



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		Lyallpur Khalsa College for Women
• Name of the Head of the institution	Dr. Navjot	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01812223337	
• Mobile no	8146828040	
• Registered e-mail	principallkcw@gmail.com	
• Alternate e-mail	iqac.lkcwj@gmail.com	
• Address	Cantonment Road, Defence Colony, Near Bus Stand	
• City/Town	Jalandhar	
• State/UT	Punjab	
• Pin Code	144001	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Women	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Guru Nanak Dev University, Amritsar				
• Name of the IQAC Coordinator	Dr. Navdeep Kaur				
• Phone No.	01812223337				
• Alternate phone No.	01812223337				
• Mobile	9814444845				
• IQAC e-mail address	iqac.lkcwj@gmail.com				
• Alternate Email address	navd.lkcw@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.lkcwj.com/wp-content/uploads/2023/12/AQAR-revised-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.lkcwj.com/wp-content/uploads/2023/12/Academic-Calendar-2022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.77	2015	15/11/2015	14/11/2020
Cycle 1	A+	90.25	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			01/08/2015		
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	
College	DPI Salary	Punjab Government	2022 365	24008680	
8.Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	19
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>The IQAC chalks out an Academic plan in the beginning of session for smooth functioning in different areas to ensure relevance and quality. It monitors various activities throughout the year and makes suggestions and incorporates the remedial measures. Monitoring is also done through feedback from various stakeholders. IQAC motivate faculty to participate in seminar/conferences and to contribute in research. Efforts are also made to encourage the non teaching staff to rejuvenate their skills.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Make students aware of the recent contemporary issues in the society	Awareness drives were held in collaboration .with various NGOs and other organisations to make students aware of the trending contemporary issues in the society
Giving more significance on making the campus eco-friendly	Awareness regarding environment and ecofriendly practices were promoted in the college.
Conduct the remedial classes	Weak students were identified on the basis of house tests. Remedial classes were held after the result analysis.
To increase the emphasis on tracking the academic performance	A multi layered mechanism comprising of teachers of all departments and students was created to ensure better performance in all classes, especially for new students. Monthly tests, extra classes, learner wise teaching resulted in comparatively better performance of students. House exams, problem discussions were duly held to assess the performance of the students.
Calendar created	uploaded on college website

13.Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Principal	15/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	25/01/2023

15. Multidisciplinary / interdisciplinary

Lyallpur Khalsa College for Women, Jalandhar is an affiliated college having courses related to diverse fields such as Languages, Social Sciences, Computers and Commerce & Management. The structure of these courses is as per the affiliating university norms. We are committed to achieve the progressive goals and objectives envisaged in NEP 2020 to create opportunities and raise infrastructure for making education holistic and multidisciplinary in nature. LKCW, Jalandhar is striving to provide Multidisciplinary education which allows the students to learn & explore distinct subjects or curriculum from various disciplines. In undergraduate course of Bachelor of Arts (B.A.), students can opt for different subject combinations comprising Languages, Mathematics, Computers and Social Sciences. Interdisciplinary subjects like Environment Science and Drug abuse reflect our commitment to society.

16. Academic bank of credits (ABC):

Lyallpur Khalsa College for Women, Jalandhar is affiliated to Guru Nanak Dev University, Amritsar. The courses and curriculum offered to students is strictly as per university norms. Academic Bank of Credits is a novel idea proposed in the National Education Policy 2020. We encourage our faculty and students to register for various skill development courses on platforms like NPTEL and SWAYAM. To further the vision of NEP 2020, we also plan to start courses with more academic flexibility and choices in the future.

17. Skill development:

Lyallpur Khalsa College for Women, Jalandhar understands the importance of outcome based education which promotes skill development and learning outcomes. The college empowers the students for entrepreneurship and employment opportunities. The college Placement and Career Counseling Cell aligning the curriculum with industry. Exposure is provided to the students with lectures from business professionals. We strive to offer practical experience and development of skills through internships, fieldwork, industry visits, project work, and other hands-on teaching techniques. We lay stress on Professional ethics, research apiculture ethics, the Indian Constitution, life skills in order to deliver value-based education.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)

We believe that traditional knowledge is at the core of our identity, Cultural heritage and our. Idents transmission of this knowledge across generations is fundamental to preserving and promoting cultures. Since a large number of students at LKCW, come from rural background, the faculty is encouraged to adopt multilingual approach by communicating with students in local language Punjabi, Hindi alongwith English. For subjects belonging to Social Sciences, efforts are made to deliver the content in Punjabi to a large extent. In case of subjects belonging to Computer Science & Commerce, efforts are made to deliver in simple local language to the extent possible alongwith English. Also efforts are made to promote local cultures, languages and traditional knowledge by celebrating various local festivals, organizing events like lectures, seminars, festivals etc.

