

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (*Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013*)

Part – A

1. Details of the Institution

1.1 Name of the Institution

N.J.S.A.GOV.T. COLLEGE,
KAPURTHAIA

1.2 Address Line 1

PRINCIPAL

Address Line 2

N.J.S.A.GOV.T. COLLEGE,
KAPURTHALA

City/Town

KAPURTHALA

State

PUNJAB

Pin Code

144601

Institution e-mail address

gckapurthala@gmail.com

Contact Nos.

01822-233581
01822-236700

Name of the Head of the Institution:

MRS. MEENA MALHOTRA

Tel. No. with STD Code:

01822-233581

Mobile:

91-98153-77851

Name of the IQAC Co-ordinator:

DR. (MRS.) SATVINDER
KAUR

Mobile:

91-98148-31553

IQAC e-mail address:

gckapurthala@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address:

www.gckpt.com

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	75.30	2004	Feb 2004- Feb 2009
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

21/04/2012

1.7 AQAR for the year (*for example 2010-11*)

2014-15

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Med Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(Eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phy Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

GURU NANAK DEV UNIVERSITY,
AMRITSAR

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

NIL

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and

NIL

Community representatives

NIL

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

02

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International

National

State

Institution Level

(ii) Themes

Value addition in teaching and research

2.14 Significant Activities and contributions made by IQAC

To promote academic excellence and co-curricular activities in the institution, IQAC channelizes all efforts and measures towards this aim. It documents various programme/activities leading to quality improvement in the institution.

Following activities and contributions are made by IQAC during the year----

- Efforts were made to make admissions to various courses on merit basis keeping in view the guidelines of the Punjab Govt. and GNDU, Amritsar.
- Members of faculty were motivated to make teaching more effective and improve the learning outcomes.
- Members of faculty were encouraged to continuously monitor the performance of the students through class tests and oral presentations.
- Members of the faculty were motivated to attend and present research papers in national/international conferences, seminars, workshops etc. to promote the culture of research in the institution.

- The efforts were made to involve the students in community servicing with an aim to make them sensitive and sympathetic towards society at large.
- Different teaching departments were encouraged to organize competitions, educational tours, extension lectures and seminars etc.
- The efforts were initiated for proper up keep & maintenance of the campus.
- Meritorious students, outstanding sport persons, NCC cadets and NSS volunteers were felicitated by awarding those prizes and certificates in the Annual Prize Distribution Function.
- Efforts were made that all the grants received from UGC were utilized within the time frame and proposals were made for getting more grants for the institution.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

S. No.	Plan of Action	Achievements
1	To motivate the faculty members to use technological aids to make teaching learning process were effective.	Efforts going on
2	To construct a washroom for the administrative staff attached to the administrative office.	Work accomplished
3	To set up new browsing centres for technology upgradation of teaching departments.	10 browsing centres were set up.
4	To increase the number of separate washrooms for Boys and Girls.	Work in progress
5	To furnish the back side of Administrative office with floor tiles to make comfortable arrangement for students while dealing with office.	Work accomplished
6	To construct a small rooms for installation of water cooler near new block for safe drinking water for the students.	Work accomplished
7	To equip the science labs with required apparatus (from UGC grant & self-generated resources)	Work accomplished
8	To maintain the Jubilee Hall of the College.	White-wash & renovation accomplished
9	To update the college library with the help of UGC grant.	New books were added and storage capacity of the library was enhanced for proper up keep the

		books.
10	To make sincere efforts to receive further grants from UGC under the XII plan.(A proposal for General Development Assistance to college was sent to UGC.)	Efforts going on
11	To strengthen the departmental library of commerce department for the students from self-generated resources.	Continuous efforts are being made
12	To send the utilization of all the grants received from UGC under different schemes under eleventh plan.	Utilization certificates sent
13	To make strenuous efforts for getting the grants sanctioned from Punjab Govt. and utilising the same through Panchayati Raj Lok Nirwan Department of Punjab for its construction of Girls' Common Room, Wash Rooms, Water Tank and Commerce Block;Renovation of Chemistry Labs,Laying of inter-locking tiles on the path-ways of 'U-Block' and Kota-Stone in Verandas of 'U-Block';	Work in progress

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate any other body College Council

Provide the details of the action taken

The AQAR for the year 2014-15 was approved by the college council and it was decided to e-mail the same to NAAC.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03			
UG	06		02	
PG Diploma	01		01	

Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		03	
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	10
Trimester	
Annual	03

1.3 Feedback from stakeholders*Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi is prepared and revised by the affiliating university from time to time in consultation with Members of Board of Studies.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
-------	------------------	----------------------	------------	--------

2.1 Total No. of permanent faculty	26	01	22	03	--
------------------------------------	----	----	----	----	----

2.2 No. of permanent faculty with Ph.D. 12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
				01						

2.4 No. of Guest and Visiting faculty and Temporary faculty 24 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		11	02
Presented papers		11	02
Resource Persons			10

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Use of multi-media projectors and over-head projectors.
- Remedial classes and competitive batches.
- Student book bank
- Conduct of workshop

2.7 Total No. of actual teaching days During this academic year

2.8 Examination/ Evaluation Reforms initiated by The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- House examination
- Periodic class tests and presentations

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development
As member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no of students pass	Division			
			I %	II %	III %	Distinction
B.A.I	376	143	15.38	38.46	46.15	02
B.A.II	277	176	27.84	48.86	80.68	Nil
B.A.III	244	136	22.79	64.70	12.5	Nil
B.Sc. I (Med.)	16	12	58.33	41.66	Nil	01
B.Sc. II (Med.)	24	14	42.85	50	7.14	Nil
B.Sc. III (Med.)	06	03	66.67	33.33	Nil	Nil
B.Sc. I (N.M.)	49	33	51.51	30.30	18.18	Nil
B.Sc. II (N.M.)	42	36	41.67	47.22	12.12	01
B.Sc. III (N.M.)	37	34	29.41	61.76	8.84	01
B.Sc. I (CS.)	30	12	33.33	50	16.66	Nil
B.Sc. II (CS.)	26	13	15.38	53.84	30.76	Nil
B.Sc. III (CS.)	15	12	33.33	66.66	8.33	Nil
B.Sc. I (Eco.)	22	03	Nil	66.66	33.33	Nil
B.Sc. II (Eco.)	24	15	6.66	40	53.33	Nil
B.Sc. III (Eco.)	14	10	Nil	90	10	Nil
B.Com.I	65	46	65.21	23.91	10.87	Nil
B.Com.II	61	54	53.70	27.78	1.85	Nil
B.Com.III	50	46	30.43	28.26	50.1	Nil

M.Com.I	48	48	54.17	39.58	6.25	Nil
M.Com.II	50	50	96	4	Nil	Nil
M.A.I (Eng.)	26	20	10	45	45	Nil
M.A.II (Eng.)	14	13	Nil	76	23.08	Nil
M.A.I (Eco.)	25	21	52.38	38.10	9.52	Nil
M.A.II (Eco.)	23	23	43.48	34.78	21.74	Nil
P.G.D.C.A.	34	29	86.2	3.45	10.34	08

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IAQC contributes to improve the teaching and learning process in the Following ways:-

- It proposes measures for improvement in teaching-learning process in terms of problem solving sessions, seminars and remedial classes.
- It ensures performance evaluation of students through class tests, oral presentation and mid-term tests etc.
- It encourages the faculty members and post graduate students to increase their involvement in research work through paper presentation and publications.
- It advocates the greater use of technology enabled teaching aids for better teaching-learning process.
- It undertakes initiatives towards scholarly exposure to faculty and students through external experts' deliberations.

2.13 Initiatives undertaken towards faculty development NIL

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	02
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--

Others	FDP on value addition in teaching and research under MMER component of RUSA
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2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	04	--	02
Technical Staff	13	05	--	03

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encouragement to faculty members to forward proposals for minor research projects of UGC.
- Facilitates the faculty members to present papers in national/ international areas of research and also get their research papers published.
- Conduct of faculty development programme to encourage greater participation in research.

