



General Shivdev Singh Diwan Gurbachan Singh

# **KHALSA COLLEGE, PATIALA**

(Under the Management of SGPC and Affiliated by Punjabi University Patiala)  
NAAC Accredited 'A' grade & College with 'Potential For Excellence' Status by UGC  
Star College Scheme of DBT, Govt. of India  
An Autonomous College

## **STRATEGIC PLAN (2016-17 TO 2020-2021)**

### **BACKGROUND OF THE COLLEGE WITH VISION, MISSION AND OBJECTIVES:**

General Shivdev Singh Diwan Gurbachan Singh Khalsa College, Patiala is one of the premier institutes of higher education in the state of Punjab. It has carved its niche in providing holistic education to students to enable them to confront myriad challenges in the various walks of life. The vision of the college is "Strive for Perfection and Settle for Excellence". It is a matter of pride that NAAC, Bangalore awarded the institution with 'A' Grade in May 2015 acknowledging its merit and credibility. The Institution was granted the status of 'A College with Potential for Excellence' and Autonomous Status by U.G.C. New Delhi in 2016. The institution was conferred the STAR STATUS by DBT, Govt. of India in 2020.

The institute was founded in 1960 with the untiring efforts of Padam Shri Dr. Khushdeva Singh and Dr. Ganda Singh, the renowned historian who was also its first Principal. The college had a humble beginning at Gurdwara Sri Dukhniwaran Sahib, Patiala with 5 rooms and a total strength of 35 students. The college is continuously proliferating under able and worthy guidance of Jathedar Harjinder Singh Dhami, President, SGPC Sri Amritsar Sahib.

The institution has 20.5 acres of urban land at Badungar Road Patiala and 54.5 acres rural land at village Dhablan and Bahadurgarh for Agriculture and Research Centre. The campus is home to 5708 students and 192 faculty members and an efficient team of supporting staff. The Institute is reputed for its state-of-the-art modern infrastructure, well stocked library, advanced technology labs, science labs, smart classrooms, well equipped gymnasium, auditorium, playgrounds and Wi-fi campus. The institution also has a Mata Gujri Girls Hostel with a capacity to house 350 girl students. Dr. Ganda Singh Career Guidance, Counseling and Placement Centre has been working with a purpose to train and provide job opportunities to students.

Presently the institution is running programmes in Humanities, Science, Computer Science, Agriculture, Food Processing, Commerce and Management. The institution has setup a Campus for Research and Advanced Studies at village Dhablan near Patiala. It is successfully running 19 Post Graduate and 29 Undergraduate courses. The college was selected by U.G.C. to run community college under which two programmes — Advanced Diploma in Green House Technology and Auto Electrical and Electronics are being run effectively and efficiently. Khalsa College is one of the 47 institutions of India to have been selected by U.G.C. to establish 'DEEN DYAL UPADHAYA KAUSHAL KENDRA' to develop skills of the students through B.Voc. Agriculture, Automobile, Food Processing & Engineering, Software Development and Fashion Design & Technology programmes.

The college students always bring laurels to the institution in Academics, Sports and Cultural activities. The College remains Inter Zonal Champion for last 4 years. In Sports the college

remained champion at Inter-college level in Handball for the last 15 years. It has produced sports person of National and International Level.

NSS and NCC boast of a good strength of student enrollment and they are encouraged to participate enthusiastically in all its activities. The institution has NCC Air, Army and Navy Wing. The alumni of the college are spreading the legacy of the institution throughout the world.