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

Lyallpur Khalsa College for Women, Jalandhar offer various Postgraduate and Undergraduate programmes in diverse disciplines. Our students come from different backgrounds and experiences and our focus remains to develop their skills and abilities to help and motivate them in their studies, future careers and most significantly their roles as responsible citizens of the country. We take utmost care to prepare them for their professional lives with effective and result oriented implementation of outcome based learning in the classrooms. The course outcomes are specially mentioned against each course on the college website. Students are apprised of the specific outcomes of different courses. Regular class tests and seminars are conducted in which students are asked to express their learning of various skills pertaining to their respective domains, social responsiveness, ethics and entrepreneurial skills so that they exhibit their skills confidently for the wellbeing of the nation and society in future to fulfill the spirit of NEP-2020. The preparation of students is done in a way so that they fulfill the objectives of their respective courses in order to achieve the required as per the structural curriculum provided by Guru Nanak Dev University, Amritsar.

20.Distance education/online education:

Traditionally, distance education involved correspondence courses wherein the student and institute corresponded through post. Today, it usually involves online education and the learning is usually mediated by technology. The importance of online education particularly enhanced during the COVID lockdown conditions. LKCW Jalandhar also adopted the online mode of education in this period.

Campus of our college is WiFi enabled with techno-savy infrastructure and well-equipped smart class rooms. The faculty conducted online classes through live sessions. Students were provided study material through digital mode. Pre recorded lectures were also made available to students. All Faculty members have been provided orientation to deal with all such online teaching skills through ICT tools. Teachers were in contact with students through online mode to address their problems. Now, when classes are being held in offline mode, the college is following the hybrid mode of learning where in addition to class room learning, digital resources are also being utilized to supplement the classroom learning. Resources and study material generated by faculty during lockdown conditions are being utilized fully.

Extended Profile

1.Programme

1.1	24
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	679
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	427
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	126
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	31
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	31
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	49
4.2 Total expenditure excluding salary during the year (INR in lakhs)	4.3
4.3 Total number of computers on campus for academic purposes	192
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	
<p>The affiliated university, GNDU, Amritsar, devised and designed the well defined curriculum that the college adheres to. Well-thought-out action plans are used to guarantee that the curriculum is delivered. The program coordinator of each unit organizes and allocates the department's workload prior to the commencement of</p>	

each meeting. Instructors create class plans that include instruction approaches and graduation characteristics that are provided with academic deans, departments and students. A schedule is conveyed to educators as well as learners. Our faculty during Academic Retreat Members learns about a variety of teaching resources. IQAC assembles the Academic Calendar after consulting with each department and is posted online by the college. The curriculum is provided via blended learning, flip teaching and demonstrative lectures instruction, hands-on learning, field visits and case studies. Innovative and entrepreneurial activities that simulate thought are carried out under proper supervision of expert faculty members. Additionally, remedial classes are set up for slow learners and deserving pupils receive extra attention. The stakeholders provide regular input in order to guarantee the standard of instruction.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1c4jjpTHkdXgV0Xn8sva3hVuVpYLEPvXu/view?usp=sharing

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

Lyallpur Khalsa College for Women conducts ongoing internal evaluations for the general development of students. An extensive academic calendar that includes dates of classes, academic information, and P.T.M., exams, and other activities are created and posted on the internet page. Commemoration of significant occasions and holidays, NSS, and NCC activities, extracurricular pursuits across multiple departments are incorporated in the curriculum of specific departments and all information is disseminated and made accessible across all departments. The relevant information is also posted at the college website as well as the library. College adheres to GND University's academic timetable for exams and assessments, student-focused celebrations, athletic events, etc. Date sheet for the university exams and midterm are announced through the web platform and the same is exhibited at the college notice board. Internal evaluation scores of the students are promptly uploaded. Students' internal evaluation results are promptly submitted to the university website. PTM and various other channels are used to communicate the students' performance. Regular communication with the parents is ensured. Based on the student's

performance, remedial instruction is scheduled, and arranged. In addition, students' success on midterm exams is evaluated by assignments, seminars, presentations, and examinations in class assignments, tests, etc. Observing the academic calendar is confirmed by an IQAC-conducted academic audit that takes place every semester.