3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	03	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	04	-

3.5 Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the				

University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
Organized by the Institution	Number			01		
	Sponsoring agencies			RUSA		

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: NIL

From funding agency From Management of University/College

Total

3.16 No. of patents received this year
NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year NIL

Total	International	National	State	University	Distt.	College
	01					

3.18 No. of faculty from the Institution
Who are Ph. D. Guides
And students registered under them

01

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NIL

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. Of students participated in NCC events:

University level State level
National level International level
District level

3.23 No. Of Awards won in NSS:

University level State level
National level International level

3.24 No. Of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Financial aid to needy students on merit-cum-means basis by the Red Cross Society.
- Student volunteers rendered services to district administration regarding voter awareness.
- Blood donation by student volunteers during the blood donation camp.
- Faculty members provided financial assistance for payment of tea and books for the needy students.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	265 Kanal 13 Marla		Punjab Govt.	265 Kanal 13 Marla
Class rooms	33	04		37
Laboratories	17			17

Seminar Halls				
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	Misc.			Misc.
Value of the equipment purchased during the year (Rs. in Lakhs)		Rs. 2,36,972	UGC Grant PTA, SFS	
Others (Furniture & Storage Range)		Rs. 13,44,208	PTA, UGC RUSA Grant	

*Others

- Furniture and storage range Rs.13,44,208 (RUSA, PTA)
- Girls' common room, washroom Rs. 1,00,00,000
(Boys' washrooms, roof renovation of R. No. 8 & Chemistry block, Interlocking tiles in U-Block, flooring of veranda of U-Block, Adm. Block and staff room, 04 new class rooms)
- Upgradation of infrastructure Rs. 2,75,000 (PTA)

4.2 Computerization of administration and library

Administrative office is fully computerised process to be initiated for automation of college library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	46,149	----	373	71,706		
Reference Books			304	1,22,263	304	1,22,263
e-Books						
Journals			16	21,810	16	21,810
e-Journals						
Digital Database						
CD & Video						
Others (specify)						
Newspapers & Magazine			32	14,333	32	14,333
Hindi Books			82	53,125	82	53,125
Punjabi Books			106	27,010	106	27,010
Misc.			13	3,000	13	3,000

4.4 Technology up gradation (overall)

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

Upgradation (Networking, e-Governance etc.)

Addition of 10 Browsing centres.
Computer Access to students,
Computer and Internet Access to Teachers and Staff

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	45	02	Yes	13		05	10	
Added	04	01		01		01	00	
Total	49	03	Yes	14		06	10	

4.6 Amount spent on maintenance in lakhs:

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text"/>
Total:	<input type="text" value="40,02,751"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information concerning scholarship schemes for students from SC/BC/ Minority community is circulated among the students as well as the faculty member Incharges for their efficient implementation.
- Academic, career and personal counselling services.
- Assistance to needy students out of Red Cross fund on merit-cum-means basis.
- Book bank facility to poor students at departmental level.
- PTA exemption for siblings.

5.2 Efforts made by the institution for tracking the progression

- Encouragement and facilitation for greater student participation in cultural and sports events
- Conduct of counselling and guidance sessions with the help of institutional and external experts.
- Training to students in discipline and national spirit through NCC wing of the college.
- Remedial and competitive batches for better learning outcomes of students from weaker sections of society.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1747	265		

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
888	44.1

Women

No	%
1124	55.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
836	755		433		2024	748	827		437		2102

Demand ratio

Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Special lectures by external experts.
- Competitive batches were arranged especially for students from socially and economically weaker sections of society as part of equity initiative of RUSA Grant.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc. State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Special sessions for career guidance were organised with the help of faculty of other institutions viz. IDBI, District Employment Bureau, Kapurthala.
- Dissemination of information concerning employment opportunities and competitive exams.

No. of students benefitted

5.7 Details of campus placement NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Committee for redressal of grievances of girls and female staff of the college i.e. Mahila Shikayat Niwaran Committee.
Counselling of girls students.
Special programme concerning gender issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution (Red Cross)	61	39,600
Financial support from government	785	58,16,187
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- No major grievances are reputed.
- Minor grievances are resolved by the discipline committee and proctors.
- Tutorial meetings are held to solve the problems of students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement: To impart quality education for creating motivated and responsible citizens who become catalysts of change through value based education, particularly for weaker sections of society.

Mission Statement: To provide an inclusive higher education with a strong commitment to quality and creativity in teaching and learning, which ensures physical, mental and moral growth of the students and makes them responsive to societal needs and aspirations.

6.2 Does the Institution has a management Information System

Yes, the College has MIS in the form of e-mail, Telephone, Fax & Web Site.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- Curriculum Development is undertaken by the affiliating university. The faculty members forward their suggestions in the meetings of Board of Studies of the University.
- The college has qualified faculty and trained staff.
- The college is managed by Principal through college council and functional committees comprising of faculty members.
- Senior faculty members are assigned responsibility for offices of Barsar, registrar House Examination and Campus incharge etc.