#### **VISION AND MISSION OF THE COLLEGE:**

##### **VISION:**

##### **Strive for Perfection and Settle for Excellence**

Our vision encapsulates the philosophy of our institution. At Khalsa College Patiala, one thread that runs common in all spheres is striving towards Perfection till we achieve Excellence. The one and only objective is to strive towards perfection. All members of the institution, starting from its head, are inclined towards working and evolving till perfection is achieved. As there is no yardstick to measure perfection, we keep on adding, improving, growing and building till we are confident that the work is perfect and it satisfies our conscience. Then after that, we don't rest on perfection. We strongly believe that the most ephemeral thing in the world is Perfection because the moment we start taking pride in it, it starts moving downwards. So to keep moving ahead and upwards, we keep up the speed and move constantly on the way to Excellence. Hence, our working culture, our desire to learn keeps us motivated and helps us achieve Perfection and work towards Excellence. Two verbs, two prepositions, two adjectives and a conjunction in our vision statement is an ode to our vision.

##### **MISSION:**

**The mission of the College is to impart holistic education, aiming to make the students time and market relevant, globally competent, morally upright and socially responsible citizens.**

Our mission statement is five- pronged and all five points are interconnected. They are testimony to the fact that we are committed towards our students and that every student matters to us. We try to address the need of every student and to make our teaching holistic for them.

We believe that knowledge is power and holistic knowledge is a powerful tool to make students fit in an ever-changing, ever-evolving needs of the academic world.

We design our programmes and courses to equip students navigate successfully through the job interviews, value their worth and can negotiate with the employers.

Life skills learnt at the institution empowers them to be successful anywhere they go. Our students are spreading the legacy of the institution at global level and they owe their success to the skills learnt at the college.

Various clubs, societies, cells, wings and centres strive towards making students morally responsible. Various platforms host programmes to engage students in healthy discussions so that they can make a difference in the world.

We have a strong belief that a comprehensive personality is built when a student is sound academically, morally and spiritually. Every step is taken to shape personality of the students in such a way that they can contribute their share towards transforming the world.

##### **OBJECTIVES:**

- **To foster an environment that is conducive to the pursuit of knowledge**
- **To enhance the professional competencies and soft skills of the students.**

- **To promote and enhance learning that lasts forever.**
- **To prepare and train students in a manner which converts them into a work-ready force.**

Our objectives comprehensively delineate our vision and mission of sustainable growth as an institution of higher learning.

Our college offers a convivial atmosphere to boost pursuit of knowledge. Our library, departmental libraries, book clubs and discussion in classes on all major issues are a step towards healthy learning.

To create and develop professional competence of the students so that their knowledge receives the attention it deserves. Our syllabus and Extra-curricular activities are a celebration of this objective.

We believe that true education is one that lasts with the students forever. So, life skills, critical thinking, problem solving and interpersonal skills are a major part of our pedagogy.

Various platforms at college makes strides towards equipping students with skills to survive professional challenges. Mock interviews, extension lectures, educational visits and practice sessions make them ready to embrace a profession, stick to it and enjoy a sustainable growth.

#### **QUALITY POLICY:**

**The institution is committed to promote and support all round effective learning and teaching with a view to contribute to the development of a knowledge society through equitable access and widening the participation base in higher education.**

Our quality policy aligns with our Vision, Mission and Objectives. The Policy aims to achieve Perfection and Excellence in every step we take to mold the future of young generation towards a brighter tomorrow. For this, every academic program is designed to hone the skill of students inside and outside the classroom. Every program lets them explore something beyond the syllabus and nudges them to read between the lines. We believe that children are the agents of change, every initiative is taken to engage them into meaningful discussions. In short, our quality Policy aspires to celebrate and acknowledge quality in teaching and learning and ensures that premiere of quality education stays supreme with us always in every sphere.

#### **FORMULATION OF ACTION PLANS FOR ALL OPERATIONS AND INCORPORATION OF THE SAME INTO THE INSTITUTIONAL STRATEGIC PLAN:**

The strategic plans of the institution are formulated and achieved by active participation of the Principal, Deputy Principal, Vice Principals, Deans and Heads of Departments who frame and ensure effective implementation of syllabus plans, teaching plans, time table, working of committees through regular meetings with Principal and IQAC.