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

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

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

24

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)

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

Nil

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

Lyallpur Khalsa College for Women, Jalandhar upholds Women Empowerment and Human, Moral and Cultural values as its core ideology. The College follows the University Curriculum which offers Drug Abuse and Environment Studies as compulsory subjects to the students of BA SEM 1 & 2 AND BA SEM 3 & 4 respectively; MCom ANDB COM curriculum also provides training related to business

ethics. Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability through classroom teaching and various activities organized by different departments. The students are continually sensitized about these issues Women Empowerment (poster making competitions and lectures held on Women's day) Environment and sustainability (awareness camps and rally against stubble burning, plantation of trees in college campus, providing water to the plants in and around the college campus organised by NSS and plastic bag free day celebrated by NCC cadets) National integration students are continually encouraged to participate in various NCC camps where they are informed about infantry, aviation etc. and NSS volunteer Pragati Sharma delivered a lecture on contribution of national leaders on Sansad Television

<https://youtu.be/BvyeEjcrX8s?si=NuLAdU5ZQ-ykYLNO> Human, Cultural and Moral values : Every session is commemorated with Path in Gurudwara Sahib, various festivals like Diwali, holi, lohri, Teej, Basant are celebrated in college and hostel. The college has a Heritage Home where students can get the feel of culture of Punjab and Cultural Carnival

Ethical Values; Nukkad Natak

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

10

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

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

430

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

1.4 - Feedback System

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

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	Nil
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

C. Feedback collected and

be classified as follows	analyzed
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	
679	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	No File Uploaded
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	
427	
File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	No File Uploaded
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	
<p>Extra classes of slow students are arranged in remedial lectures before final exams and, after mid term exams. Students come with their problems and teachers try to overcome their problems and try to make them great learners. The students are provided with scholarships to motivate them further. Needy and meritorious</p>	

students are provided with books and other study material as well. Teachers assist them in understanding the topic in a way different from class by reaching at their level of understanding. Students grow in these classes and can clear their doubts also. For advanced learners, every dept. sends youTube links and links of research papers published at various levels so that students can get an easy access to advanced level study material and additional knowledge for their better future and learning at advanced levels.

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

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

Number of Students	Number of Teachers
679	34

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

The institution focusses on holistic development of the students through the adoption of student centric approach of teaching process. Students from diverse backgrounds vary in their ability to comprehend and understand hence it is difficult to address the needs and expectations of each student through a teacher centric approach. The teachers ensure the involvement of the students in class activities which allows the students to comprehend the content at their own personal level and pace. In case of queries, extra classes are scheduled. The primary focus of the teachers is to make the lectures interactive for the students to encourage innovative thought process and interpretations. At the departmental level, audio-visual aids, language labs, industrial visits, field work, projects and seminars are some of the methods adopted to provide participative and experiential learning. Representation of students in organising various college events is crucial to involve them in the decision making process and inculcate a sense of leadership.

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

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

The use of ICT based tools in the teaching learning process has become inevitable due to the adoption of a student centric approach of teaching to promote effective learning. The Department of Computer Science beyond doubt absolutely depends upon ICT tools to render teaching. The Department of English have established laboratories relevant to their subject to further fortify the knowledge acquired in traditional classes. The Department of Commerce has an ICT equipped laboratory to enhance the learning experience of the students. The library also provides access to online journals available on public domain for research purposes. All the faculty members use online educational resources to provide enhanced learning experience to the students. The teachers prepare modules on important topics which are made available for use by the students through online platforms. Furthermore, the students are recommended to provide online feedback on the curriculum and the teaching-learning environment periodically.

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

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

2.3.3.1 - Number of mentors

34

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

38

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

11

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

471

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

2.5 - Evaluation Process and Reforms

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

The college follows the guidelines established by the affiliated university and maintains a clear and structured internal assessment system. The University does not offer any internal assessment credit towards the maximum marks for any of its courses except for B.Sc. Fashion designing in which marks are awarded based on attendance, file work, practical efficiency and departmental activity participation. For B.Com and M.Com students, the assessment is in the form of Seminar Paper while for the students of M.Sc. fashion designing project report is needed to be submitted. In addition to this, the assessment on the basis of project file and field work for EVS students is also considered. Teachers assist and advise students in selecting themes based on current events and areas of interest. Students also get guidance on the parameters of evaluation as well as the organization, methodology and ethics of project work. The Seminar/Project submission guidelines and schedule are shown on the notice board. The award is prepared by the subject expert teacher and is sent to the heads of department (HODs) for review and approval before being posted to the university website.

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

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

To promote openness and effectiveness in examination-related concerns, the college has an examination committee, led by a senior teacher identified as Dean Examination. The mentors notify the students about the dates of their internal and external exams by putting the date sheet on the college information section and WhatsApp groups. Students may report any anomalies in their midterm

exam results to the appropriate faculty member within two days of the results being made public. The student's guardians receive phone calls about their rewards and attendance details. Concerns about university exams are taken seriously and must be brought to the attention of the relevant university representative within three business days. The complaint about the question paper's setup is swiftly handled on the same day that the letter addressing the disparity is submitted to the Controller of Examination, GNDU, Amritsar. The University provides a window of time for making a complaint about results, which is 21 days after the results are announced.