6.3.2 Teaching and Learning

- The syllabi is divided into two terms and teaching plan is framed and subsequently monitored.
- Class tests, oral presentations, student seminars etc. are conducted.
- Demonstrations, project work and excursions are organised.

6.3.3 Examination and Evaluation

- Conduct of mid-term exams.
- Periodic class tests for regular assessment of performance of students.
- University examinations are conducted as per the university norms.

6.3.4 Research and Development

- Attendance and presentation of papers by faculty in national/ international conferences/ seminars.
- Development of research orientation among faculty and PG students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library subscribe to journals, magazines and newspapers.
- Addition of new titles and textbooks to college library.
- Provision of books to needy students for a session at departmental level.
- Plan for library automation and addition to sitting capacity of library.
- Well-equipped labs and further upgradation of chemistry labs.
- Upgradation of overall infrastructure.

6.3.6 Human Resource Management

The college has qualified faculty and trained office staff.

The college is managed by the college Principal through college council and various committees. The college has created a number of offices such as College Bursar, House Examination Registrar, Prof. Incharge, Campus maintenance and Secretary Staff Club etc. Senior teachers are given responsibility for these offices on rotational basis. Other faculty members are attached with committees for gaining experience in Administration and Management.

6.3.7

Regular staff is appointed by PB Govt. through Punjab Public Service Commission. Guest Faculty Lecturers against vacant posts engaged for the teaching session. Similarly teachers are required for self-finance. Courses are engaged under the higher Education Society of the college.

6.3.8 Industry Interaction / Collaboration

- Visit of science students to labs of other institutions.
- Special lectures by faculty from other institutions.

6.3.9 Admission of Students

Admission of students to various programmes in the college is done on merit basis as per the policy of Govt. of Punjab.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

Welfare Schemes of Punjab Govt. are implemented for teaching and non-teaching staff and students of the college. The college ensures that the medical expenses of the staff are timely reimbursed. Regular employees of the college are covered under the GIS. Process for award of scholarships to various categories of students is also facilitated as per the government norms.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Semester system has been introduced in all the under-graduate and post-graduate programmes.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university has made the provisions for according the status of autonomy to the affiliated colleges. However, the college (being government institution) has not undertaken any efforts in this regard.

6.11 Activities and support from the Alumni Association

- Maintenance of the OSA Park,
- Maintenance of Science Park and College Main Gate.
- Cleaning of ground and open area with financial and material support from OSA patron Mr. Inder Bir Singh Sidhu.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association remains active throughout the session to get feedback from the parents of the students. It makes provisions for guest faculty lacquerers and assistant staff in labs, office and college library against vacant posts as per the Punjab Government norms. It also makes provisions for maintenance of the college campus and office equipments. It provides funds to meet the requirements of laboratories, house examination, sports and cultural activities for the smooth functioning of academic and co-curricular activities in the institution.

6.13 Development programmes for support staff

The college enables the support staff to get their medical bills reimbursed as per the Punjab Government Norms. Provisions are also made for loan facility to them in case of their requirement.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree Plantation of trees in the campus by NSS Units and Environment Society of the college.
- Sensitisation of students regarding environmental concerns through special lectures and discussions.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

Successful conduct of faculty development programme on value addition in teaching and research under MMER component of RUSA grant. It encouraged the faculty and PG students towards research efforts.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the Beginning of the year

During the session, efforts were made to execute the plan of action chalked out at the Beginning of the session and the action taken report is as follow:-

- Efforts were made to motivate the faculty members to use technological aids for effective teaching.
- Washroom for the administrative staff was constructed.
- Ten new browsing centres' were set up in different teaching departments.
- Backside of administrative office was furnished with floor tiles.
- Efforts were made for speedy construction of additional washroom for boys and girls.
- Efforts were made to properly utilize the UGC grants for purchase of equipments for laboratories and enhancement of storage capacity in the library along with purchase of new books.
- Efforts were made to receive further grants from UGC under XII plan and proposals for development assistance to college were sent to UGC.
- Efforts were made to get the grants sanctioned from Punjab Govt. and utilizing the same through Panchayati Raj Lok Nirman Deptt. For the construction of girls' common room, wash rooms, Water Tank, Commerce Block, renovation of chemistry block, renovation of roof and laying of Kota-Store and inter-locking tiles in the U-Block.
- Efforts were made for the upkeep of Jubilee Hall of the college.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. TITLE OF THE PRACTICE-1:-

“EDUCATION INCLUSION”

2. GOAL:-

Our guiding principle for Education Inclusion is based on easy access, student success and high quality learning. This design aim to integrate diversity, equity and educational quality efforts. Our institution endeavors to develop effective educational practices that would lead to transformational change for student learning and achievement.

