

# N J.S.A. Govt. College, Kapurthala

## Best Practices

- N.J.S.A. Govt. College Kapurthala has distinctive features. The institution observes two best practices, one being All-round Development of Students and other one is Environment Related Efforts.
- The Institute focuses keenly on the holistic development of students and provides them with every opportunity and resource to facilitate their holistic development. Also since environment issues are faced globally so institution uphold its role in joining hands for environment conservation.

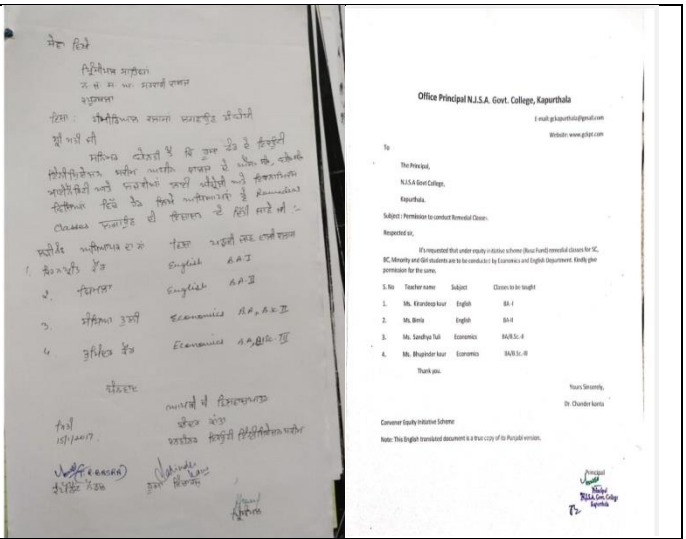
### 1. All round development of students

Sr. No.	Endeavour Field	Explanation	Proof
1	<b>Inaugural Session</b>	Inaugural Session is held for the first year students at the beginning of the session. The students are introduced about the distinct features of the college and they are encouraged to gain benefits from all the facilities available to them.	
2	<b>Library</b>	The Library of the institution is a dedicated space for the students that serve as a hub of knowledge and information. It houses a vast collection of books, journals, periodicals and other resources carefully curated to support the academic pursuits of students and faculty. With its organised sections and departments the library provides various services to aid research and independent learning. It provides a quiet and conducive environment for study and intellectual exploration fostering culture of learning within the college community. The physical maintenance of the Library is up to the mark. The books	

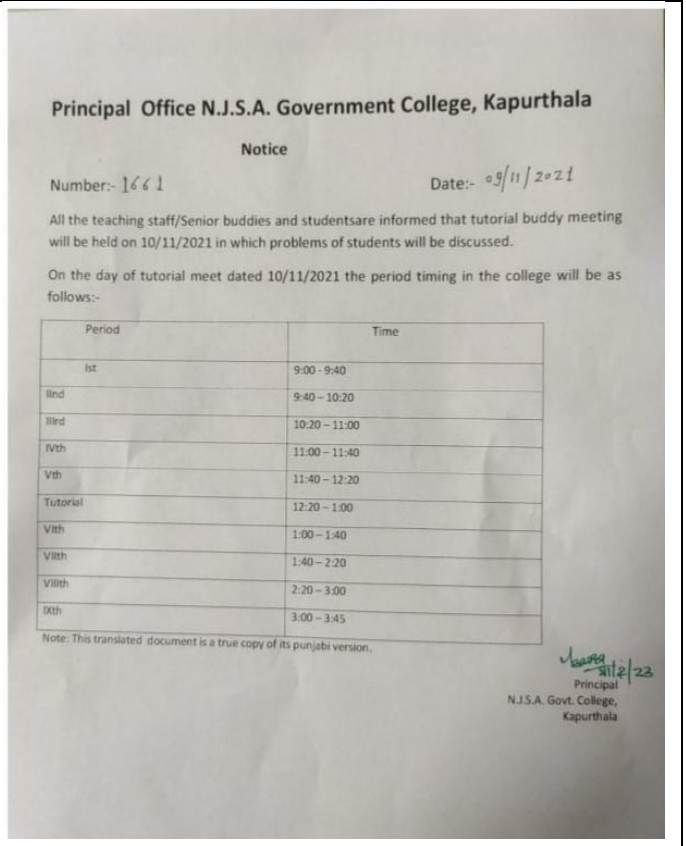
are well kept in the Almirahs, well arranged catalogues are there, and Registers for both teachers and students to issue books are well kept. The digital resources including books, e-books, scholarly database and multimedia material are available for the students and faculty. The students are informed about free digital libraries and availability of books and share the respective links in students Whatsapp groups. Some of the digital links are IIT Kharagpur, Global Digital Theological Library, National Digital Library of India, Chitkara University, Bhai Gurdas Library GNDU Amritsar etc. The institution has also registered in N-LIST i.e. "National Library and Information services Infrastructure for Scholarly Content". The programme was funded by the MHRD under NME-ICT to extend access to selected e-resources to colleges. These colleges get access to selected electronic resources including e-journals and e-books. So it's an asset for the institution.