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.

Program specific outcomes are inevitable in accomplishing the educational milestones. The course outline for both undergraduate and postgraduate courses is adopted as per the guidelines of Guru Nanak Dev University, Amritsar to which our college is affiliated. The outcomes are reconsidered based up on the skills, knowledge, attitudes and values gained by the students. It provides a brief insight into the information and skill the course promises to the students. The program outcomes are derived and compiled from the course content by the members of the faculty. It is an important aid to enable the parents and students to understand the level and nature of learning provided by the courses offered.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
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 college's IQAC employs a methodical and precise process for evaluating program and course outcome attainment. The following section discusses how outcomes are evaluated both directly and indirectly: Students' performance in the viva-voce, assignments, seminars, college house test, and university examinations (both Theory and Practical) is used as a direct indicator of their progress toward the course outcome. Tests, both written and oral, are used in the classroom for routine evaluation. Furthermore, the students exceptional performance in the college/university demonstrate the work that both teachers and students put into their various courses. Another method of evaluating the results is to look at the students who are employed in various businesses and organizations. Students develop into independent and self-sufficient individuals.

File Description	Documents
Upload any additional information	View File
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

220

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://www.lkcwj.com/wp-content/uploads/2023/12/student-survey-report-2023--by-ritu.pdf>

RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded
3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year	

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

3.2 - Innovation Ecosystem

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

In line with the Government's initiatives for promoting innovations in higher education, Lyallpur Khalsa College for Women, Jalandhar has always been constantly trying to emerge as a leading institution for both students and faculty. For creation and transfer of knowledge, we promote the culture of extensive access to various resources and encourage the faculty and students to fully use the resources and N-LIST. The faculty and students are encouraged to participate in national/ international seminars / workshops / conferences. Some departments of the college regularly organize industrial visits to industry for giving practical exposure to students. These aim at providing experiential knowledge to the students, in order to get best possible employment opportunities for them. The "Research and Development Cell" focuses on promotion of research culture among all.

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

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

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

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

3.3 - Research Publications and Awards

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

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

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

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

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

4

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

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

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

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

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

The college organizes a number of extension activities to promote community to sensitize the students towards community needs. The college runs effectively National Cadet Corps Unit. Through NCC unit, the college undertakes various extension activities in the neighbourhood community. Every year we enroll 110 cadets under the supervision of college ANO Lt. RupaliRazdanand 2PB (G) Bn NCC, Jal. The NCC Unit of the college organizes various extension activities as : Tree plantation, road safety awareness, run for fun, yoga day, Swachhta pakhwara, Save water, Blood Donation Drive, Save girl child, AIDS Awareness programmes, Plastic eradication.

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

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

55

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	No File Uploaded

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

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

24

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Established in 1960, college campus is spread over a total area of 7 acres with adequate infrastructure and physical facilities for teaching learning process. The institution has 47 spacious, well ventilated class rooms with adequate seating facility for students. There are good number of laboratories in practical streams viz., fine arts, computer science, home science, fashion designing, communication and cosmetology. There are 02 fully airconditioned seminar halls that are equipped with ICT facilities for conducting extension activities for students.

In addition to this, the college also has 08 classrooms that are equipped with LCD facilities. Ample number of classrooms have wifi access enabling students to connect their laptops for

downloading study material. The department of computer science has adequate number of computers with latest configuration, printers, scanners, photocopiers, projectors, LED and UPS back-up. In totality there are 192 computers in the college. There is a spacious staff room for teachers with internet access. The college administrative section also has access to internet facility.

The college has a spacious and fully automated library that has DELNET and N-LIST facility to access e-resources. There are CCTV cameras installed in the college for monitoring and security. The college has a spacious hostel for students that has inbuilt mess, gurudwara sahib, sick room and a common room with television facility where students feel at home. The college has hockey field, basketball court, volleyball court, badminton court, indoor gymnasium, yoga hall and a judo hall.