The institution has formed a formal stated quality policy. It has been developed by involving the SGPC, the top management of the college and nominated faculty members. The institution has a constant policy matter governed by the management and has an open-door policy for the students to

solve their problem with due permission of the Principal or respective HODs. Our College has formed IQAC cell to review quality policy. A number of initiatives have been taken up to translate quality to its various units by the college. The standpoint plans and policies are geared up by the different committees based on the activities suggested by various departments for the particular calendar year. Time to time departmental meetings is held to redress any grievances. In the academic units, teachers are encouraged and supported to participate in seminars, conferences, workshops and refresher and orientation courses to update their knowledge to bring quality in teaching.

#### **QUALITY IMPROVEMENT STRATEGIES OF THE INSTITUTION:**

College has a strategy to be an outstanding college, with a reputation for providing the highest quality student learning experience that supports students to successfully achieve aspirational goals and progress to employment, further and/or higher education and training.

##### **• TEACHING AND LEARNING STRATEGIES**

- i. Continuous improvement in Curriculum
- ii. Adopting new styles and methods of teaching pedagogy
- iii. Taking lead in starting new and innovative courses
- iv. Entry requirements for the new comers
- v. Monthly performance appraisal of the students
- vi. Effective feedback system
- vii. Assessment based on overall personality development
- viii. Awards and recognitions for best performers
- ix. Internal inspection
- x. Maintaining discipline
- xi. Induction and Orientation programmes for both teachers as well as Students
- xii. Established centre for placements, training, counselling and career guidance and IQAC
- xiii. Remedial classes for academically weak students
- xiv. Maximum attendance award
- xv. Apprenticeship and internship programmes
- xvi. Organising workshops, seminars, conferences at national and international level.
- xvii. All academic staff achieve appropriate qualifications
- xviii. All teachers are committed to continuously improving their performance by undertaking regular professional development to maintain up to date knowledge in their respective specialisation.
- xix. PTA meets

- xx. To provide opportunities to groom the personality and all-round development of students.

- **RESEARCH AND DEVELOPMENT STRATEGIES**

- i. Establishment of UGC-NRC
- ii. State-of-the-art infrastructure
- iii. Conducive environment for research and development
- iv. Wi-Fi campus
- v. Digital library
- vi. Funding by SGPC, Sri Amritsar for research projects
- vii. Conducting seminars and workshops to create awareness regarding ethical research practices, patents and copyrights.
- viii. Maximum contribution in research is used as a criterion for promotion of faculty
- ix. College publishes its own journal, magazine and newsletter
- x. College has its own publication cell
- xi. Achievement in the field of research is duly awarded by the institution.
- xii. Grants are provided to the faculty for presenting their research papers in International conferences.
- xiii. Duty leave is provided for presenting research papers in conferences, attending orientation and refresher programs.
- xiv. Interactive sessions are organized to interact with the industry leaders and eminent personalities of the field.

- **COMMUNITY ENGAGEMENT**

This college is firmly connected with place and people, playing a significant role in driving economic, social and cultural vitality. The development of the institution as an organization has continued to reflect the changes and demands of our city and region. The commitment to the community is focused around sharing excitement about and opportunities for learning. As a committed the institute is strongly connected to the community, thus every effort is made to help people transform their lives through education, empowering people to deliver their talents.

To provide opportunities to foster social inclusion and build a future-facing society, distinguished by innovation where people are encouraged to use their abilities, experience and talents to make a difference the following activities are undertaken:

- i. By celebrating various festivals and days with National and International importance.