The focus would be to develop effective verbal, non-verbal, written, technological and media communication skills to support and enhance student learning.

Being a government institution, our institution primarily caters to the needs of students from socially and economically backwards sections of the society. The aim of the practice is to enhance their learning capabilities so that they are better placed in the society.

3. THE CONTEXT :-

The institution is providing admissions to students to various courses primarily on the merit basis but due weightage is given to the socio-economic backwardness. The institution adheres to the norms of Punjab Govt. with regard to reservation to SC/BC. Institutional strategies are chosen keeping in view that the bulk fabric belongs to socio-economic backward section and to foster in their cognitive ability, to transform them into socially functional unit.

4. THE PRACTICE :-

Instructional plans are crafted based on students’ needs, curricular goals and subject matter. The emphasis is on continuous assessment through innovative techniques such as seminars, assignments on current topics, quiz, and project work, in which maximum student participation is ensured. The institution provides an apt platform for students’ all-round development, support teaching aids are used to provide quality higher education.

Best efforts are made by the institution to provide the financial assistance under govt. schemes on merit cum means basis. Computer based courses are also part of the curriculum to provide student accessibility to upcoming, dynamic areas of study. These courses are self-financed and relatively costlier for these students to afford. These courses can be made accessible for weaker sections of society if required funding is provided.

5. EVIDENCE OF SUCCESS:-

The achievement of 'Educational Inclusion' is evident from increase in proportion of students from SC/BC categories in total enrolment in the institution. This proportion being 47.1% in 2012-13 has relatively increased to 58.7% in 2013-14. These students are also a part of the merit position holders of the university and actively participate in various co-curricular activities like cultural and sports event and exhibit their valour, **discipline**, spirit of adventure and loyalty towards duty in NCC unit and to quench their ideals of selfless service they also become a part of NSS unit, which has been actively organizing various orientation programme in the college.

6. PROBLEMS :-

There are financial and other constraints while implementing the above mentioned goals. Some of the faculty positions as well as non-teaching posts are lying vacant. The institution has to make arrangements out of self-generated funds. Even the carrying capacity of the institution is limited viz-a-viz the no. of applicants for enrollment in various courses of study. Secondly, no. of seats particularly in upcoming courses should be increased and job-oriented courses must be introduced in govt. institution. Vocational courses would ensure students influx and would equip them as self-sufficient entity. Students yearning for higher education would help in inclusion and would prove to an efficient component of bringing change in society and nation at large. So, there is need on expansion of institution for higher learning.

1) TITLE OF THE PRACTICE-2 :-

“STUDENT CENTRIC TEACHING PRACTICE”

2) GOAL:-

The main objective of the college is to provide total education i.e. an integrated development of critical, ability, work ethic and personality development. To assist students in adapting to new technology, concepts thus equipping them to become self-sufficient entity of society. We, at college provide quality education to the students at large. Thus the ambience and life skills oriented learning prepares students for meaningful careers.

Our college aim to assist students in developing knowledge, skills, and dispositions. Our college motivates the students stock of energy towards a favorable constructive activities.

3) THE CONTEXT :-

Our college encompasses a variety and diversity of students. Majority of students hail from economically and socially weaker section. Methodology of teaching involves

variety of activities followed by feedback and evaluation. Discussions between student-teacher enhance the environment conducive to learning.

Keeping in view the kind of students admitting to college, creates variety and challenges that are vital for the task of teaching and learning.

4) **THE PRACTICE :-**

Teaching methods are maneuvered to fit students' mental level and capability, procedures thus moulded not only makes learning easy and enjoyable but also adds condour to the concepts principles & facts. Thus teaching in such a skillful manner provides conducive and congenial ambience in the class-room. It not only arouse mental ability of the students but also triggers their cognitive, evocative faculties of thought process. The problems encountered thereby are efficiently solved and explained in detail by taking remedial classes, additional sessions of discussions and problem solving sessions. These interactive sessions lessens the gap between students and teachers that facilitates in building the confidence among students. Students are not only chiselled academically but also motivated for contributing their participation in various co-curricular activities.