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 seminar halls, auditorium and common room for organizing cultural activities. For conducting sports related activities, the college has well maintained playground, yoga centre, gymnasium and multiple courts for different outdoor games like jockey, football, volley ball, basketball, etc. The college has a very good record in sports activities. The students from physical education department have been getting laurels to the college. The college Hockey team was the DISTRICT WINNER, STATE WINNER, INTER COLLEGE WINNER with second position. Five players of college were selected in the university team. Five players from the college got selected for KHELO INDIA YOUTH games. One player got silver medal in NATIONAL GAMES. Two players were selected for SENIOR NATIONAL CHAMPIONSHIP. Three players got SILVER MEDAL in JUNIOR NORTH ZONE CHAMPIONSHIP. In the game of Judo, the college players won two SILVER MEDALS in INTER COLLEGE CHAMPIONSHIP. One player participated in NATIONAL CADET CHAMPIONSHIP. To support these sports activities of students the college has ample infrastructure and facilities. The dimensions of different courts/fields are: Hockey field (91.40 meters (L) x 55.00 meters (W), Basketball court 28.00 meters (L) x 15 meters (W), Volley ball 18 meters (L) x 9 meters (W) and Badminton

13.40 meters (L) x 6.30 meters (W).

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.

49

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)

0.2731

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

The college library has 32676 books, out of which 24500 are text books, 5176 are general books and 3000 are reference books.

Name of ILMS software: e-granthalya

Nature of automation: Fully automated

Version: 3.0

Year of Automation: 2016

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

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

A. Any 4 or more of the above

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

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

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

0.061

File Description	Documents
Any additional information	View File
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

61

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

4.3 - IT Infrastructure

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

To cater the needs of the students, the college has 192 computer systems with latest configuration. There are 17 laboratories with computer systems and internet facility. These laboratories are part of different departments such as computer science, commerce, fashion designing, cosmetology and English (communication). There is proper networking of computer systems in computer science labs (four labs), commerce lab, fashion designing lab and communication lab. The college building is wifi enables with access points installed on separate floors of the building. The college has dedicated lab technician that regularly monitors the working of IT equipment and upgrades the hardware and software by consulting the faculty in-charge as and when required. The technician looks after the networking in the college campus, troubleshoots it whenever a need arises. He also ensures that wifi facility is accessible to staff and students in the college building. The college always prefers to purchase branded computers and accessories and maintenance of the same is mostly done by the in-house technician and sometimes outsourced as the situation demands. In order to provide uninterrupted power supply to the computer system, the college is having a number of UPSs. The college provides facilities to staff and students access e-content. In addition to having computer systems,

these laboratories are also equipped to other peripherals such as projectors, LEDs, printer, scanner, photocopier, etc.

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

4.3.2 - Number of Computers

192

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

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
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)

12.03323

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Regular Maintenance of the physical infrastructure is taken care of by in-house maintenance staff consisting of lab technician, electrician, carpenter and other service personnel. Cleaning of classrooms, laboratories, libraries, washrooms, and corridors is taken care of by the house keeping personnel. Minor maintenance work is performed by the in-house staff and major maintenance is outsourced. College electrician is available to address power breakdowns. He performs regular checks in classrooms and on the campus to ensure that all electrical fittings are in good working condition. Maintenance of computer systems and internal networking is handled by the deputed technicians. They ensure that all IT equipments are in proper working condition, so that students as well as staff could utilize IT infrastructure uninterruptedly.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

262

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

74

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	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**

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

15

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

20

File Description	Documents
Upload supporting data for student/alumni	View File
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.

5

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

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

Our college is a highly student centric institution that believes in giving ample opportunities to its students to be all-rounders. The Student Council of the college is an active body that is formed through a proper democratic process. It comprises of a President, Head Girl, Co-Head Girl and CRs from different classes. The members of the Student Council of the college have vigorously participated in various academic and administrative bodies of the college. They are the members of the Discipline Committee, Cleanliness Committee, Canteen Committee, Mess Committee, Community Service Committee, etc. They actively contribute in the arrangement of major events like Fresher's Party, Teej, Talent Hunt Competition, Farewell Party etc., of the college. The President of the Student Council is also a member of the IQAC of the College. The Student Council is formed with the aim of inculcating leadership qualities in the students. It gives them the opportunity to boost their confidence, hone their managerial and organisational skills and leads to the holistic development of the students. The Student Council also acts as a bridge between the Principal and the rest of the students of the college.

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

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

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

29

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

5.4 - Alumni Engagement

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

The Alumni Association of the college actively works to keep the alumni connected to the college. It plays an important role in contributing to the growth and development of their alma mater. Beyond monetary contributions that help in enhancing the overall educational experience, the alumni association of the college provides valuable mentorship and networking opportunities for current students, fostering professional development and career connections. It also plays a crucial role in preserving institutional traditions and values, creating a sense of pride and identity among former and current members. Alumni, as ambassadors, showcase the alma mater's achievements, positively impacting its reputation and attracting prospective students and faculty. The multifaceted contributions of alumni association establish a strong and enduring connection between the past and present, ensuring the

sustained growth and success of our institution.