- ii. College organizes rallies and march past by students to create awareness regarding various social evils and maintaining peace and brotherhood.
- iii. Students and staff are motivated to perform their social responsibility by extending a helping hand to under privileged and neglected section of societies.
- iv. PG owners, local market and business organizations enjoy the economic benefits of the growing student population in the city.
- v. Alumni Meet is organized every year.
- vi. College has formed various societies to engage its human resource in community engagement services such Punjabi Literary Society, English Literary Society, Hindi Literary Society, Commerce and Management Association, Population Education Club , Health Club, Science Association, Music Club, Computonics Club, Gurmat Society, Nanhi Chaan, Environment Cell, Guru Gobind Singh Study Circle Cell, Publication Cell, Virasat Sambhal Club, Legal Literacy, Red Cross etc.
- vii. Extension lectures are held throughout the year and represent a key opportunity to welcome the community into the institute.
- viii. PTA meetings are held twice a year to provide a platform to the parents to interact with the faculty. Various social and psychological issues are taken up in various functions organized by PTA.
- ix. A number of national and international conferences, seminars and workshops are organised in the college. The scholars are taken on a tour of the city and surrounding area for sight-seeing.
- x. The college offers 3 units (two for boys and one for girls) of NSS approved by Punjabi University Patiala. There is an arrangement for NCC (Army and Air Wing) both for boys and girls. The NSS volunteers and NCC cadets interact with villagers and have-nots and indulge in community engagements.

- **HUMAN RESOURCE MANAGEMENT**

- i. After human resource planning, selection of the regular/adhoc staff is purely based on the merit system as per the guidelines of UGC. Candidates with high potential and expertise in their respective field are selected. Assessment of the candidates is based on their academic achievements such as books published, papers presented, conferences attended, publication in journals etc. Ph D holders are given weight age in assessment.

- ii. Induction and orientation program is conducted for the new faculty to acquaint them with the organizational culture, hierarchy, decision making and values and beliefs of the institution.
- iii. Development of the staff is ensured by providing conducive environment for teaching, learning and research. Workshops, seminars, conferences are organized to achieve the purpose. Staff is motivated to actively participate in conferences, workshops, orientations and refresher courses by funding research and providing duty leave.
- iv. Performance of the staff is duly appraised from time to time by analyzing the syllabus plans, Progress reports of the Students, academic results and taking feedback from the students.
- v. Promotion of the staff is based on their seniority as well as merit. Faculty with Good academic results, Publications in National and International journals, books and meeting all the criteria defined by UGC for various levels are offered promotions.
- vi. College puts its maximum efforts towards retaining the best talent in the organization by recognizing the work in meetings, rewarding the best performers and offering salary hikes.
- vii. Wages, salaries, Incentives, Perks, and Other allowances are provided at par with those of the UGC recommendations and Punjab Government norms.
- viii. Institutional democracy is maintained by actively involving the staff in decision making process of the organization.
- ix. Continuous efforts are made towards empowering the employees.
- x. Employees are duly engaged in various academic and extra-curricular activities.
- xi. A Grievance cell is being run in the college to address the grievance of students and staff. The students and the staff are free to register their complaints with the cell, which are taken up with the Principal and a fair solution is found to redress their grievances.
- xii. Meetings, group discussions are held to build strong employee relations.
- xiii. Health and safety is ensured by providing clean and green working environment, purified drinking water, regular doctor facility, tie ups with leading hospitals and hygienic cafeteria.
- xiv. Regular reviews of staffing needs are conducted to maintain the standards and quality in education.
- xv. Communication system in the college aims to provide fair and accurate information to all on time to time. College website is regularly updated, notices are displayed and circulars are signed by the staff to keep as a record of the circulated information.

- xvi. Casual leave, Medical leave, Maternity Leave, Earned leave and Duty Leave are granted to the needy staff. Number of leaves granted varies according to the level and position of the staff in the college.
- xvii. Time table committee is constituted to equally distribute the workload among the staff.
- xviii. Teachers Union is duly recognized by the institution. Union representatives are involved in decision making process of the institution.
- xix. The institution is conscious of its social obligation and realizes the need to inculcate sensitivity towards social cause. The Cell engages in various fund raising activities to contribute towards various causes to help the needy and under privileged sections of the society.
- xx. Various other benefits such as Provident fund, Gratuity, ESI are provided to ensure employee welfare in the organization.