TITLE-3:- “Multifaceted development of Students”

Goal:-

Teaching differs from the old “show and tell” practices. Instruction is not merely confused to lecturing in the classroom but, instead, extends into the home and the community and around the world. The job is to counsel students as they grew and mature-helping them integrate their social, emotional and intellectual growth. The fundamental job of teaching is no longer to distribute facts but to help them learn how to use them by developing their abilities to think critically, solve problems, make informed judgments and create knowledge that benefits both the students and the society. Multidimensional development aims at nurturing students talents through co-curricular activities reinventing the role of teachers inside and outside the classroom.

THE CONTEXT:-

Hearing cultural skills such as singing, dancing, playing instruments etc. will not only give an opportunity for students belonging to marginalized sections to bring out their hidden talents but also getting a feeling of equality with others.

Sports and games along with health education are integral part of curriculum to develop mental, moral and physical faculties among students.

NCC and NSS and Red Cross unit are functioning efficiently in the college organizing various exhibition, trips, tasks and camps where students and faculty members participate enthusiastically.

THE PRACTICE:-

The burden of studies is relieved by the sports and cultural events and other co-curricular activities. From our pedagogy and infrastructure to our sports and cultural activities, we believe that every aspect contributes in the holistic development of our students. Host for organizing D-Zone Youth Festival under the guidance of Principal Meena Malhotra. In sports events, our college student bagged first position in Taekwondo, second position in Cricket and Gatka and third position in Kabaddi and Wrestling respectively. The NCC cadets of our college are specifically selected by the unit for presenting Guard of Honor to VIP's visiting the Battalion. At the district level Independence Day and Republic Day Parade Maximum NCC cadets of our college are selected to parade. At district level, our parade stood first in the drili competitions.

PROBLEMS:-

Lack of funds and manpower slaps lenuts to attain growth and success. Shift from annual to semester system clashes with study and cultural events. Red Cross Society organizes blood donation camps, AIDS awareness and other medical and value added programmes. NSS unit had undertaken various relief works and cleaning and beautification of college campus had been efficiently done by NSS unit. NCC has been continuously engaged in grooming the youth of the college into a disciplined and patriotic citizens.

EVIDENCE OF SUCCESS:-

Our college get second runners-up position in Zonal Youth Festival conducted by GNDU Amritsar. Students won first prize in painting, photography, Clay modelling, installation and PhulkariRangoli a fabulous effort by our Home Science students secured second position. In cultural events, Bhangra, Poetic Recitation, Cartooning, Vocal & Instrumental Music secured third prize. Our college played as an efficient.

1. **TITLE-4 : -“Performativity and Research Aptitude ”**

2. **Goal:-**

Development of Research Aptitude and initiatives among the faculty members in different areas of interest. Scientific investigation enables faculty members to expand their knowledge that indirectly is beneficial to the students. Teaching and Research are complimentary activities and even UGC also emphasize upon doing extensive studies. Research and Pedagogical activities aim to improve skills, refreshes learning and ensures innovative methodology in teaching. The acquired Pedagogical knowledge and skills encourage each student to develop critical thinking and problem solving skills.

3. **THE CONTEXT:-**

This expertise is recognized and acknowledge in the newer ways of teaching along with learning, organizing and evaluating. These elements facilitates learning and a climate is developed that encourage positive social interactions, active learning, self-motivation and these experts also set an example for others to pursue on the same path. A Balance is maintained between teaching and Research activity. A refined insight is gained to design various activities with a purpose of motivation, making,

learning interesting and settling an inspiring image and perception among faculty members and students as well.

4. **THE PRACTICE:-**

The faculty members are committed towards the teaching work-load inspite of their engagement in research initiatives. They make best use of their non-teaching days and vacation period to carry forward their scientific investigations. The Principal of the college acts as a catalyst for the faculty to engage in active research. Since the college is a composite college, the emphasis tends to be more on teaching at present but some of the teachers have either undertaken individual research work or started preparing their research proposals. Apart from their own research activity, this investigation is also promoted among the students by having project work both at UG and PG levels.

5. **EVIDENCE OF SUCCESS:-**

Three faculty members completed Research work (Ph.D.) and one faculty member got registered for Ph.D. Others faculty members got inspired with their efforts and determination to carry out multiple duties. This has helped promote a viable research atmosphere. The faculty are alert to the latest happenings in their field and faculty members have presented papers at National/International Seminars. They have also published books, articles at various Seminars, popular articles in newspapers etc.

