specific outcomes, and course outcomes, which are then presented to students through a formal discussion in the classroom and departmental notice boards.

Following that, the College took care of the attainment to measure the POs, PSOs, and COs and put in place the following mechanism: -

- The institute followed our affiliated university's academic calendar.
- Every academic year, all subject teachers kept an Academic Diary.
- Semester-Wise Evaluation Reports were prepared by all subject teachers.
- The results of the evaluation reports were examined by an internal examining committee.
- For the achievement of PO, PSO, and CO, the Institute considered feedback from stakeholders.
- The placement committee examined the students' progress to higher education and placement.

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

2.6.3 - Pass percentage of Students during the year

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

365

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

2.7 - Student Satisfaction Survey

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

<https://adcmastuana.org/aqar2021/1.4.1.xlsx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

0

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

3.2 - Innovation Ecosystem

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

The institute works toward fostering and creating an innovative environment for education by generating new knowledge through a broad array of scholarly research and creative endeavors which provide a foundation for dealing with the immediate and long-range needs of society. The college has taken the initiative to be an active member of Unnat Bharat Abhiyan and Swachh Bharat Abhiyan programs. These innovative programs provide a modest platform for the students to explore new avenues and technologies to learn innovative flexible and economical solutions to problems. Some initiatives undertaken by the institute include field activity, village adoption for betterment, ways and means for women empowerment, the celebration of important days, and other scholarly and creative endeavors. The college has adopted 5 villages under the Unnat Bharat Abhiyan project for their sustainable growth and progress through innovative means and technology. The students have successfully organized a cancerawareness program at the village kunra, celebrated National pollution control day, National farmers

day, and no plastic day. The college was felicitated and applauded for its regular efforts and contribution to creating and maintaining a clean and green campus. The college was awarded a cash prize and a certificate of appreciation. No plastic day was celebrated by the members of the SBA cell to sensitize the students about the demerits of plastics. These cells facilitate the dissemination of innovative technology and knowledge across the organization and help the student to embrace the dynamic approach

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://adcmastuana.org/pages/3.2.1.pdf

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

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

1

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

3.3 - Research Publications and Awards

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

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

1

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

A number of extension activities in the neighbourhood community and also in college campus were organized for sensitizing the students to social issues. In this regard, National Pollution Control Day

(02-12-2020) was celebrated in the college by Swachh Bharat Abhiyan (SBA) team consisting of Dr. Ruby Jindal, Coordinator SBA, and Dr. Sonu Sachdeva, committee in-charge of 'Energy Management' aspect of SBA. Another event relating National Farmer's Day was organized by Unnat Bharat Abhiyaan team and Agriculture Department in collaboration with KVK, Kheri (Sangrur) at village Kunran (Sangrur) on 23/12/2020. Dr. Mandeep Singh, Deputy Director, KVK, Kheri, applauded the ADC team efforts. A workshop in collaboration with 'Farmers' School of Organic Agriculture' was organized with the aim of sharing knowledge about farm related techniques at Janepur, Derra Bassi. Sh. Kuldeep Bawa, Hon'ble SDM Dera bassi, appealed the participants for eco-friendly farming. Resource Persons Dr. Rajbir Singh, Dr. A.S. Mann, S. Iqbal Singh Daska, S. Des Raj Chhajli demonstrated various techniques of reducing, recycling and reusing the agricultural waste. 72nd Republic Day was also celebrated in a nearby village (Khillrian) by Dr. Bhupinder Kaur, and Prof. Joginder Singh. Shri Rajesh Bansal Deputy Director (PEDA) Provides the information about how we became a sovereign, secular, socialist, democratic republic. In regard to National Cancer Awareness Day (08-11-2020), a program headed by Prof. Joginder Singh & Dr. Bhupinder Kaur was organized at village Kunran (Sangrur) to raise awareness about cancer among the people.

File Description	Documents
Paste link for additional information	https://www.facebook.com/adcmastuanasahib
Upload any additional information	View File

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

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

4

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

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

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

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

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

121

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

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

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

0

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

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Akal Degree College Mastuana is committed to providing high-quality education through classroom teaching, practical training, and by providing excellent infrastructure and experience. The Institute fulfils all the norms specified by the statutory bodies in terms of land requirement, instructional, administrative and amenities areas.