- **INDUSTRY INTERACTIONS**

- i. Industrial tour and study visits are organized every year to provide practical exposure to the students.
- ii. Apprenticeship and internship training are an effective method of institute-industry interaction.
- iii. Interactive sessions with the industry leaders and experts are organized to serve the purpose.
- iv. Group discussions are facilitated with the people having expertise in the field.
- v. Department of agriculture manages field work and visits to the farm houses, gardens, and agricultural lands of different areas.
- vi. Live projects, research assignments are integral part of the course curriculum.

**INVOLVEMENT OF STAFF IN THE EFFECTIVENESS AND EFFICIENCY OF THE INSTITUTION PROCESS:]**

The institution is driven by following vision –"Strive for Perfection and Settle for Excellence". The mission of the college is to impart holistic education, aiming to make the students time and market relevant, globally competent, morally upright and socially responsible citizens.

The objectives of the college are as follows:

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This belief supports the principle of participative leadership and enables involvement of the staff in improving the effectiveness and efficiency of the institutional processes. Multiple leadership to govern work processes in the academic and administrative area leads to enhanced involvement of staff members.

The Management and the Principal encourage the members of faculty to give their opinion or suggestion whenever and wherever necessary. The Management encourages the students in all the extracurricular activities like NSS and Sports by providing sufficient fund. The NSS students are involved in regular activities and camp activities for which the management supports them with sufficient fund. For sports the college participates in one inter collegiate tournament every year conducted by the management by the name of "*Khalsai Games*". For some of the coaching camps conducted in the college, the management grants financial assistance to the students for certain coaching camps held in the college. In the field of research, the management gives incentives to the faculty who publish research articles in national / international refereed journals. The Management provides sufficient fund to the faculties and departments to conduct seminars conferences, and FDP in every academic year. Benefits are also provided to the faculty who have completed Ph.D./UGC-NET.

#### **FACULTY EMPOWERMENT STRATEGIES:**

The college makes conscious efforts for the professional development of its teaching and non-teaching staff. Teachers are allowed and encouraged to attend orientation courses, refresher courses, faculty development programmes, seminars, conferences, workshops and other training programmes. The college also conducts orientation and faculty development programmes in the institution. The teachers are also encouraged to improve their qualification. The institution has fixed up a target that hundred percent of its regular faculty members must be Ph.D. The result is that almost all the non Ph.D. teachers have registered themselves for the same. Similarly, for non-teaching staff, the staff development programmes are organized by the institution. Special workshops have been organized to train them on the computer. They are also encouraged to improve their educational qualifications.

The college believes that human resources are the most important asset in any organization. The trained and motivated faculty can transform any organization into a successful organization. The management of the college is the best pay master in the region. It has implemented the new scales of UGC by being first in the state among the private aided colleges. Even the eligible Adhoc teachers are paid good salary. The faculty is also given the best kind of in-house facilities so that it can work in a cordial and congenial manner. The teachers are also encouraged to participate in various professional development activities.

There is a self-appraisal system for the staff. The staff members fill in the self-appraisal performance which is verified by the college Principal and they are given the score as per their performance. The self-appraisal performance contains detailed information on the multiple activities and roles they perform in the institution. The overall grading of the staff on their ACRs is done on the basis of the above evaluation.

The reports of the performance of the staff are communicated to the management in the meetings of the management. In case of any negative performance, the same is communicated to the concerned staff member and the required action is taken. For performing staff members, the increments and the promotions are given as per the norms. The management in its meeting held on December 5, 2013 gave one special increment to all the staff members of the college in recognition of the performance of the total staff in the development of the institution.

#### **CURRICULUM ENRICHMENT AND DEVELOPMENT:**

The College always promotes the idea of academically rich programmes and courses so as to accomplish its mission. As the College has already introduced Choice Based Credit System (CBCS) so focus shall be on introduction of more and more market driven, skill based, value adding programmes and courses during the plan period. Under the circumstances of ever-changing technology and constant changes College recognizes the need of incorporating methods of experiential learning in the pedagogy of different programmes. The College is highly motivated by universal values hence new courses promoting human values, professional ethics shall be introduced.