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)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Our college administration is participatory in nature and decentralized. The Principal who is the academic and administrative head of the college supervises all activities of the college and ensures maintenance of academic discipline of the institution. She is assisted by the college council which consists of all head of the departments. Decentralization of administration ensure to have free and independent thinking among faculty. Principal along with faculty members decide about the calendar of events, subject distribution, course plans, lesson plan schedules, curricular, co-curricular and extracurricular activities. HODs assessments, student seminars, university examination and all other regular academic activities. This facilitates to grow and foster academic leadership among the faculty members.

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

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

A decentralized functioning mechanism empowers the departments to function with a greater flexibility and at the same time they share responsibilities. Departmental heads also delegate the work to their colleagues to ensure smooth completion of work in the expected time frame. For the smooth functioning of the institution several committees have been formed and the committee members are authorized to take suitable actions. The college encourages participative management practices by constituting various committees like admissions committee, discipline committee, IQAC committee, anti-ragging committee cell etc. the participative management approach helps the college in planning and implanting various activities of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college is a highly student centric institution that believes in giving ample opportunities to its students to be all-rounders. The Student Council of the college is an active body that is formed through a proper democratic process. It comprises of a President, Head Girl, Co-Head Girl and CRs from different classes. The members of the Student Council of the college have vigorously participated in various academic and administrative bodies of the college. They are the members of the Discipline Committee, Cleanliness Committee, Canteen Committee, Mess Committee, Community Service Committee, etc. They actively contribute in the arrangement of major events like Fresher's Party, Teej, Talent Hunt Competition, Farewell Party etc., of the college. The President of the Student Council is also a member of the IQAC of the College. The Student Council is formed with the aim of inculcating leadership qualities in the students. It gives them the opportunity to boost their confidence, hone their managerial and organisational skills and leads to the holistic development of the students. The Student Council also acts as a bridge between the Principal and the rest of the students of the college.

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

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

The college follows proper hierarchical pattern in its working. The college runs under the guidance of Governing body called Governing Council having one President, one vice president, one secretary, one Joint secretary in addition to two other life members, three co-opted members and four elected members, besides principal and two staff representatives. The principal of the college coordinates with the governing body to frame and execute the policies for smooth functioning of college. Administrative set up is headed by Superintendent assisted by incharge of finance and general administration activities comprised of Campus Maintenance, UGC related activities, examination, scholarships and community related activities etc. Finance section works through accounts staff supported by Internal and External auditors for ensuring correctness of accounts maintained. Functioning of bodies Various Committees / bodies are set up to ensure smooth functioning of college. Each of the committee has well-defined functions and puts its efforts to carry out its working in liaison with vision and mission of the college. Service Rules In order to affect the disciplined working, the college follows the service rules as framed by Director Public Examinations College, Government of Punjab and also by the affiliating university, GURU NANAK DEVUNIVERSITY, AMRITSAR. Promotion Promotional policies as delineated by Government of Punjab, UGC and affiliating university are followed in college. Grievance Redressal mechanism Grievance Redressal Cell has been set up to sort out the grievances of staff and students. Headed by the coordinator, this redressal cell attends to all complaints and grievances.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

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

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

Effective measures for teaching and non teaching The following are the welfare schemes for teaching and nonteaching staff

1. Financial Assistance by providing loans against CPF for teaching and non teaching staff.
2. Loan in advance against salary in teaching and non teaching.
3. Gratuity cheque on the day of retirement of the employee
4. CPF, Gratuity, leave encashment at the time of superannuation
5. Provision of leaves : casual leave, earned leave, and medical leave in addition to maternity leave for female staff and faculty.
6. ESI Scheme for teaching and non teaching staff.

7. Holiday Home Facility at Dalhausie on the recommendation of head of the institutin through GNDU.

8. Employment on compassionate grounds to any survivor dependent of a deceased employee, if he/she dies during his/her service period for non teaching staff.

9. Full fee concession to the wards of teaching and non-teaching staff as per thenorms

10. Free parking facility for two-wheelers and cars for teaching and non teaching staff.

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

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

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

0

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

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

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

1

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

4

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

Self Appraisal system is implemented for teaching and non-teaching staff in the institution where all the faculty members fill their respective self-appraisal reports at the end of every session. This self-appraisal report highlights classwise teaching hours, different teaching methods used by the teacher in the class. The teacher also mentions the different duties performed both at college &

universitylevel, The head of the institution signs these appraisal reports with respective remarks. Furthermore, periodic meetings are held with the teachersfor discussing the performance of their students. Thus appreciation & recognition of teachers in the college functions on the basis of results becomes motivational factor for them. Similarly confidential reports of non teaching staff are filled and submitted to the management of the college to appraise the performance throughout.

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

Internal and external financial audits: • Department Audits and stock registers are annually signed by Principal. • Office audit is conducted by the principal and bursar. All bills are sanction by bursar and principal. • CA (appointed by manager) audits all bills. • College bills are audited by the Government. Institution conducts internal and external financial audits. Department audits are held annually and stock registers are duly signed by the Principal. Office audit is done by the Principal and Bursar. All bills including sanctioned bills are scrutinized and passed by them. A Chartered Accountant has been appointed by the Management and he/she audits all the bills. College bills are also audited by the government agency.

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

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

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

5.38

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

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

The institute maintains and follows a well-planned process for themobilization of funds and resources. Since the efficacy of governance revolve around the ability to mobilize funds and putting resources to optimum use, the institute has outlined some specific rules for the fundusage and resource utilization.Following are the common strategies to increase or mobilize the funding of institution :

- 95% deficit grant in aid from Punjab Govt.
- Fees/Dues from the students
- Various Scholarship donors
- Untiring efforts for filling up maximum seats in hostel

Strategies for optimal utilization of resources The institution optimizes the utilization of source by prioritizing high value work with available resource capacity. In the beginning of session, a budgetary plan is prepared and presented in the local managing committee for approval.

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

6.5 - Internal Quality Assurance System

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

The College has a well established and organized Internal Quality Assurance Cell which serves as a nodal centre for designing and

implementation of various quality initiatives in the institution. IQAC carry the efforts of the college towards academic excellence. It works out strategies to remove deficiencies and ensures consistent improvement in the teaching learning process. It also focuses on infrastructural requirements of staff and students in terms of teaching and equipment, strategies for further improvements in academics, extra-curricular and sports activities, awareness programmes for students to inculcate values and a sense of responsibility. The college has created WhatsApp groups of faculty and staff for sending e-notices.. Mentoring groups have been created for sending important messages and provide online guidance to the students at all times. Dissemination of information on social media is also taking place. Campus has been fortified by extensive e-monitoring through CCTV.

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

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

Lyallpur Khalsa College for Women, Jalandhar reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals at departmental level and college level through IQAC. Regular meetings of faculty members of various departments are held regularly. In these meetings, the departments assess the progress of students, transaction of syllabus and other aspects and take corrective actions accordingly. Similarly, at college level, regular meetings of IQAC are held and issues related to quality assurance are discussed. Performance of students in university examinations is assessed and measures for improvement are suggested. Placements of students are also reviewed.

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

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

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)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Lyallpur khalsa college for women is dedicated to the cause of women empowerment since 1960. Gender equity is our goal. The college is affiliated to GNDU, Amritsar; the curriculum includes many topics related to gender issues in various courses. Sensitization with particular aim of educating women and the society about declining sex ratio in terms of 896 females per 1000 men (2011 census); sensitization regarding female health issues; legal rights of women with reference to parental property; entrepreneurship and financial independence of women; self defense techniques for girls in case of emergency; celebration of days related to women; 24/7 security cameras are installed at all strategic points including all entry and exit points. 24/7 internal and external (security agency) guards are deployed at all entry and exit points. Day patrolling of the local police women force and police Nakkaat 100 meters from the gate is ensured by the local police station. I-Cards are compulsory for students. Entry and exit registers are maintained at the gates. Since 2018, the college has also been effectively running Buddy Programme, a Punjab Government drug prevention initiative. Special care is taken by the mentors to deal with any kind of issues related

to personal or professional life of the students. Girls have been provided with sanitary vending machine.

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	Nil

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 institution is committed to the cause of environmental sustainability and consciously makes efforts to process the waste by using technology. We strictly follow 3R policy of waste management and reduce, reuse and recycle the waste. We conduct workshops by fine arts dept and Fashion designing dept to use their creativity by using waste products. We have initiated efforts like declaring the college as no plastic bag zone; promoting use of cloth bags; and best out of waste usage. In order to reduce plastic waste, the students took the initiative of holding a training program of cloth bag stitching for the self help groups sent by Jalandhar administration. Solid waste management :- Kitchen waste from the hostel and canteen segregated at source and then sent in for processing in the solid waste management unit. We have two types of composting units: 1. Vermi-composting 2. Solid waste composting, both the units work for composting of leaves, garden litter, and

kitchen waste. The college has paper recycling unit for recycling the used paper. The institution has participated and received appreciation for various Swachh Bharat programmes as well as for Clean City Green City. Liquid waste management :- The college has installed rain water harvesting unit. Green lawns also act as natural water recharging system.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

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

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

The institute is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic upliftment of the needy, and set communal harmony. Institute has conducted lectures in the villages for increasing their environmental and ethical awareness. The extension activities are targeted towards enabling a holistic environment for girl student development. Institution has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal, and socio-economic diversities of the state and the nation. The institution celebrates cultural and regional festivals like Youth Festival, Constitution Day, etc. to teach tolerance and harmony to the students. The Gender Equality Policy focuses on equal access, opportunities, and rights for women and men. Inclusion of topics related to human rights, peace, tolerance, love, compassion, harmony, promotion of social values, awareness of environmental protection, and ethics are also covered.

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

At Lkcw , we believe in giving holistic all round education to the students. And sensitizing students on our constitutional rights,

values, duties and responsibilities is one of the primary educations given at the institute through various means. Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered have topics which sensitize the students about the constitutional obligations. .As a part of strengthening the democratic values also, all students take a course on Environment studies in their first year which gives them insight into environment acts, wildlife protection act, forest act, global environmental concerns etc. In addition to this many regular programs are conducted of the institute to educate women about their rights. Also seminars and workshops are conducted on days of national importance on various rights, duties and responsibilities of citizen. Seminars on topics like Right to Information, Sexual Harassment, and Gender Equity are conducted periodically.. Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated. Every year Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1IWQkMaddoVILD7Am5z7NQCxrnsWkZGdf/view?usp=drive_link
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

B. Any 3 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

Lyallpur khalsa College for Women is one of the leading centers of excellence in Jalandhar Our college celebrates National and International days enthusiastically every year. The academic calendar is brimming with important events which show enthusiasm of this institution in celebrating many national as well as international days and commemorative events and festivals. Republic day is celebrated every year on 26th January in the college with great enthusiasm. Independence Day is also celebrated on 15th August in the college with great enthusiasm. It is a day when all staff members and students pay homage to their leaders who fought for India's freedom in the past. The day aims to raise awareness of many benefits of practicing yoga. It is celebrated to spread awareness about importance and effects of yoga on the health of the people. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. Hindi Diwas is also celebrated on 14th September by Hindi department. The common birthday of Mahatma Gandhi and Lal Bahadur Shastri on 2nd October is commemorated as Swachhta Diwas. The birth anniversary of Sardar Vallabhbhai Patel on 31st October is celebrated as National Unity 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. **Wednesday morning assembly:**The college conducts assembly ever week All the students assemble in the assembly square, which is unique in the higher education institution It is used as a platform to provide information concerning colleges academic cocurricular, extension activities and the details of prizes won by students held at various levels. During assembly students are counseled and moral values are taught to them that are needed to live in a pluralistic society and contribute to national development.

2. **Empowering lesser priviledged women through skill dvelopment courses:**Empowering and nurturing the girl child for a brighter Tomorrow Objective ofthe practice. Community service for upliftment of girl child.Highlighting the rights of girl child. Generate awareness of education

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

Performance of the Institution in one area Distinctive to its Priority and ThrustThe Vision of the College is to educate,enable and empower young women.The College emphasizes the need to mainstream the marginalizedand weaker sections of students to ensure justice and equity in society. The Mission is to steer theeducation it offers not only towards the pragmatic goal of employability, but also to build a life of themind and sensitize and orient its students to the service of the community.The College is 100% barrier free and has 'Under One Roof' Enabling Unit and Equal Opportunity Cell.The College follows a proactive financial aid policy and 'Need Blind Admission Policy', organizescourses in the teaching-learning of English Language and IT skills for Economically Weaker Sections andskill training courses .Pursuing its vision of Diversity Inclusion and Integration in the last five years, the College providedfinancial assistance to several studentswith partial fee

waivers including hostel fee waivers and also fullfee waivers. This assistance was in addition to the support received by reserved category students from state and other agencies. The College also facilitated students in need, to obtain financial aid from other agencies, trusts and NGOs.

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

? To continue to provide congenial learning environment for holistic development of Students, Faculty and Supporting Staff ? To continue to provide holistic value based education ? To inculcate entrepreneurial abilities in students to face the challenges of corporate world. ? To stimulate the academic environment for promotion of quality in teaching-learning process ? To undertake quality-related research studies, consultancy and training programmes ? To conduct various activities that will help students and staff to develop these skills ? To increase Extension activities ? To develop more formal linkages through MoUs ? To facilitate continuous upgradation of the college ? To organise more workshops, seminars and conferences under ugc ? To create awareness and initiate measures for protecting and promoting environment ? To promote Research by students and Faculty ? To monitor Quality Assurance and Quality Enhancement activities ? To support various Staff Welfare measures. ? To facilitate Faculty and Student Exchange Programmes with Other Academic Institutions and Linkages ? To foster and strengthen relationship through Faculty and Student Exchange Programmes ? To devise techniques to improve Teaching Learning & Evaluation process ? To continue to provide formal education to needy and deserving students ? To arrange career guidance programmes