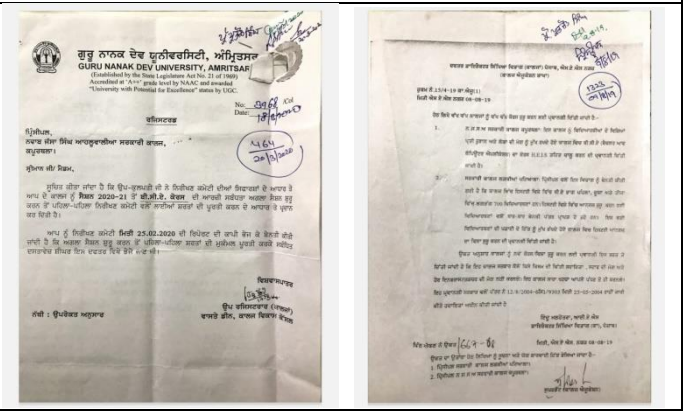
3 **Remedial Classes** The institution provides Remedial Classes for Slow Learners so that they can boost up their learning and gain good marks. Advanced learners are guided to gain more knowledge by reading books other than the curriculum. They are also encouraged to explore internet and attend online classes for the preparation of 4competitive exams.



4 **Tutorial/ Buddy Groups** Tutorial / Buddy Groups are formed at college and a special lecture is organised for the students to discuss the problems regarding their studies and other related matters. The students can put forward their views and suggestions. In this lecture the students are also informed about election process and making of voter id card. Further they are encouraged to focus towards their studies and avoid use of drugs. They are also informed about amendments in Voter ID cards, competitions as Poster Making, Essay Writing, Slogan Writing, Seminar and Declamation contests on Election.



5 **B.C.A and Skill based courses** In 2020 Bachelor of Computer Application course has started in the college. With this the students are getting a very good opportunity to be enabled with technology skill in this digital era. The institution has also started some skill based courses recognised by Jagat Guru Nanak Punjab





State Open University, Patiala in the academic session 2021-22. These are Certificate and Diploma Courses in Fashion Designing, Accounting and Taxation, GST and Software Development that enhance skills of the students and make them capable of starting their own business.

**Office Principal, N.J.S.A. Govt. College, Kapurthala**  
**Jagat Gauri Nankh Dev. Punjab State Open University, Patiala**  
 Ref No: PNB/ 130/ 2022  
 Date: 08.08.2022

**Important instructions for examination sessions regarding August 2022 examinations**

1. Examinees must arrive at the examination center at least 30 minutes before the start of the examination.
2. The examination center will be used for the examination sessions for evening and morning sessions.
3. The stamp used in the morning session will be of Govt. College with University Logo.
4. The stamp used in the evening session will be of Govt. College with PNB Logo.
5. Students who have been admitted to the examination center will be issued the admission card and the right to attend the examination will be given to the respective Govt. College with stamp containing the respective bags back to the respective centers after the end of the examination.

No.	Staff Assigned for Exam Value	Exam Related Information
1	Chief Coordinator/Principal	Recording of Marks and Final
2	Coordinator	Session Mark, Preparation Mark, Project, Attendance
3	Supervisor	Session Mark, Preparation Mark, Attendance, Call List
4	Deputy Supervisor	Mark, Attendance Mark, Session mark, Exam Attendance

6 **Electoral Club**

With reference to the letter no 4646 dated 14.12.2017 by ERO cum Sub Divisional Magistrate an Electoral literacy Club was formed at the institution on 18.12.2017 and Dr. Jaswinder Singh was appointed as Nodal Officer of this club. Since then this club has been actively organising activities and seminars to spread awareness among youth. Campus Ambassadors and ELC Nodal Officer are working continuously to make the democracy function better by informing the young generation about Electoral Process, EVM and VPAT machines and importance of Voting. Social Media Platform like Facebook has also been used effectively for this purpose.

**Office of the Principal N.J.S.A. Govt. College Kapurthala**

To  
 The ERO cum Sub Divisional Magistrate,  
 Kapurthala.

Memo No: 2932  
 Date: 18/12/2017

Sub: Mainstreaming of Electoral Literacy Roll: Establishment of Electoral Literacy Club

With reference to your letter No 4646 dated 14-12-2017 regarding above mentioned subject it is informed that a function was organised in the college under the chairmanship of Principal Mrs Jatinder Kaur Dhir and Electoral Literacy club was formed. In addition to the students following other faculty members Dr. Jaswinder Singh Nodal officer ELC, Prof Sarabjit Singh Dhir, Prof Manjit Kaur were also present.

Following two members from faculty of humanities have been appointed to act as coordinators in order to impart knowledge regarding Electoral Literacy to the students.

1. Mrs. Taranbir Kaur (Department of English)
2. Mrs. Sneh Sharma ( Department of Geography)

N.J.S.A. Govt. College, Kapurthala

7 **SVEEP** SVEEP (Systematic Voters Education and Electoral Participation) Voter Awareness Forum has also been formed at college on 10.11.2021 with reference to the letter no 705-727/A.S.D.A dated 08.11.2021 from Sub Divisional Magistrate cum Assistant and Prof. Happy Kumar and Prof. Sneh Sharma have been appointed as Nodal Officers for the same. Campus Ambassadors have also been appointed. Under SVEEP the students participate in various activities like Voter Awareness Rallies, Celebration of Voters Day.

ਦਫਤਰ, ਪ੍ਰਿੰਸੀਪਲ, ਨ.ਜ.ਸ.ਅ. ਸਰਕਾਰੀ ਕਾਲਜ, ਕਪੂਰਥਲਾ

ਉਪ-ਸਬ-ਡਿਵੀਜ਼ਨਲ-ਮੈਗਿਸਟਰ-ਕਮ-ਸਹਾਇਕ ਵਿਭਾਗਿਕ ਅਫਸਰ, ਕਪੂਰਥਲਾ।

ਪੱਤਰ ਨੰਬਰ:- 1693 ਚਿੱਠੀ:- 10/11/2021

ਵਿਸ਼ਾ:- SVEEP Voter Awareness Forums (VAFs) ਦੀ ਸਥਾਪਨਾ ਸਬੰਧੀ।  
 ਹਵਾਲਾ:- ਆਪਸੀ ਦੇ ਦਫਤਰ ਦੇ ਪੱਤਰ ਨੰਬਰ 705-727/ਐਸ.ਡੀ.ਏ. ਚਿੱਠੀ 08/11/2021 ਦੇ ਸਬੰਧ ਵਿੱਚ।

ਉਪਰੋਕਤ ਵਿਸ਼ਾ ਅੰਤਿਕ ਅਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਪ੍ਰਾਪਤ ਹੋਏ ਆਦੇਸ਼ਾਂ ਦੇ ਮੁਤਾਬਿਕ ਨੋਡਲ ਅਫਸਰਾਂ ਅਤੇ ਕਾਲਜ ਫੋਪਸ ਅੰਬੈਸਡਰਾਂ ਦੀ ਲਿਸਟ ਨਾਲ ਨਵੀਂ ਪ੍ਰਫਰਮਾਂ ਵਿੱਚ ਭਾਰ ਦੇ ਅਫਲੋਚੀ ਯੋਗ ਕਾਰਵਾਈ ਵਿੱਚ ਭੇਜ ਰਹੇ ਹਾਂ। ਇਹ ਆਪਸੀ ਦੀ ਸੂਚਨਾ ਵਿੱਚ ਹੈ ਜੀ।

ਨਾਲ ਨਵੀਂ:- ਨੋਡਲ ਅਫਸਰਾਂ ਅਤੇ ਕਾਲਜ ਫੋਪਸ ਅੰਬੈਸਡਰਾਂ ਦੇ ਨਾਮ ਦੀ ਸੂਚੀ (Excel File)

Sneh Sharma  
 N.J.S.A. Government College  
 Kapurthala

**Office, Principal, N.J.S.A. Government College, Kapurthala**

To  
 The Sub-Divisional Magistrate-cum-Assistant  
 Returning Officer,  
 Kapurthala  
 Letter No:-1593 Dated: 10-11-2021  
 Subject - Regarding establishment of SVEEP Voter Awareness Forums (VAFs).  
 Reference - In relation to the office letter No. 705-727/A.S.D.A. dated 8/11/2021.  
 As per the orders received through the above subject and referred letter no. the list of Nodal officers and college campus ambassadors is being sent for further appropriate action. This is for your information.

Attached: List of Names of Nodal Officers and College Campus Ambassadors (Excel File)

Note:- This English Translated Document is a true copy of its Punjabi Version.

Sneh Sharma  
 Principal  
 N.J.S.A. Govt. College  
 Kapurthala

Proposal for Campus Ambassador and Nodal Officers in college/university

Sl. No.	Name of College/University	Address	Type Girls/Boys/Co edu	Falling in A/L	Details of Principal/Incharge/Nodal Officer				Details of student/Campus Ambassador					
					Name	Mobile	email	Landline	Name	Roll no.	Subject	Year	Mobile	email
1	N.J.S.A. Govt. College, Kapurthala	Kapurthala	Co-Edu.	Kapurthala-27	Prof. Happy Kumar	8872300838	prh@happykumar@gmail.com		Rahul preet Singh	1914	Arts	2021	6280274225	rahulpreet985590@gmail.com
2	N.J.S.A. Govt. College, Kapurthala	Kapurthala	Co-Edu.	Kapurthala-27	Prof. Sneh Sharma	964933176	snehsharmasharma@gmail.com		Pallavi	1901	Arts	2021	9877421230	pallavik903@gmail.com
3									Nikhil	5729	B.C.A.	2021	9041503382	
4									Jatin	5728	B.C.I.	2021	7740037027	
5									Abhishek	1626	Arts	2021	9781935463	

Sneh Sharma  
 Principal  
 N.J.S.A. Govt. College  
 Kapurthala

8	<b>Laboratories</b>	<p>The departmental laboratories are equipped with the latest scientific equipment to meet all teaching requirements and beyond. The laboratories are dedicated to teaching i.e., for conduct of practical associated with the syllabi. In the science labs Compound Microscope, Digital Microscope, Autoclave, Spectrophotometer, Flower Collection etc. are there. Field Visits are made by Botany and Zoology departments according the syllabi and students make related projects on this. Computer Labs are well equipped with latest window versions and digital technology. The internet facility is available 24*7 in the college campus. Recently 15 computers have been donated to the Computer Labs by Mr. Ajayvir Sehgal.</p>	<p style="text-align: center;"><b>Laboratories</b></p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p><b>Botany Lab</b></p>  </div> <div style="text-align: center;"> <p><b>Computer Lab</b></p>  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p><b>Chemistry Lab</b></p>  </div> <div style="text-align: center;"> <p><b>Zoology Lab</b></p>  </div> </div>
9	<b>Sports Playground</b>	<p>A full-fledged playground is there to organise Cricket and Athletic events. It is also given on lease to the outside institutions. Many inter college matches are played at this ground. A Basket ball ground is there for the practice of the same. A gymnasium is also available for the upliftment of physical fitness of the staff and students. The civilians too use this facility.</p>	



10 Students Council

Students' Council is an organization conducted by students and supervised by the college. The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out college activities and service projects. In addition to planning events that contribute to college spirit and community welfare, the student council is the voice of the students. They share student ideas, interests and concerns with the college community. Students Councils are formed at different levels. The students are well aware of the importance of these councils and they perform their duties with utmost responsibility. At college the students are members in PTA, Library and General Advisory Committees.

**पंचसख प्रौद्योगिक न.ग.म.म.सखवाली कालम, कपूरथल**  
**कोठी संकेत**

दिनांक- 22.11.2019

Office Principal NSA Government College Kapurthala  
Date-22.11.2019

**आदेश**

विचारणा के लिये कोठी संकेत में प्रस्तावित - Establishment of PTA Cell (Institutional Property Rights) कोठी संकेत में प्रस्तावित - Establishment of PTA Cell (Institutional Property Rights)

**आदेश**

1. कोठी संकेत में प्रस्तावित - Establishment of PTA Cell (Institutional Property Rights)

Sl. No.	Class	Student Name	Roll No.
1.	PTA-CA	Harpreet Singh	2411
2.	PTA-CA	Harpreet Singh	2411
3.	PTA-CA	Harpreet Singh	2411
4.	PTA-CA	Harpreet Singh	2411
5.	PTA-CA	Harpreet Singh	2411
6.	PTA-CA	Harpreet Singh	2411
7.	PTA-CA	Harpreet Singh	2411
8.	PTA-CA	Harpreet Singh	2411
9.	PTA-CA	Harpreet Singh	2411
10.	PTA-CA	Harpreet Singh	2411



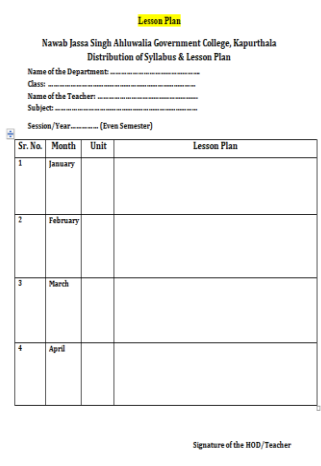
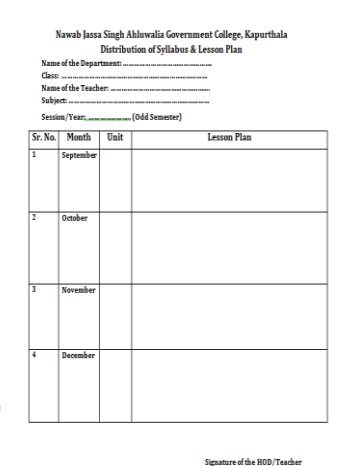
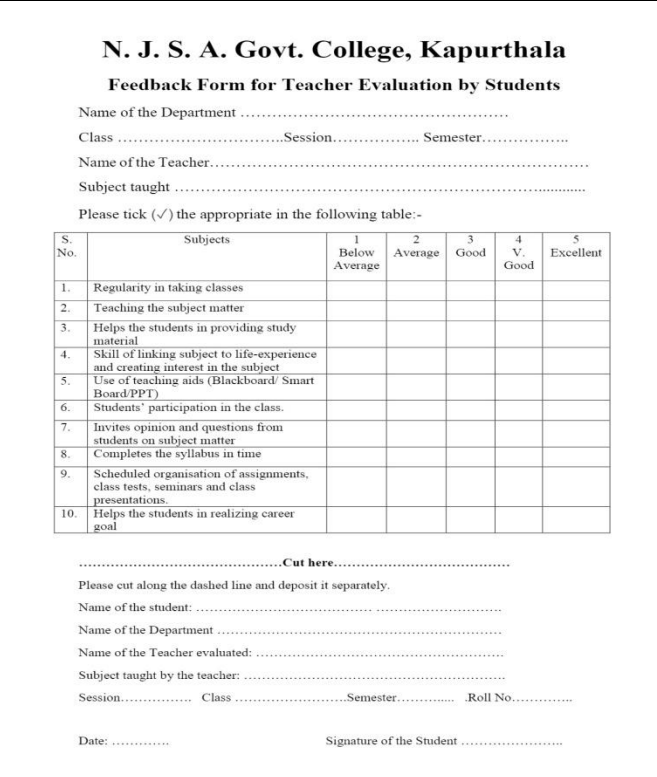
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Sl. No.	Class	Student Name	Roll No.
1.	PTA-CA	Harpreet Singh	2411
2.	PTA-CA	Harpreet Singh	2411
3.	PTA-CA	Harpreet Singh	2411
4.	PTA-CA	Harpreet Singh	2411
5.	PTA-CA	Harpreet Singh	2411
6.	PTA-CA	Harpreet Singh	2411
7.	PTA-CA	Harpreet Singh	2411
8.	PTA-CA	Harpreet Singh	2411
9.	PTA-CA	Harpreet Singh	2411
10.	PTA-CA	Harpreet Singh	2411





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11	<b>PTA Meetings</b>	Regular PTA meetings are arranged at the Institution for the implementation of its policies and future action plans. Along with Chief Patron Staff members, Students members, Parents and Alumni take part in these meetings. In these meetings important decisions are made for the college up gradation.	 
12	<b>Lesson Plan</b>	The college faculty prepares Lesson Plans every year according to the curriculum and paste them in their registers. They finish the syllabii in the stipulated time and also spare time for the revisions and class tests for the benefit of students.	 
13	<b>Students Survey</b>	Student surveys give teachers and administrators important information about which parts of a course or program are working and which aren't. Student feedback also gives more context to other forms of teaching evaluation, like having guest teachers, field visits etc. Every year student's feedback is taken and a survey is prepared. The suggestions and comments are given due attention and forwarded to concerned departments.	






16	<b>Honesty Shop</b>	<p>An Honesty Shop was opened in the college on 11.07.2018 in the library, where stationery items were kept at the corner of the library with rate list without CCTV, and students can pick any item by dropping price money in a box. This initiative taken by college was successful.</p>	 
17	<b>Extra-Curricular Activities</b>	<p>The students are made to participate in wide variety of extra-curricular activities for their Holistic Development and all round development of their personalities.</p>	 



16	<p><b>Suggestion Box</b></p>	<p>We believe that ‘Student voice’ is the individual and collective perspective and actions of students within the context of learning and education. Students who are introvert and don't open up easily, the problems they have, keep lingering on and they don't find the solutions but with the help of boxes they can easily write their problems up very easily and with the full support from our amazing counsellor there is not even a bit of chance that the students ' won't find solutions to their problems. Therefore the institution has a Suggestion Box at U Block for the suggestions and complains of the students. Due to the approach of Holistic Development the students are found to work relentlessly while taking their responsibilities on passing out while being proved to be intellectually competent, morally upright, spiritually inspired and socially committed – They leave footprints of their own, wherever they go.</p>	<div data-bbox="1112 184 1242 220" data-label="Caption"> <p>Suggestion Box</p> </div>  
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## 2. Environment related Efforts

Environmental Studies has been included in BA/B.Sc./ B.Com./BCA 2<sup>nd</sup> year syllabus by the University as a compulsory Subject. The students are sensitised about Environment Cleanliness and Safety. The following activities are conducted in the college campus: -



Sr. No.	Endeavour Field	Explanation	Proof
1	<b>Botanical Garden</b>	<p>In order to provide practical knowledge of plants the institution has developed a Botanical Garden in the college campus. With this Students are able to get the practical knowledge of the subject in an open environment. Botanical garden is rich in plant biodiversity. The students learn about the various types of plant varieties like medicinal plants, ornamental plants, herbs, shrubs while enjoying the beauty of botanical garden. In this garden mostly those plants are planted which are required for the Botany Practical as taxonomy is mentioned in the syllabus of B.Sc. Medical. It is a collection of trees bearing different canopies, shrubs, herbs, succulents. Instead of bouquets, guests and resource persons are greeted with the green plants presented in the pot, so green greeting culture is adopted. There are also numerous types of seasonal flowers in the garden.</p>	

2	<b>Vermicomposting Unit</b>	<p>Vermicomposting unit is also established in the botanical garden. There are two pits of it. In one pit manure is prepared from garden waste and college plant waste (fallen leaves, branches, twigs). A pit has been maintained where degradable waste is disposed of which comes out as manure for plants and trees in the campus. In other pit compost is prepared by using earthworms, cow dung. Compost which is prepared from these two pits is given to the college campus plants to enhance the growth. Our botanical garden also has a green house. Green house provides a warm, dry, suitable temperature environment which protects the plants from rain, cold and dampness. Plants which are growing under the green house, they are mostly sciophytes.</p>	
3	<b>Solar Panel</b>	<p>Solar panel system is both beneficial for environment as well as for the organization as it reduces the electricity bill and has a very low maintenance cost. Solar power system of 1KW has been installed in the science block to power the poll lights around the building and physics theatre. Four solar panel plates of the power 250 W have been installed on the top which are connected to a solar charge controller and 24 × 7 inverter. LED bulbs are also installed inside the campus and worn out bulbs of other blocks are replaced by LED bulbs.</p>	



4	<b>Rain Water Harvesting System</b>	<p>The college has installed its own Rain Water Harvesting System to recharge water table. Promoting the conservation of water and other natural resources is a step to encourage an environmentally responsible attitude and sustainable lifestyle among the students</p>	
5	<b>Tree Plantation</b>	<p>Tree Plantation drives are conducted time to time in side the college campus. The faculty as well as students take part in these events actively.</p>	
6	<b>Online Plantation during COVID</b>	<p>To keep the students motivated tree plantation activities were organised during pandemic. These activities lifted the spirits of the students and they were capable to deal with anxiety and depression.</p>	



7	<p><b>Keeping the Campus Clean</b></p>	<p>The NSS Volunteers clean the campus during NSS Camps. Some students have adopted the trees in the campus and take full care of the trees to nurture them.</p>	
8	<p><b>World Environment Day</b></p>	<p>NCC and NSS Departments Celebrated World Environment Day. They also conducted competitions of Poster Making, Slogan Writing, Essay Writing etc.</p>	
9	<p><b>Campus Spreading the Green Cover Concept</b></p>	<p>The Green Landscapes of the Campus reflect conservation of environment</p>	