The campus of the college has a total constructed area of 15113.82 sq. m. The college campus has sufficient space for all academic, administrative, co-curricular and extra-curricular activities. The state-of-the-art infrastructure provides a rich learning environment that aggrandizes interest in teaching-learning.

The college houses spacious and sufficient classrooms, seminar

halls, state-of-the-art laboratories and an auditorium. The entire campus is under CCTV surveillance for safety and security purposes.

There is an abundance of infrastructural resources such as Classrooms: 34, Seminar Halls: 02, Science Labs: 6, Library: 01, First Aid Room:01, Counselling Centre: 01, Office: 01, Exam Cell: 01, Auditorium: 01 (Seating capacity 500), Photocopy Centre:01, including HOD Rooms, Faculty Rooms, Boys & Girls Common Rooms and Store rooms. Most of the classrooms have the provision for LCD Projectors and internet. One seminar hall is air-conditioned and has an ICT facility for audio-visual presentation.

All the laboratories are well equipped with the necessary experimental setups of excellent quality. Every laboratory is provided with a whiteboard for teaching. Every laboratory has a provision to connect portable projectors as and when needed by the faculty.

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

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

The college has provided a number of facilities for supporting extracurricular activities related to culture, creativity, arts, and recreation. One auditorium/hall with a seating capacity of 500 and one open space with a seating capacity of around 1500 is present in the college. The College encourages students to participate in various college level, state level, and national level competitions by providing able guidance and support to them.

The college has a dedicated Youth Welfare Cell headed by a senior faculty member to mentor the students for participation in youth festivals.

Music Vocal subject is also offered in the college at graduate and PG level.

Sports and Games:

- Sports grounds and Indoor Gymnasium hall are properly and

professionally maintained by dedicated staff under the supervision of DPE. Our students have brought laurels to the college by bagging first/second positions in various Inter-Varsity, National, and International Championships in the games like Boxing, Volleyball, Athletics, Rowing, Rugby, Basketball, etc. Sports material is issued to students as per the schedule.

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

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

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

The library being the heart of an academic and learning system is easily accessible by one and all. The mission of the library is to facilitate the creation of new knowledge through the acquisition, organization, and dissemination of knowledge resources and by providing value-added services. It maintains a core collection of 17067 volumes. The diversity of the library collection includes Textbooks, Reference books, a Book bank, General reading English as well as Punjabi books, a Competitive Examination Collection, Back volumes of journals, e-books, e-journals, Project reports, computer NPTEL video lectures, etc.

ILMS software:

Name of the ILMS software

Nature of automation (Fully or partially)

Version

Academic Year

SOUL

Partially

2

2020-21

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://adcmastuana.org/aqar2021/4.2.1-proof-final.pdf

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

C. Any 2 of the above

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

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

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

0.43

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

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

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

15

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The IT facilities available in our institution are state-of-the-art. We have dedicated a Network Administrator and support staff work with full dedication to ensure that all our hardware and software are up-to-date and functioning without any problem. The college provides computer facilities to the students to gain access to the cutting-edge technologies in the IT world and online teaching material. Dedicated LAN is spawned over the college campus with a backbone of Fibre Optics Leased Line link. . Apart from this under the cause of 'Social Responsibility' JIONET Wi-Fihotspots have also been commissioned by 'Jio' in the campus for the benefits of students.

The IT facilities that are available in supporting academic and non-academic activities include:

1. Desktop computers and Printers in all departments and main administrative office.
2. Internet Connectivity in all departments and classrooms.
3. All desktop computers are connected to Campus Network.
4. LCD projectors available in all smart rooms.
5. All computer systems are connected to offline or online Uninterrupted Power Supply.
6. A dedicated Server is installed to control the Local Area Network.

The internet bandwidth with 04 real IPs is provided through 1:1 Fibre Optics leased line cable link is 36 Mbps which is further distributed over the college LAN.

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

4.3.2 - Number of Computers	
100	
File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded
4.3.3 - Bandwidth of internet connection in the Institution	B. 30 - 50MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<ul style="list-style-type: none"> The maintenance committee is headed by a senior Professor In charge who in turn monitors the work of the Supervisors at the next level. The maintenance officer conducts periodic checks to ensure the condition of the infrastructure. 	

- The College has a maintenance committee that oversees the maintenance of buildings, classrooms, and laboratories. Regular cleaning and maintenance of classrooms are carried out so as to provide an effective learning environment for the students.
- The library is partially automated. The college has a library committee that involved representatives of faculty from all streams.
- Sports grounds and Indoor Gymnasium hall are properly and professionally maintained by dedicated staff under the supervision of DPE.
- Adequate in-house staff is employed to meticulously maintain hygiene, cleanliness, and infrastructure on the campus so as to provide a congenial learning environment. Dustbins are placed on every floor.
- Regular up gradation is carried out for computers and software. Computers are connected through LAN and with a high-speed internet facility.
- The parking facility is well organized and efficiently maintained.
- The campus security is monitored through HDIP Surveillance Cameras.
- Every department maintains a stock register for the available equipment.
- Periodic reporting on requirements of repairs and maintenance is submitted by the HODs to the Administrative office.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://adcmastuana.org/pages/committee-20-21.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

175

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

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

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

78

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

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

B. 3 of the above

File Description	Documents
Link to Institutional website	https://adcmastuana.org/pages/5.1.3-proof.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

40

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The institution believes in equipping our students with certain administrative skills like planning, organizing, implementing, and decision-making to prepare them for field and office jobs in their respective domains.

Student representation is an inevitable part of the administrative and co-curricular activities of the college. The institution provides an elaborative platform for the students to polish and nurture their leadership qualities. The student council is selected from different streams, preferably seniors students, by Staff Council on the recommendations of concerned HODs and interview thereafter by Staff Council if needed. The members are made responsible to carry on certain administrative affairs, especially at the college level like the Annual Athletic meet, Youth Festival, Seminars, Lectures, and celebrations of National and Religious events. The Student Council is made responsible to maintain the discipline and decorum of the institution. Besides these, extension and outreach programs are also organized to sensitize the students and give them a global perspective of social service and national integration through NSS, and NCC. Anti-ragging Committee and Squad, Hostel Committee, and Discipline Committee have representatives from the student council

who actively participate in the smooth functioning of these committees. These committees are formed to provide the students an opportunity to contribute their creativity and soft skills in planning and organizing various activities.

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

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

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

0

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

5.4 - Alumni Engagement

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

An alumnus of an institution is its biggest ambassador and the institution takes utmost care in promoting and strengthening a sense of bonding between alumni and the institution. The institution has a registered alumni association that is a pillar of strength and support to the institution. This alumni body connects the pass-out students with their mentors. The alumni were founded in 2014. The association comprises eminent personalities placed in distinguished positions. To name a few Mr. Gurbaj Singh additional principal conservator 1976, Mr. Tarsem Lal Gupta Chief Coach Boxing SAI NIA Patiala, 1973, Dr. Jasbir Singh Aulakh, SMO Barnala 1984, Mr. Gurdev

Singh Sr. Manager, BPC, Lalru, 1976, Mr. Sukhwinder Singh Dhindsa, District Manager PSNC, 1972, Mr. Ajay Kumar Swimming Coach, PAU Ludhiana, 1988, Prof. Ram Saroop Singh, Dean Faculty of Life Science, Punjabi University Patiala. These stars along with some very famous international level sportspersons like.

All the members of this association are connected through the WhatsApp group of the alumni association. This association has contributed immensely to student welfare by providing financial assistance in the form of cash prizes for meritorious and needy students. Since its inception, this welfare association has supported the institution in the promotion of educational practices. It has also been instrumental in gaining admission to various streams and courses. The prestige event has been scheduled for the 2nd Saturday of December every year. In the session 2020-21 the alumni could not gather because of covid 19 pandemic restrictions and lockdown in the entire country.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

The Vision of the College is to promote educational activities, especially for the economically deprived and weaker sections among the rural masses of the Malwa region of Punjab as envisaged by the Great Saint Attar Singh Ji in the early 1900s.

Mission

The mission of this institution is to provide the facilities of education in this rural area. ADC always strives to provide a quality education through experienced teachers and the use of ICT tools.

The governance of the institution is perfectly in tune with its vision and mission. The management committee is representative of the Sikh Sangat, Sikh Intellectuals, and retired Sikh soldiers. Broader policy goals are fixed by this Management Committee taking into account the global trends and local resources. The principal is responsible to achieve the policy goals. Staff members perform the duties assigned to them to achieve these goals. Most of the responsibilities are performed by the staff members in the form of committees. The committees are given sufficient autonomy to achieve the institutional goals. While giving effect to the policy, the Committees always keep in mind the Vision and Mission of the Institution.

File Description	Documents
Paste link for additional information	https://adcmastuana.org/pages/aboutus.html
Upload any additional information	No File Uploaded

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

Various activities are performed in a decentralized and coordinated manner to achieve the goals. Objectives and policies for the institution are framed by the Management Committee in consultation with the Principal and staff. The principal is responsible to execute these policies, and he does so with the active participation of the whole of the staff. Followings are the two best practices adopted by the institution to ensure decentralization and participative management:

1. Decentralization:

The principal divides the responsibilities among the different members of staff. In order to promote responsibility, and to avoid duplication of efforts, various committees are formed to complete different tasks. Main committees include the Advisory Committee, Discipline Committee, Prospectus Committee, Sports Committee, UGC Committee, Library Committee, and separate admission committees for different classes.

2. Representation of teaching staff and Principal in Management Committee:

College Principal is an ex-officio member of the Managing Committee and two representatives from the teaching staff are also included in that body. These representatives are always consulted on academic aspects, starting of new courses, or new subjects in the existing courses, etc. The Principal and staff representatives help to provide ground-level information to the Managing Committee.

File Description	Documents
Paste link for additional information	https://adcmastuana.org/pages/committee-20-21.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During its glorious academic journey of several decades, the institution has been keeping its plans aligned with its vision and mission. Both the long-term as well as short-term plans of the institution are focused on the achievement of the twin goals of academic and infrastructural development of the institution. ADC adheres to the policy of:

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

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

- 1) Teaching learning
 - A) To prepare students to get success in competitive examinations
 - B) Stress on innovative teaching methods

C) Motivation and support to poor and weak students

2) Research development

A) To encourage the teaching staff for research and higher education.

B) Seminars and workshops

3) Industry interaction

A) Strengthening the Placement Cell

4) Community engagement

A) Through NSS and NCC

5) H.R. Planning development

A) Inviting eminent resource persons to the college

B) Intensive leadership training program for faculty

6) Infrastructure

A) To have more ICT-enabled smart rooms

B) Improvement in laboratories

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Akal College Mastuana has a well-defined organizational structure to frame policies according to the needs of society and to implement those policies in a professional manner. Rules/regulations of the Punjab Government and Punjabi University Patiala are followed in the recruitment procedure, promotions, and in service matters.

The Organogram of the College is as follows:

Policies are framed to achieve those objectives in consultation with the stakeholders. Principal delegates the functions and authority to the first line general committees like:

- Advisory Committee;
- Bursar;
- IQAC; and
- Registrar Office

General Office acts as a central role in record maintenance, and coordination, and provides secretarial assistance to all the committees and departments.

Further, the program or subject-specific committees are given powers and responsibilities to execute the policy on the ground level.

Major program-specific committees of the college are as followings:

- Library Committee;
- Admission committees for different classes;
- Discipline Committee;
- Student-Teacher Association;
- Grievances Redressal Committee; and
- Anti-Ragging Committee.

Individually all the staff members are given the responsibilities for the achievement of organizational goals.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://adcmastuana.org/agar2021/6.2.2__organogram_.pdf
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance and
Accounts Student Admission and Support
Examination**

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

6.3 - Faculty Empowerment Strategies

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

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

- Special care is taken to ensure the well-being of the staff
- The institution provides timely salary and all benefits such as CPF, Gratuity, etc. as per Punjabi University rules
- Grants extraordinary leave with a lien for pursuing advanced academic studies or to pursue other career options
- Grants duty leave to professional growth programs.
- Stress management lectures, yoga camps.
- Training programs for office staff.
- Loan facility to carry out family responsibilities like arrangement of the wedding, renovation, construction of the house, etc. are provided through a very easy mechanism
- The college has adopted the Contributory Provident Funds scheme whereby the management contributes its share of the employee (Teaching/Non Teaching) every month
- Wheat Loan facility for class-IV employees
- Maternity leave and Medical leave are granted to staff members as per the rules of the Punjab Government.
- Employment opportunities on compassionate grounds to the dependents in case of the death of an employee.
- Refurnishing of cabins, staff rooms, and department rooms with proper provision of air conditioning, ROs, and lighting
- Clean Urinals
- Kitchen facility
- Promotion for non-teaching staff wherever possible

File Description	Documents
Paste link for additional information	https://adcmastuana.org/aqar2021/6.3.1.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

4

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

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

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

7

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

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

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

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

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

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

The faculty members complete the self-assessment Performa and submit the same to the office. If required, the Principal discusses the proforma with the staff member individually.

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

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

6.4 - Financial Management and Resource Mobilization

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

- The College views auditing of accounts as a measure for the improvement of the accounting system, and also for better financial management.
- The College has a well-established financial planning set-up that works under the guidance of College Management, Principal, Bursar, and Office Superintendent.
- The College office ensures timely submission of UCs, compilations of annual accounts and auditing of annual accounts, etc.

- The Finance Department of the college maintains and monitors the accounts of all research projects/schemes (if any) sanctioned to the college or faculty. It also ensures timely submission of audited Utilization Certificates for every project as per the requirement of funding agencies.
- Annual accounts of the College are audited by the office of the Accountant General, Punjab. This audit is focused on the grants received from the Government under the 95% grant-in-aid scheme, grants received from UGC, and other projects where any funds received from the Government of India or the State Government are used. The institution is responsible for any irregularities of procedure in financial matters.
- The college administration ensures that the stock registers of furniture and equipment are updated and maintained. It keeps a record of equipment and other consumable materials of different departments.

File Description	Documents
Paste link for additional information	https://adcmastuana.org/aqar2021/6.4.1-proof.pdf
Upload any additional information	View File

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

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

0

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

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

Resource Mobilization:

The decisions regarding financial management and resource mobilization are taken by the College Management Committee in its annual general meeting in which the budget for the next financial year is passed and audited statements of the previous year are discussed.

The institution gets its accounts audited by a Chartered Accountant also. Regulations on corpus funds are also in place.

However, the following efforts have been made to generate additional resources:

- Staff is being motivated to apply and avail of Research grants through externally funded Minor/Major research projects
- Incremental growth from the collection of fees from students
- Institutional corpus fund
- To motivate college Alumni to donate funds to the college for fees of needy students

Resource Utilization/Expenditure:

- The budget estimate of revenue and capital expenditure for the ensuing year is prepared in advance along with the revised budget of the current financial year well in advance
- The budget is scrutinized, examined, and approved by the College Management Committee in its annual general meeting.
- All financial transactions are transparent and screened by various purchase/expenditure committees and are approved by the Principal and Bursar.

The College has initiated digital, cashless transactions to ensure efficiency and transparency.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

ADC is continuously working for providing quality education. One of the major responsibilities of IQAC is to suggest quality improvement strategies. IQAC meets regularly, at least once a trimester. Since its inception in 2014, the IQAC has been regularly performing the following responsibilities:

- Conducting Academic and Administrative Audits, analyzing the results, and making suggestions for improvements in the weak areas.
- Holding workshops and seminars for teaching and non-teaching staff to ensure that all the staff members are able to utilize the tools and techniques available with the institution for quality improvement.
- Suggestions boxes have been installed on prominent locations. IQAC regularly analyzes the feedback received from stakeholders and offers suggestions for improvement.
- IQAC continuously monitors the quality initiatives of the institution. It submits the required information and reports to the accreditation body, i.e. the NACC.
- Major quality improvements steps taken by the IQAC during the session 2020-21 are as followings:
 - o IQAC has organized training sessions on the use of IT in classroom teaching.
 - o IQAC has organized training sessions for online teaching during the COVID 19.

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

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

IQAC works as a steering body for regular review of the teaching-learning process. At least 4 meetings are held in an academic session regarding the implementation of new strategies, and a review of the strategies initiated during the previous sessions. During this academic session, the IQAC has provided valuable guidance to the teaching departments to cope with the uncertain conditions due to COVID 19:

- Use of ICT in online teaching

IQAC has organized the training sessions to empower all the teachers to make use of ICT tools and techniques for online teaching.

- ICT Initiative for public

On the recommendation of IQAC, the College has started a public ICT initiative for all the learners, whether they are students of ADC or not. Under this initiative, the teachers were encouraged to prepare e-content of study material in the form of PPTs, PDFs, and Videos, particularly in the Punjabi language. This material was provided to the learners through a tab named "study notes" on the official website of the College.

Incremental Improvements

All the teachers are able to use modern ICT tools. The creation of ICT-enabled e-content of syllabus is in progress.

File Description	Documents
Paste link for additional information	https://studynotes.adcmastuana.org/
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://adcmastuana.org/agar2021/6.5.3-annual-report.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The year 1920 marks the genesis of Akal Degree College, Mastuana Sahib. The foundation stone and its establishment were led by a great holy Saint, Sant Attar Singh Ji whose vision was to upgrade the level of women in Society by eradicating evil behavior against her. With that noble end in view and promoting female education, in particular, the foundation was established. The college is located in the Malwa region of Punjab. Right from the beginning say some 100 years ago the institute has been doing co-educational activities, giving equal opportunities to both girls and boys students. Consider the participation of boys and girls in NCC, NSS units formed by the institute. The college lays equal impetus for the participation of both boys and girls in academic as well as cultural activities. Prominently, the college pays attention to women's welfare by forming Women Welfare Cell, Redressal Forum, etc. The college not only celebrates International Women's Day with contributing efforts by male staff & students and also Teej Festival which is an exclusive festival for girls in Punjab. Apart from this, as per the govt. rules the college organizes 'Potion Maa' week - a week devoted exclusively to girl students; their balanced diet, proper nutrition & hygiene, etc. Girls have been provided with sanitary vending machines in girls' common rooms. The college has also been effectively running the Buddy program an initiative of the Punjab Government that includes drug prevention and gives equal opportunities to both boy and girl students.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://adcmastuana.org/pages/7.1.1_Supporting_Document.pdf

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

C. Any 2 of the above

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

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

The waste humans generate has been detrimental to the Earth's environment for quite some time now. Like every responsible citizen of the world, our college has been taking stringent steps to deal with it in a sustainable way. The waste material in college is divided into biodegradable and non-biodegradable, and into toxic and non-toxic wastes in the laboratories. Careful use of chemicals is maintained during practical classes and usage of radioactive substances in laboratories is prohibited. The college adopts the policy of Reduce, Recycle and Reuse (3Rs). Latest and advanced equipments are used to convert the general solid waste into organic compost using vermicomposting techniques. All the used paper is continuously recycled and reused for college work.

The college has been strictly managing its e-waste as per all safety norms. This ensures that the computers and its components are recycled regularly and have very inexpensive maintenance. The college also ensures the re-purchase of lithium batteries and ink cartridges.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	No File Uploaded

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

Communal Harmony, tolerance, socio-economic and egalitarian society is strongly entrenched and imbibed as the main pillars and preamble of the Institution. The Institution provides a broad and comprehensive environment for the inculcation of cultural diversity by celebrating all major festivals and National Days to achieve this

cherished objective. We are catering students of the different states mainly from the sports background as well as for the students of special needs.

There is an annual practice of the college to allow its students to take part in a three-day anniversary congregation held at Gursagar Mastuana Sahib and take part in Langar Seva which helps in achieving all the objectives of tolerance, harmony and unity in diversity and also helps in inculcating and propagating spiritual values amongst the students. Contests and competitions in the form of Quiz Competition, Poem Recitation events, essay writing competitions on Hindi Divas, and Matra Bhasha Divas were organized through virtual mode to enhance learners' knowledge and expression. A webinar on the theme Sri Guru Teg Bahadur Sahib ji : Vision of life and Teachings To Mankind was also organised to sensitize the students about the valuable teachings and principles of Guru Ji to be followed in Life.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The year 2020 is dedicated to the Centenary Celebrations of Akal Degree College Mastuana, an institution known for imparting temporal education and spiritual education and infusing moral values in our students.

It is a prime responsibility of an educational institution to sensitize its students and Stakeholders about the constitutional obligations: values, rights, duties, and responsibilities. The college has the vision to produce sincere and responsible citizens with a high sense of social and work ethics.

In spite of COVID-19 restrictions and lockdown, the institution maintained a seamless relationship with the students through the Online teaching and learning process during the Pandemic times and helped the students to nurture their learning spirit and creativity through online activities. Online poster display and Shabad competition were organized for the students to mark the 400th Birth Anniversary of Guru Teg Bahadar Ji. A Rakhi-making activity was also

organized to signify the profound Cultural values of our culture and tradition and let the students show their creativity.

The institution celebrates important days like Constitution Day, International Women's Day, Teachers Day, Independence Day, and National Unity Day to let the students aware of their duties and rights. The institution could not celebrate many important days dedicated to the values, rights, and duties because of Covid -19 pandemic restrictions in this session. All the days are marked on the annual planner for the convenience of the students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

C. Any 2 of the above

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

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

The institution has the divine privilege to nurture and instill social, moral, and cultural values in students along with modern education. The institution has always striven to celebrate all the important events and days of national and international importance. These Significant days are identified and marked in the planner. The institution took an initiative in this session to celebrate some marked days like International Day for biological diversity to sensitize the students about the rich flora and fauna of our earth and tell them about the value of being diverse. The institution organized World Menstrual Hygiene Day to sensitize female staff and girl students about the significance of this day. The students were happy to take part in Rakhi Making Activity, Poster displays, and Shabad Competition (Online basis) to give our students the opportunity to showcase their talent and creativity even during the tough time of lockdown because of the COVID-19 pandemic. Other important days celebrated by the different departments of the institution are Hindi Diwas, World Rose Day, National Cancer Awareness Day, National Pollution Control Day, National Farmers Day (Kisan Diwas), and National Science Day.

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

7.2 - Best Practices

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

1. Free Education and Fee Concession: This College lies in the economically socially backward region of Malwa land. This year the institute in collaboration with 'Atam Pargas Society' Ludhiana has planned to adopt families from villages who sacrificed their lives during 'Kisan Andolan' to provide education free of cost to their wards. Also, education is totally free to the students of Farmers who have committed suicide under debt burden. Moreover, the management of the institute gives the facility of fee concession to economically weaker but academically strong students. Blind students have to pay only examination fees. The institute also provides them with all the other necessary facilities and only nominal hostel charges are taken from them.

2. Cultural and sports activities: The college lays special emphasis on intellectual awareness, sports activities, social service, cultural refinement, ethical and moral values, and the development of technical skills amongst its stakeholders. The institute always remains at the forefront in participating and grabbing good positions in sports. This year due to Covid-19 restrictions, no sports activity was conducted in offline mode. But the institute tries to get students engaged in co-curricular activities by performing various activities in online mode.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Sant Baba Attar Singh Ji, a great Saint, Philosopher, and Educationist, became a pioneer in imparting education in one of the most economically and socially backward the region of Malwa land. Today, the seed that he sowed in 1920 has taken the form of a tree extending its branches into various fields of education and skill development courses. Over the years the college has initiated a good number of courses thus enabling the students to choose their courses according to their ability and caliber. Situated in a rural area, the institution is committed to the overall growth and development of the students in terms of education and skills. The objective of providing quality education along with professional skills makes the students industry-friendly. A number of skill-based courses like B.Voc. (Software Development), B. Voc. (Retail management & IT), and Diploma in Agriculture help the students to gain desirable proficiency and hands-on knowledge of the courses. In order to make our students competent in the field of technology, the institution started a number of computer application courses both at the UG & PG level. It is heartening to see the students developing professional skills and getting adjusted to the requirements of the industry.

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

7.3.2 - Plan of action for the next academic year

A holistic Development plan and inclusivity of all the stakeholders with impetus on the development of the marginalised and rural section of the students has been always the priority of the Institute. The Institute has already a good infrastructure and the endeavour will be to strengthen the existing infrastructure with optimum utilisation of the existing resources. It has always been a priority to have an effective Industry- Institute Interface and next year is no exception. The highest priority will be given to strengthening the interaction and to achieve this all efforts will be made to sign MOUs with at least five reputed corporate houses of the State in general and Sangrur District in particular. Students will be motivated and required assistance will be provided to start their own start-ups to enable them to become job creators instead of job seekers. An innovation centre is also planned as the students from the Rural Areas are highly innovative so their skills will be appropriately used for such innovative endeavours.

Students will also be motivated to initiate small projects in conformity with the guidelines of the state and centre government. Emphasis will be laid on the Environment and cleanliness projects of the Government. The flagship projects of the Government such as Unnat Bharat Abhiyan, Swachh Bharat and Vidyanjali will be effectively propagated amongst the students and student teams will be made to get effective results of the outcome of the projects.