6. **PROBLEMS:-**

Since the institution is localized in Kapurthala, access to the data sources and subject experts in different areas becomes difficult during the stipulated period. Keeping in new the location and inaccessibility of data, another problem is of time constraint that slaps limits to achieve the set goals.

7.4 Contribution to environmental awareness / protection

- Plantation of trees in the college campus by NSS Units and Botany Department of the college.
- Environment society of the college makes efforts to sensitise the students about clean environment.
- All the students of under-graduate programmes study the subject of Environmental Studies which enlightens them about environment concerns.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Detail of SWOT analysis

1. Location and Landed Area – Our institution is located in the middle of the city with a vast landed area. It has an area of 33 acres and constructed area of about 7000 sq. mater.
2. Connectivity - As in the heart of the district headquarter, it is well connected to other towns and villages.
3. Well qualified available faculty – The permanent faculty members of the college are well qualified having appointed on merit basis with vast experience of about 20 years for each. Out of total 28 permanent teaching staff, 12 members hold doctorate degree and have a number of published papers to their credit.
4. Merit positions of the students – The College is affiliated to Guru Nanak Dev University Amritsar. The students secure merit positions in the examination conducted by the university.
5. Co-Curricular activities – The College has its name in the cultural and sports activities. We actively participate in the zonal and inter-zonal youth festival of the university and secure positions.
6. Lowest Fee Structure – The College has the lowest fee structure (framed by the Govt. of Punjab) as compared to other private institutions. So is especially helpful for the lower economic strata of the society.
7. Oldest Institution – The college was established in 1856 and has the distinction of having affiliated to the Calcutta University, Punjab University, Chandigarh and finally with Guru Nanak Dev University, Amritsar.
8. Support of Parent Teacher Association and Self Finance Scheme – having very limited financial autonomy, the college has financial support from PTA and SFS.
9. Support of Old Students Association –Association of Old Students of the college is very active and their financial support is worth mentioning.

Weaknesses:

1. Faculty Shortage – Nearly 50% of the teaching and non-teaching posts are vacant in the college. Guest faculty teachers are appointed on these posts and they are not able to show their worth on the job.

2. Dilapidated Infrastructure – The College has the shortage of required modern furniture, classrooms, teaching aids and laboratory equipments.
3. Library – The college library has no required space for reading room, have shortage of staff, latest library equipments, software and computers.
4. Absent of new/latest courses – Due to shortage of faculty and equipments, the college is not able to introduce latest courses and is not able to change itself properly are required by the changing period of globalization.
5. Casual/ Adhoc staff – More than 50% of the teaching staff is casual, appointed on a very low salary. Their labour turnover is very high.

Opportunities

- Expansion of the Institution – Having a vast area of 33 acre of prime land in the heart of the city, the college has the scope of expansion in the area of educational field.
- Latest Professional courses at minimum possible cost – The College has the potential of starting latest professional courses at minimum possible cost provided it has the required permanent staff and required equipments.
- Sports Hub – The College can be developed as a sports hub in the area.
- Research Projects – The teachers can be engaged in research projects provided they are enriched with required modern equipments of research like separate rooms, software, computer and internet facility.
- Consultancy services – As a liaison of the institution with local industry, the faculty members can provide consultancy services to the industry.

Threats

- Vacant Post – Vacant Posts in the institution in teaching, non-teaching and subordinate staff is a threat to the institution. It affects the quality of teaching.
- Lack of latest courses – The College lacks in providing latest courses to the students.
- Infrastructure – The existing infrastructure is dilapidated and unable to support the modern courses.

8.Plans of institution for next year

Plan of Action:-

1. To furnish the science laboratories with improved work stations and equipments for better conduct of practicals.
2. To maintain and improve the overall infrastructure of the institution with the help of Governmental assistance and self-generated funds.
3. To furnish the connecting passages between different blocks for better connectivity within campus.
4. To increase the carrying capacity of the institution through construction of new rooms with the help of Government funding and executive agencies.
5. To install new underground water pipe network for proper water supply within the campus.
6. To take initiatives for faculty development programmes to motivate the faculty members for value addition in teaching and research.
7. To increase the participation of students in sports, cultural, NCC and other community projects to make them better human beings along with the academic proficiency.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC