



Yearly Status Report - 2016-2017

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	N.J.S.A. GOVERNMENT COLLEGE, KAPURTHALA
Name of the head of the Institution	Mrs. Jatinder Kaur
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01822233581
Mobile no.	9872639545
Registered Email	gckapurthala@gmail.com
Alternate Email	basratirath@gmail.com
Address	Principal N.J.S.A. Government College, Kapurthala, Punjab
City/Town	Kapurthala
State/UT	Punjab
Pincode	144601

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Tirath Ram Basra
Phone no/Alternate Phone no.	01812201908
Mobile no.	9463539206
Registered Email	basratirath@gmail.com
Alternate Email	gckapurthala@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.gckpt.com/igac/AOAR%202015-16.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.76	2016	16-Sep-2016	15-Sep-2021

6. Date of Establishment of IQAC	21-Apr-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular monitoring and Evaluation of working of the College.	20-Mar-2017 1	1791
Regular Meeting of IQAC -total two in a year	22-Jul-2016 2	1791

Preparation of Plan of Action and got it Approved in IQAC Meeting	11-Jul-2016 1	1791
Preparation of Academic Calender	11-Jul-2016 1	1791
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Ministry of Human Resource Development, Govt. of India	Rashtriya Uchchatar Shiksha Abhiyan (RUSA)	Central Govt. and Govt. of Punjab	2017 365	3953000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Plan of Action for the coming academic session is prepared by IQAC Coordinator and the College Principal well in advance. The same is approved in the meeting of college IQAC
- Preparation of Academic Calendar well in advance.
- Strengthening of academic, cocurricular, and library services.
- Ensuring proper utilization of resources
- Regular supervision and monitoring that the work is actually going according to the plan of action.
- IQAC meetings were arranged from time to time to discuss the Plan of Action and then monitoring the work done in the college.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Career and Counselling Cell activities	<ul style="list-style-type: none"> • To make students aware about the future career and job opportunities, Career and Counselling Cell make regular efforts for this purpose. • Students are encouraged to read newspapers and Employment News for this purpose. • Experts form IBT and Bajaj Allianz Life delivered lecture for job opportunities in the market. • One student qualified for job during campus placement in the college.
Development of Physical Education and Sports activities and Focus on teaching and Education	<ul style="list-style-type: none"> • College has Physical Education as special subject of teaching. • College Teams participated in Inter-College Sports competition organised by Guru Nanak Dev University, Amritsar and was winner of second prize in Gatka in Single item and stood third in Gatka (group Item) and Judo. • College organized Two Days Annual Athletic Meet on March 1-2, 2017 and nearly 300 students participated in this event. • College has proper infrastructure and qualified teachers for teaching and guiding the students. • Remedial classes were arranged for academically weak students. • Use of Projector and computer for teaching. • Regular Class Tests and Mid Semester Examination. • Regular Tutorial classes extra knowledge to the students. • Stress on discipline and regularity of students in the class.
Parent-Teachers Association (PTA) in the College.	<ul style="list-style-type: none"> • College has Parents- Teachers Association (PTA) working for the betterment of the students. • About 65 lakh fund was arranged through PTA during the year. • About 26 lakh Rupees was disbursed as salary to 22 Guest Faculty Teachers from this fund. • It also finance the maintenance of college campus. • Regular meetings with parents to get feedback.
Activities of Subject/Department Associations/ Societies	<ul style="list-style-type: none"> • Poster making and slogan writing competition by Economics Department on International Girl Child Day. • Special programme on Economic Survey and Union Budget Presentation Day by Economics Department. • Punjabi department organised special programme on Mother Language Day where Competition of

	<p>Story, Poem, Essay writing, Poem recitation, Lok Geet recitation were organised. • Department of Punjabi released their department annual magazine Arrambh. It contains creative writing of Budy writers of the college.</p> <p>• Extension lecture on Condition of 'Women in India' was organised by Department of History with Prof. Sulakhan Singh from Guru Nanak Dev University as resource person. • A special lecture was organised by department of History on the eve of 125th Birth Anniversary of Dr. Bheem Rao Ambedkar. • A special completion was arranged by Department of Home Science on Fabric Painting, Pot Painting, and Flower arrangement. • A one Day Workshop by Home Science Department on Bridal Making and Low Calorie Food Preparation. • Department of Physics organised an extension lecture on 'Semi-Conduct Devices' with Dr. M.S. Yadav from Physics Department of Kurukshetra University, Kurukshetra. • Science and Environment Society of the College in collaboration with Rotary Club, Kapurthala organised one lecture on 'EYE DONATION' • Educational Tour to Sri Anandpur Sahib, Naina Devi by science students and Sri Goindwal Sahib by students of Philosophy Department.</p>
<p>Participation in social activities</p>	<p>• Financial help to needy students by faculty members. • Provision of Book Bank at department level from their own sources. • Aids and T.B Awareness campaign in the area by the students.</p>
<p>Participation in Government sponsored programmes</p>	<p>• Active participation of students and teachers in Independence Day and Republic Day celebrations at district level. • Celebration of National Voters Day on January 25, 2017. • Participation in Road Safety Week (February 4-10, 2017). • Celebration of Youth Empowerment Day on March 23, 2017. • Celebration of World Health Day (April 07, 2017)</p>
<p>National Service Scheme (NSS) activities</p>	<p>• Two NSS units are working in the college. • College organised two one Days and one Seven Days NSS camp during the year. • NSS Volunteers participated in national Seminar held at Punjab Technical University at Kapurthala campus. • NSS volunteers visited 'Sukhjit Care Centre for handicapped persons and interacted with the</p>

	<p>inmates. • Participation in celebration of National Voters' Day, SWEEP programmes, national Integration Day, National Youth day and Bolld donation camps were the major activities of NSS units of the college. • Two NSS Volunteers were selected and awarded at National Level in VISAKA conference.</p>
NCC unit activities	<p>• College has separate NCC wings for boys and girls. • Total 110 cadets enrolled for NCC durng the year. • College NCC cadets participated in District level Independence Day Parade and Republic Day parade and our NCC team stood first in Independence Day Parade at district level. • 20 NCC cadets passed NCC 'B' certificate and another 17 passed NCC 'C' certificate. • A number of cadets participated in NCC camps at national level. • Seven NCC cadets participated in BLP Camp at Malout.in Punjab.</p>
Development of Cultural and extra curriculum activities for the overall Development of students	<p>• College aims at overall development of the students. • About 100 students participated in different cultural items at Zonal Youth Festival of Guru Nanak Dev University, Amritsar. • College participated in 22 different items and was winner of first, second and third prize in total 14 items in Zonal Youth Festival and won first overall trophy. • College participated in Inter-Zonal Youth Festival of Guru Nanak Dev University, Amritsar and was winner of third prize in one item. • College participated in 'Punjabi Suba Diwas' organised by different Government colleges in Punjab and won prizes in Essay Writing, Declamation contest and Poster making. • Participation in Inter-College competition at CT Group of Institutes and won prizes. • Our College Quiz Team won first prize in Inter-College Competition at Guru Nanak College, Phagwara.</p>
Inauguration session for new students	<p>• Inaugural session for new students was arranged to make students aware about rules and regulations of the college. • College norms were explained to students include college, discipline, time table, House Examination, University conditions for appearing in final examination, NSS,NCC, PostMatric Scholarship, Library rules, Cultural, sports and other cocurricular activities</p>

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	18-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none">• College Website College has its own website providing important information online. Soft Copy of college prospectus is put on college website for the information to stakeholders. All important information regarding admission and other information is put on college website.• College prospectus reveals detailed information about the college to the stakeholders. Student admission form gives personal, academic and other information about the student.• Student Assembly An assembly is arranged for new students in the beginning of the session and students are appraised about the rules and regulations of the college.• Notice Board The college notice board given regular and upto date information to the students. Students' achievements are put on notice board for the motivation of students.• Student Feedback every year student feedback of teachers' performance in class is arranged through a prescribed proforma. Then this feedback is properly evaluated.• College Office College office is responsible to prepare and maintain proper record of all information in the college. Upto date information is provided about the college, whenever it is required.• College Council Meetings The College has 'College Council' consisting of Principal and five senior most

teachers. The council formulates the policy and share college information for the proper administration of the college. • Staff Meetings Regular meetings of the staff are arranged from time to time for the discussion and for sharing college information. • College Grievance/Complaint Cell Complaint and Grievances of the students are properly listened and are properly solved.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

College is affiliated to Guru Nanak Dev University, Amritsar so it follows the syllabi prescribed by the University. Faculty members are members of University Board of Studies and they contribute significantly for the course restructuring and preparation of syllabus of the university. They provide their inputs as per students' feedback in the meeting held at University on regular basis. The courses offered by the college are as prescribed by the university. Plan of Action and Academic calendar is prepared in the beginning of the session and is discussed in the IQAC meeting. Academic calendar states the schedule and extra curriculum activities to be performed during the year. Individual teachers prepares their own teaching schedule and lesson plan and is posted in the attendance register of the students. Meetings of the Staff council and Heads of Departments are arranged under the chairmanship of College Principal to review and monitor the planned mechanism. Separate Committees with senior teachers as in charges are there to implement different activities like NSS, NCC, Cultural, Sports, Camps maintenance, College Alumni, Discipline etc. Extension lectures on different topics are arranged to provide quality education to the students. College Prospectus contains the detailed information relating to each and every aspect for the benefit of students, parents, teachers and other stakeholders. Proper record is maintained at office level and by every teaching department.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	01/07/2016	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Nil	01/07/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
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MA	Nil	01/07/2016
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1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Nil	01/07/2016	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Nil	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Students: The College has a Feedback proforma for Teacher Evaluation by Students. This proforma contains student feedback relating to regularity of teacher in the class, subject matter of teaching, extra study material, skill of linking subject with present conditions, use of teaching aids, students' participation in class, completion of syllabus within time and helping students' career goals etc. Feedback is received from students at the end of each year. This feedback is statistically analysed by a committee of expert teachers. The report of the committee is analysed and evaluated by College Council consisting of Principal and five senior most faculty members. Results of the feedback is also discussed in the staff meetings and acted accordingly. Students have easy access to the Principal for their problems and suggestions. Planning and policies are framed on the basis of Student feedback and suggestions. Teachers: In the beginning of each session, staff meeting are arranged to discuss invite suggestions from the teachers for policy making. Staff meetings are also held to discuss major issues in the college. College Council meetings are often held to analyse the working environment and current issues in the college and for overall development of the institution. Major policy decisions are taken in college council in a democratic way. Meeting are also held with Head of Departments to discuss departmental matters and to get feedback from HODs. Individual teachers can also meet Principal for their suggestions. Overall administration of the college is run on democratic way. Parents : The College PARENT TEACHER ASSOCIATION (PTA) remain active during the</p>

year. It is constituted every year. Post of Vice President is held by parents, besides this five executive members are also nominated from among the parents of the students. PTA is a good source of finance for the college. Regular meeting of PTA are held to invite parents suggestions and problems and also for the proposals of expenditure from PTA Fund. Parents raise the problems and suggestion of their ward freely in the meeting. Action of the suggestions and problems are further discussed in the college council meetings and these become a part and parcel of policy decisions. Alumni: The College OLD STUDENT ASSOCIATION (OSA) is a valuable source of feedback from the students and for overall development of the college. Most of the alumni reported that they are well placed in their respective field. Regular meetings of OSA are arranged to invite their suggestions for the development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Computer Science	45	64	45
MCom	Commerce	60	64	58
MA	Economics	60	19	17
MA	English	60	27	23
BSc	Non Medical	80	50	43
BSc	Medical	80	39	34
BSc	Economics	80	14	11
BSc	Computer Science	45	23	19
BCom	Commerce	75	176	75
BA	Humanities	560	550	519

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1571	220	49	0	49

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
49	15	Nil	6	0	0

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Inaugural Session – One day inaugural session is held from new students in the beginning of the session. Students are made aware about the rules and regulations of the college and all the activities to be done in the college. Teacher in-charges of Time Table, Discipline, NCC, NSS, Co-curriculum, Sports, Scholarship college property explain in detail about these activities in detail. Tutorial Groups – All students of the college are divided into groups of 25 students and are under one tutor teacher. Every month, one period is assigned for tutorial in which students freely shares their college and personal problems with their tutor and the tutor tries their best to solve student problems. Special matters are referred to Principal by the tutor. In addition to tutorial period, students are free to approach their tutor at any time for any guidance and advice. Career and Counselling Cell – The College has one career and counselling Cell under the charge of one senior teacher. This group of teachers of different subjects guide and advice the students about job opportunities in Govt. and private sector. Extension lectures from the eminent persons in the field are arranged for the students. The Cell maintains a liaison with District Employment Officer regarding job opportunities. College Council and Principal – College council consists of five senior most teachers in the college. They are always available for students for any advice and guidance. In addition to this, students can directly approach College Principal at any time to discuss any matter and for any guidance. Class Room Environment – Students are encouraged to participate in the class. Students can share their personal problems with the subject teacher outside the class also. Personal attention is given to students by the subject teacher. Objectives of mentoring the students are – To develop overall personality of the students. To monitor the students' activities regularly To promote academic achievements To provide moral, emotional and psychological support. To guide the students for their career. To prepare students the help in service of the society. To prepare the students to meet the future challenges

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1571	49	1 : 32

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
51	21	30	0	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	Nil	Associate Professor	Nil
2017	Nil	Associate Professor	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
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BA	103206	6	12/06/2017	16/07/2017
BCom	108506	6	13/06/2017	16/07/2017
BSc	103206	6	12/06/2017	16/07/2017
MA	213104	4	05/06/2017	26/07/2017
MA	216404	04	02/06/2017	01/08/2017
MCom	217604	04	31/05/2017	19/07/2017
PGDCA	303502	02	20/05/2017	15/07/2017

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College has taken a number of measure to improve the performance of the students through its continuous Internal Evaluation system. 'Lesson Plan' and 'Distribution of Syllabus' is prepared by every teacher in the beginning of the session and a copy of this is pasted in the Students Attendance Register. Every teacher is encouraged to conduct classroom test of the students at a regular interval of time. Mid-Semester Examination, on the pattern of final examination is conducted prior to University examination. Students are given assignments to prepare on the assigned topic from the syllabus by every subject teacher. The assignments are to be presented by the students in the class especially in Post Graduate Classes.. Teachers prepare their own PPTs for teaching. Special attention is also given to slow learner and their performance is specially monitored. Advance learner students are encouraged do to more and are provided advance books by the teachers also. Absent students are daily reported in the College Office by every teacher. College Library is rich sources of books for the students and there are encouraged to take maximum benefit of library facilities. A number of departments have created their own Department Library from their own sources and this is also helpful for the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of each session, Academic Calendar is prepared. It gives the details of admission dates, teaching schedule, examination schedule, Sports activities, and cultural activities besides the other. Admission dates and End Semester examination is scheduled by the University. In the College, Mid-Semester Examination is conducted in the last week of September every year. Regular class tests are also conducted by individual teacher. Mid Semester examination is made compulsory for all students. It is on the pattern of final University semester examination. Practical examination of science and computer science students are conducted on the pattern of university examination. Students are also prepared for Viva-voce examination in the class and through special sessions.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.gckpt.com/courses_available.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

103206	BA	Humanities	205	39	19.0
103206	BSc	Medical	9	7	77.7
103206	BSc	Non-Medical	39	24	61.5
103206	BSc	Computer Science	22	11	50
103206	BSc	Economics	13	7	53.8
108506	BCom	Commerce	61	47	77.0
216404	MA	English	12	10	83.3
213104	MA	Economics	14	10	71.4
217604	MCom	Commerce	47	47	100
303502	PGDCA	Computer Science	37	23	62.2

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gckpt.com/igac/Student%20Feedback%20Report%202016-17.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	30/06/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Distinction in PGDCA - II Semester	Manpreet Kaur	Guru Nanak Dev University, Amritsar	15/07/2017	Academic
Distinction in PGDCA -II Sem in University Exam	Manisha Hargun	Guru Nanak Dev University, Amritsar	15/07/2017	Academic
Distinction in PGDCA - II Semester	Ravinder Kaur	Guru Nanak Dev University, Amritsar	15/07/2017	Academic

Distinction in PGDCA Semester-II	Maninder Pal Singh	Guru Nanak Dev University, Amritsar	15/07/2017	Academic
Distinction in M.Com.-IV sem. examination	Harleen Kaur	Guru Nanak Dev University, Amritsar	19/07/2017	Academic
First Position in University Examination in B.A. - IV Semester	Munisha	Guru Nanak Dev University, Amritsar	20/06/2017	Academic
35th Position in Merit List of B.A. - II Semester	Hardeep Singh	Guru Nanak Dev University, Amritsar	10/07/2017	Academic
36th Position in University Merit List in B.Com.-IV Semester	Sachin Sharma	Guru Nanak Dev University, Amritsar	15/07/2017	Academic
97th Position in Merit List of B.A.-IV Semester	Reena	Guru Nanak Dev University, Amritsar	20/07/2017	Academic
Distinction in B.Sc. Medical -VI Semester	Komalpreet Kaur	Guru Nanak Dev University, Amritsar	16/07/2017	Academic
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
00	Nil	Nil	Nil	Nil	30/06/2017
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Nil	0	00

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Commerce	6

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2017	0	Nil	0

[View File](#)

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2017	0	0	Nil

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	0	0	0
Presented papers	1	4	0	0
Resource persons	0	1	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NCC Cadets passed CEE Certificate	NCC	1	17
NCC Cadets passed BEE Certificate	NCC	1	20
Participation in Independence Day parade at district level by NCC Cadets	District Administration	1	31

One Day NSS Camp in College Campus	NSS unit	2	75
Van mahaotsav celebration in the college	Science and Environment Society of the College	6	25
Celebration of Swachh Bharat Week	College level	10	70
Lecture on Cancer Awareness	NSS unit	5	70
Visit to Orphanage Home in kapurthala	Social Welfare Department of District	2	9
Blood Donation in Blood Donation Camp in the College	District Health Department	2	20
Programme on Drug Abuse	NCC, NSS	4	75
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Digital India	Visaka	Human Rights Commission	2
Republic Day Parade participation at New Delhi	Participation	Govt. of India	1
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Gender Issue	Economics department of the College	Poster making and Slogan Writing on International Girl Child Day	4	60
Swachh Bharat Week	College	Lecture, Poster making Competition	10	70
Health Awareness	NSS Unit	Extension lecture	4	70
Seven Day NSS Camp	NSS Unit	special lecture on Cleanliness, personality development,	6	87

		health care, social service		
Gender Issue	History Department of the College	Extension lecture on Condition of Women in India	2	90
Social Service	Science and Environment Society of the College and Rotary Club, Kapurthala	Awareness lecture on Eye Donation	6	70
Drug Abuse	College level	Special lecture, Poster making Competition	4	75
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	00	Nil	00
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	01/07/2016	30/06/2017	00
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	30/06/2017	Nil	0
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
39.53	17.23

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
e-granthaya	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	47127	0	17	18180	47144	18180
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	0	0	16	11000	16	11000
e-Journals	0	0	0	0	0	0
Library Automation	0	0	1	186670	1	186670
Others (specify)	0	0	32	20314	32	20314
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	30/06/2017
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	49	2	1	14	1	6	10	50	0
Added	3	1	0	1	0	0	3	0	0
Total	52	3	1	15	1	6	13	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
65.91	44.9	39.53	17.23

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Various types of fund like Science fund, Sports fund, Amalgamated fund, Annual fund, Health fund etc. is collected from students and is a part of fee structure. The college ensures that this amount is properly allocated and utilised by the concerned department. Required funds for the maintenance and utilisation of infrastructure are allocated by Principal and Bursar as per the requirements of heads of department. Allocation and utilization of funds are as per Punjab Financial Rules and as per guidelines issued by higher authorities. Every department has their own stock register with up-to-date record. College has a committee for the upkeep of infrastructure and Property of the College. Infrastructure is maintained and utilised for the following purpose. Laboratory and Computers- The College has nine laboratories in all. These are used to impart practical knowledge to students as per university syllabus. Regular practicals are conducted in the laboratories. Funds are required for regular repair of equipment and purchase of chemicals, samples etc. Computer laboratories are established by the College from funds received from UGC and from its own resources. Computers are widely used for academic and office purposes. These are regularly upgraded as per requirements and necessary software are purchased as per requirements. Proper supervision is there at the time of use of infrastructure and computers. Library - Additions are made in the library whenever funds/ grant is received from any source and from our sources. Books are issued to students for 15 days with a facility of renewal. Proper record on the form of Stock Register, Books Issue Register, Newspaper and Magazine/journal is maintained in the library. To ensure return of books, 'No Dues' from the library is must for students before taking the roll number slip for semester examination. College library building include newly

constructed well-furnished air-conditioned 'Reading Hall' for the students. Sports Complex - Sports complex of the College consists of six playgrounds and one Gymnasium. It is maintained through Physical Education Department. Playgrounds are used for physical education practical. Every Year Annual Sports Meet is organised for the physical development of the students. Gymnasium is open to students and teachers. Classrooms - Classroom cleanliness and maintenance is regularly monitored by a Committee. Arrangement of proper lighting and ventilation is ensured in the classrooms. At the department level, HOD submit their requirement to the Principal regarding classroom furniture and other facilities. Overhead projector and Smart Classroom system is properly supervised for its working and necessary repair and is ensured that it is properly utilized by the teachers. Cleanliness of classrooms, gymnasium, laboratories, toilets, besides other campus is under the supervision of a committee with a senior teacher as its head. Services of plumbers, carpenters, masons, Computer experts are regularly called to ensure the maintenance of classrooms and other infrastructure. Now college campus is upgraded for the teachers to enable them for on-line teaching due to covid-19 situation in the country.

<http://www.gckpt.com/igac/Infrastructure%20Maintenance%20Procedure%202016-17.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship Scheme	672	4802458
b) International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	30/06/2017	1791	College Tutorial Groups
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Career and Guidance Cell	0	800	0	0

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	13	B.A./ B.Sc.	Humanities, Science	N.J.S.A. Govt. College, Kapurthala	M.A. English
2016	3	B.A., B.Com.	Humanities, Commerce	N.J.S.A. Govt. College, Kapurthala	M.A. Economics
2016	7	B.Com.	Commerce	N.J.S.A. Govt. College, Kapurthala	M.Com.
2016	27	B.A./B.sc. /B.COM	Humanities, Commerce, Science	N.J.S.A. Govt. College, Kapurthala	PGDCA

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Two Days Annual Sports Meet	College Level	500

[View File](#)

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	Nil	National	Nill	Nill	00	Nil
2017	Nil	National	Nill	Nill	00	Nil

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are part and parcel of the institution. Whatever the College is and is doing, it is for the development of overall personality of the students. So, for the purpose of sharing assigning duties and responsibilities with the students, they are made members of different committees, societies, and clubs in the College. Two representatives of students are nominated as members of College Internal Quality Assurance Cell (IQAC). They represent one Girls and boys of the collage and are from different departments. They are called to attend IQAC meetings and are encouraged to have the views of the student community as a whole. Their suggestions are properly acted upon. These member students are advised to get feedback from the students about the working of the College and discuss this in the meeting. Administration and management of Seven Days NSS camp is through different committees of the students. NSS Camps aims at overall development of the students besides social service spirit. In NCC, cadets learn leadership and management skill. They are made part and parcel of decision making process in various NCC activities. NCC Under-Officer is overall in-charge of the NCC activities in the College. Every class has its own class representative. He/ She is a link between students and the teachers. A number of responsibilities are assigned to class representative. To create interest of students in extra co-curriculum activities and for the purpose of all round personality of students, a number of departmental Societies, clubs are established and these are managed and operated by students themselves under the charge department teacher. At present, departmental Societies, Associations include, Punjabi Sahit Sabha, History Association, Science and Environment Society, Commerce Forum, Planning Forum, Mathematical Society, Musical Society, English Literary Society, Political Science Society, Philosophy Society, Home Science Society etc. These societies work on self -finance basis. These societies organise Trips, cultural programmes, Essay writing competition, poster making, extension lectures. These responsibilities helps the students to be future leaders. These activities give a certain boost to students by learning confidence, team work spirit, self-presentation, time management and other kinds of skill.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has registered Alumni Association namely 'Old Students Association' having 350 members. It is managed through executive Committee of old students. One student member is appointed President of the Association. Association has its own bank account and donations from students are received in this account. This account is jointly operated by Principal of the College and Secretary of the Association. Executive Committee meetings are called from time to time and discuss the work to be done in the college. Association has donated Water

Coolers for the students.

5.4.2 – No. of enrolled Alumni:

350

5.4.3 – Alumni contribution during the year (in Rupees) :

60000

5.4.4 – Meetings/activities organized by Alumni Association :

The College has registered Alumni Association namely 'Old Students Association' having 350 members. It is managed through executive Committee of old students. One student member is appointed President of the Association. Association has its own bank account and donations from students are received in this account. This account is jointly operated by Principal of the College and Secretary of the Association. Executive Committee meetings are called from time to time and discuss the work to be done in the college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College has a mechanism of providing decentralization and participation mode of management by providing required autonomy to various functionaries of the college. Internal Quality Assurance Cell - IQAC works under the chairmanship of College Principal. Its members consist of senior faculty members, non-teaching staff members, and representatives of college Alumni, students, social organisations, industry and parents. This body is responsible for framing 'Plan of Action' for the whole year. This plan is discussed in the IQAC meeting. Quarterly meeting of IQAC is arranged to discuss and evaluate working of 'Plan of Action'. Different committees of faculty members are formed with for smooth working of the college and for effective implementations of the policies. These committees work under the supervision of Principal and College IQAC. Of Important committees formed for this purpose include Admission Committee, Time Table Committee, Examination Committee, Discipline Committee, Anti-ragging Committee, Grievances Committee, Career and Counselling Cell, Canteen Committee, Sports Committee, Scholarship Committee, Students' Suggestion Committee, RUSA Committee, Campus beautification Committee, Students' Bus Pass Committee, Youth Welfare Committee, Women Welfare Committee, AISHE Committee etc. These committees are given full autonomy in their respective areas. Committees working is properly supervised by Principal and IQAC and discusses in IQAC meeting. Non-teaching staff is also made a part of these committees. Two students are members of College IQAC. Students also play an important role in the management and organisation of Departmental Societies and Associations • Staff Council - Staff Council with five senior faculty members is there to help Principal to frame policies and to take major decisions in the College. Council meetings are arranged at particular interval of time and special meetings are arranged whenever a major matter arises. • Parents-Teachers Association (PTA) - Every year, in the start of the session, A Parents-Teachers Association (PTA) is constituted as per the guidelines of Govt. of Punjab. Every faculty member and the parents of each and every student is member of PTA. Executive of PTA is constituted under the chairmanship of Principal. PTA executive meets from time to time to discuss the issues for the betterment of the college. PTA fund of the College is very helpful for the maintenance and development of infrastructure of the college. College students' participation in management through their parents is very helpful for the College.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum Development is undertaken by the affiliated University (Guru Nanak Dev University, Amritsar). The college follows the curriculum designed of the University for the courses run by the college. However, a number of faculty members are involved in course restructuring as member of 'Board of Studies', Faculty Members and various other committees constituted by Guru Nanak Dev University, Amritsar. Work load is distributed as per specialization of faculty members in the college.
Teaching and Learning	The college has highly qualified and dedicated teaching faculty to teach the students. The syllabi are divided into two terms. Subject's teachers prepare 'Teaching Plan and Distribution of Syllabus' well in advance and subsequently monitored by heads of departments. Infrastructure support is provided to teaching learning process. Students are taught with the help of modern teaching aids. The college 16 ICT enabled classrooms including 10 smart classrooms. Class tests, assignments, presentation for PG students are part and parcel of teaching and learning. The College has also a well-equipped library for both faculty and students.
Examination and Evaluation	The students are periodically evaluated through classroom tests and oral presentation. The College conducts Mid Semester Examination of the students on the pattern of final University examination. Besides, assignments, seminars and presentations are integral part of the curriculum. An Examination Board is also constituted to ensure smooth functioning of the entire evaluation process. Final examination is conducted as per University norms. Faculty members also perform the duties supervisory staff in examination centres and of table marking of University papers.
Research and Development	<ul style="list-style-type: none">• Teachers are encouraged to

participate and present their research papers in national/ international seminars/ conferences with duty leave.

- College library is good source for research.
- Teachers avail free internet facility for their research work.
- College has eleven Ph. D. degree holder faculty members and they are expert in their subject and are often called to act as Resource Persons in National Seminars.
- A number of faculty members have presented their papers in national Seminars and their paper are published in conference proceedings and Research Journals.

Institutional level workshops and seminars.

Library, ICT and Physical Infrastructure / Instrumentation

- Library subscribes to journals and magazines.
- Automation of College library.
- Provision of books to students in need for a session at departmental level.
- Upgradation of library infrastructure (ICT).
- Further installed upgradation of physics lab equipment.
- Upgradation of overall infrastructure.

Human Resource Management

- The college has qualified faculty and trained office staff.
- Recruitment and selection of teaching faculty is through State Public Service Commission.
- Non-teaching staff is from different State cadre and class four employees are recruited by the Institution through open advertisement in the newspaper and selection as per Govt. rules and regulations.
- The College is managed by the Principal through College Council and various committees. The college has created a number of offices, such as, College, Bursar, Registrar House Examination, PTA Secretary, Property Incharge, RUSA Coordinator etc.
- Senior faculty members are given responsibility for these offices on rotational basis.

Other faculty members are attached with committees for gaining experience in administration and management.

- Regular performance appraisal of teaching and non-teaching is done at Institution level and conveyed to higher authorities.
- Annual Confidential report of the staff is prepared by Principal and submitted to higher authorities.

Industry Interaction / Collaboration

To give exposure to the students of industrial operations, visits of

	<p>students are arranged. Local businessmen and Industrialist are called to interact with students.</p>
Admission of Students	<ul style="list-style-type: none"> • College Prospectus discloses details of courses offered, admission dates, faculty details, fee detail and rules and regulations of admission in the college. On the appointed dates, candidates appear before their respective Admission Committees. • Counselling team is available in summer vacations to provide information to new students regarding admission. • Guiding students for right choice of subjects. • Merit List is prepared in advance and is put on notice board on the date of Interview. • Admission to various programmes on merit basis as per guidelines of Guru Nanak Dev University, Amritsar and norms of Punjab Govt. • Implementation of Reservation Policy of Govt. of Punjab in the admission of students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	<ul style="list-style-type: none"> • Fully Computerised College office. • Wide use of e-mail. WhatsApp messages to provide quick information to staff. • Emphasis on paperless work.
Planning and Development	<ul style="list-style-type: none"> • Planning and Development activities of the College are broadly governed by the guidelines issued by Director Higher Education office, and Secretary, Higher Education, Govt. of Punjab. • Wide use of e-mail with Head office and other offices. • Efforts for paperless office work. • College has its own website and it is properly maintained and updated. • Notices to staff and students are generally through whatsapp messages. • In academic - use of SPSS and Tally by Commerce students.
Finance and Accounts	<ul style="list-style-type: none"> • Online system of Salary payment to staff. • Online receipt of RUSA grants from higher authorities. • Use of Public Financial Management System (PFMS) for payments of salaries and other expenses. • Use of NEFT/ RTGS for payment. • Online transfer of funds of RUSA grant to the account of beneficiary. • Computerized record of financial transactions of the College. • Regular audit by external auditor of college funds.

<p>Student Admission and Support</p>	<ul style="list-style-type: none"> • A soft copy of college prospectus is put on College website. • List of students admitted is submitted online to University in their system and registration number of students is automatically generated. • College Library is fully automated a searching the book is computerised. • Application for Post- Matric scholarship is submitted online to higher authorities. • Free internet facility is provided to faculty and students.
<p>Examination</p>	<ul style="list-style-type: none"> • Online submission of examination fee to the university. • Online receipt of Date Sheet for theory and Practical examination. • University has a software for online submission of award list of practical examination, viva-voce conducted in the college. • Absentee list of University examination is submitted to university online. • CCTV camera is made mandatory in each room, where examination is to be conducted. • A Soft copy Result Gazette is provided by University on their website and is downloaded by the College. • Students can have their Detailed Marks Card through university website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nil	Nil	Nil	0
2016	Nil	Nil	Nil	0

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Nil	Nil	01/07/2016	30/06/2017	0	0

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Nil	0	01/07/2016	30/06/2017	00
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Implementation of welfare schemes of Punjab Govt. for teaching staff of the college. • Facilitation of timely reimbursement of medical expenses of the staff. • Free Internet facility for all faculty members. • Neat and clean teaching environment. • Duty leave to attend Conferences, Seminars in other Colleges 	<ul style="list-style-type: none"> • Implementation of welfare schemes of Punjab Govt. for teaching and non-teaching staff and students of the college. • Facilitation of timely reimbursement of medical expenses of the staff. • Proper infrastructure facility in the form of computer, printers, scanners. • Wheat Loan scheme of Punjab Govt. for Class -IV employees. 	<ul style="list-style-type: none"> • Facilitation of award of Govt. Scholarship to various categories of students. • Books from the Book Bank/Department Libraries for the whole semester. • Financial help to students by individual teachers for purchase of books and fee payment. • Student Suggestion Boxes in the College. • Students' Grievance Redressal Cell in the College. • Anti-Ragging Cell in the College. • Facility of filtered RO Drinking water. • Facility of First-Aid (Only basic). • Separate Common Room for girl students. • NCC/NSS Units in the College for overall growth of the students. • Facility for participation in University Youth Festival. • Hygienic Cafeteria for Students. • Fully Air-conditioned Library Reading Room. • Environment friendly and safe learning environment. • Educational tours of students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Our Institution is a Govt. Institution wholly under the administration of Govt. of Punjab. • Punjab Financial Rules are properly implemented in financial transactions of the College. • The administrative office of the college, with the superintendent and ministerial staff, is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them. • Purchase of material costing more than Rs. 500/ is through quotations called from the open market. • Internal financial audit is there in the form of checking of bills by College Bursar. • External financial audit is conducted by the Auditors of Govt. of Punjab. • Audit of Parents-Teachers Fund and fund of Self Finance Courses is done on annual basis through independent auditor. • UGC funds and RUSA fund audit on the completion of the project/Grant. • Utilization certificate is submitted to concerned higher authorities on regular basis. • Internal sources of finance include fee and fund from students, PTA fund, fee from self-finance courses and donations. • Grant is mainly received under Rashtriya Uchcharar Shiksha Abhiyan (RUSA) schemes and from Govt. of Punjab. • Govt. grants and funds are subjected to external audit conducted by the Audit department of the state Govt. and the same is audited by the Accountant General, Punjab. • PTA FUND from parents and fee collected under 'Self Finance Scheme' Courses are the main source of income to the college.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
View File		

6.4.3 – Total corpus fund generated

65.91

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Principal
Administrative	Yes	Chartered Accountant	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

For the purpose of decentralization of decision making and participation in management, Parents-Teachers Association (PTA) is constituted in the college every year. Regular meeting of teachers and parents are arranged to get feedback from the parents Parents-Teachers Association (PTA) Fund is the main source of income to the Institution. It also makes provisions for maintenance of the college campus and office equipment. This fund is used 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. It makes provisions for guest faculty lecturers and assistant staff in labs, office and college library against vacant posts as per the Punjab Government norms.

6.5.3 – Development programmes for support staff (at least three)

- The college enables the support staff to get their medical bills reimbursed as per the Punjab Government Norms.
- Wheat loan facility to them under scheme

of Punjab Govt. • Financial help to support staff in case of need from private sources of teaching staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Engagement of teachers in research work along with teaching work. Teachers actively participate and presents their research papers in national seminars/workshops. • Infrastructure development in the college especially from RUSA funds - Construction of Library Reading Hall, up gradation of Science Laboratories, Interlocking Campus roads. • More stress on use of Information and Communication Technology (ICT) for teaching.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Preparation and implementation of Academic Calendar	01/07/2016	01/07/2016	30/06/2017	12
2017	Preparation and implementation of Plan of Action	01/07/2016	01/07/2016	30/06/2017	12
2017	IQAC Meetings	01/07/2016	01/07/2016	30/06/2017	12

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Hygiene Awareness to Girl students	04/08/2016	04/08/2016	400	0
Extension lecture on Cancer Awareness	19/09/2016	19/09/2016	40	30
Participation	18/10/2016	21/10/2016	50	50

in Zonal Youth Festival of University				
Participation of Girl NCC Cadets in Independence Day Parade at District Level	15/08/2016	15/08/2016	31	31
Participation of NCC Girl Cadets in Republic Day Parade at District Level	26/01/2017	26/01/2017	31	31
Extension lecture on 'Condition of Women in India' organised by History Department of the college	12/04/2017	12/04/2017	50	40

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- College has Rain water Conservation system in the college.
- A small unit of Solar Power have been installed in the Science Block of the college.
- Cleanliness and beautification drive is a regular feature.
- Faculty members are encouraged to go paperless and to have maximum use of technology.
- Students are encouraged to use eco-friendly water bottles instead of Plastic bottles.
- Students are motivated to switch off the fans and lights, when not in use.
- Use of LED bulbs and tubes for less energy consumption.
- Environment Conservation Programme ' was organized by Science and Environment Society and NSS dept. Under this programme paper reading contest for forest conservation, Energy conservation, Waste Recycling and was organized.
- Celebration of Van Mahotsav on 13-07-2016 in the college with Deputy Commissioner, Kapurthala as the Chief Guest.
- On 07-08-2016 Swachh Bharat Week was Celebrated in the college (lecture, Poster making competition by the students)
- A Seven Days NSS Camp was organised in the college campus from 24-30 December, 2016 by NSS Volunteers. cleanliness drive, lectures on personality development, health care, importance of social service were the major issues during the camp.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	Yes	0
Special skill development for	No	0

differently abled students

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	13/07/2016	1	Van Mahotsav	Tree Plantation in college Campus	25
2016	1	1	08/08/2016	1	Celebration of Swachh Bharat Week	lecture, Poster making competition	70
2016	1	1	24/08/2016	1	Organised workshop on Digital India	Lecture and Practice of ICT tools	45
2016	1	1	31/10/2016	1	Celebrated National Unity Day	lecture on unity, brotherhood, equality and fraternity	70
2016	1	1	30/12/2016	1	Visit to Orphanage Home in Kapurthala	Social Service	9
2016	1	1	15/08/2016	1	Participation in Independence Day celebration at District Level	Independence of India	500
2016	1	1	30/11/2016	1	Celebration of Maat Bhasha Diwas by Punjabi Department	Promotion of Punjabi language	100

2017	1	1	26/01/2017	1	Republic Day Parade participation by NCC cadets and participation of teachers and students in Republic Day celebrations at district level	Importance of Constitution of India	500
2017	1	1	18/04/2017	1	Programme of Drug Abuses	Anti Drug Campaign	75
2017	1	1	26/04/2017	1	Lecture on Eye Donation	Health and Social Service issue	80

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus and University Calendar for Students	16/05/2016	<ul style="list-style-type: none"> College prospectus contains information about rules and regulations for the students, details of faculty and courses, admission schedule and norms, fee details, Scholarship provisions, extra-curricular activities, discipline rules, awards and recognitions to students etc. Implementation of University rules and regulations with respect to admission holidays, examination etc.
College Prospectus for Parents of students and General Public	16/05/2016	<ul style="list-style-type: none"> College prospectus is a public document prepared in the beginning of each academic session.

		It contains information about rules and regulations for the students, details of faculty and courses, admission schedule and norms, fee details, Scholarship provisions, extra-curricular activities, discipline rules, awards and recognitions to students etc.
Higher Education Institute Society (HEIS) Constitution	01/06/2016	<p>Under the order of Govt. of Punjab, Every College is to establish a Higher Education Institute Society (HEIS) in the college. Its main objective is to establish, manage, operate, maintain and control the overall system for delivery of education on ICT and knowledge sector at the college/institute level.</p> <p>It will identify and recommend the new courses which can be introduced in the college/institute or changes/modifications in the college/institute. It is responsibility to establish, upgrade, manage, operate, maintain and control the IT infrastructure in the college/institute. The entire requisite IT infrastructure in the college is established, managed and run by the society on a self-sustaining revenue model.</p>
<ul style="list-style-type: none"> • Punjab Civil Service Rules. • Punjab Financial Rules. • College Prospectus • UGC Guidelines. • RUSA Guidelines. • University Calendar • PTA/Alumni Rules regulations 	04/06/2016	<ul style="list-style-type: none"> • Rules and regulation framed by different bodies at higher level are strictly followed in the day-day-working of the college. • Service matters of Teaching and Non-teaching staff are governed by Punjab Civil Service Rules. • Finance and account matters are handled as

per Punjab Financial Rules/ and as per UGC/RUSA guidelines. • Proper mechanism for internal control on financial matters in the form of Burner, Principal of the College. • Wide awareness about the rules and regulation of the college to the students and parents.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
One Day NSS Camp organised with the motto Our India	13/08/2016	13/08/2016	23
Celebrated National Unity Day with lecture on Unity, Brotherhood, Equality and Fraternity	31/10/2016	31/10/2016	70
Celebration of national Youth Day with lecture on Rights and Duties of Youth in India	12/01/2017	12/01/2017	80
Blood Donation Camp in the college. 20 students donated blood in the camp	10/03/2017	10/03/2017	20

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• NCC. NSS units and Science and Environment society of the College makes efforts to sensitise the students about clean environment. • Rain water Conservation system in college campus. • 5th June is celebrated as Environment Day in the College to make students aware about environment issues. • Waste Bins are placed in every corner of the College Campus. • A Sanitary Napkin Incinerator has been installed as a measure to conserve the environment. • Maximum possible use of electronic media is promoted instead of paper work. • All the students of under-graduate programmes study the subject of Environmental Studies which enlightens them about environment concerns. • Eco friendly environment in the college and students are encouraged to say 'NO' to plastic bags.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. TITLE OF THE PRACTICE-1:- "EDUCATION INCLUSION" i. GOAL:- Our guiding principle for Education Inclusion is based on easy access, student success and high quality learning. This design aims to integrate diversity, equity and educational quality efforts. Our institution endeavours 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. ii. 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. iii. 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. iv. 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. During the year, out of total 1791 students admitted during the year, 777 (43.4) belong to Scheduled caste category and 325 (18.1) belong to Backward classes. So aggregate percentage of SC and BC category students stands at 61.5. Similarly, out of total 1791 students, 1081 students (60.3) belong to rural areas. 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. v. 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. There is lack of job-oriented courses and Vocational courses in the college. 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. 2. TITLE OF THE PRACTICE-2 :- "STUDENT CENTRIC TEACHING PRACTICE" i. 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 favourable constructive activities. ii. 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. iii. THE PRACTICE :- Teaching methods are maneuverer to fit students' mental level and capability, procedures thus moulded not only makes learning easy and enjoyable but also adds candour 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" i. 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. ii. THE CONTEXT:- 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. iii. 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. During the year, college was the host for organizing D-Zone Youth Festival of Guru Nanak Dev University, Amritsar. 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 Honour 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. . iv. 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 Phulkari Rangoli 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. 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.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.gckpt.com/igac/Best%20Practices%202016-17.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

7.3 - Institutional Distinctiveness N.J.S.A. Govt. College Kapurthala is a Premier Institution in co-education, aims at providing quality education at low fee structure and high teaching standards. Our Vision: To impart quality education for creating motivated and responsive citizens who become catalysts of change through value based education, particularly for weaker sections of society. Our Mission: 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

TITLE-1:- "Multifaceted development of Students"
Goal:- Teaching differs from the old "Show and Tell" practices. Instruction is not merely confined to lecturing in the classroom but, instead, extends into the home and the community and around the world. 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:- Participation of students in extra co-curricular activities 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, Cross unit and Cultural Activities wing are functioning efficiently in the college organizing various exhibition, trips, tasks and camps where students and faculty members participate enthusiastically.

THE PRACTICE:- From our pedagogy and infrastructure to our sports and cultural activities, we believe that every aspect contributes in the holistic development of our students. At the district level Independence Day and Republic Day Parade Maximum NCC cadets of our college are selected for parade. 37 cadets of our NCC unit appeared for NCC 'B' and 'C' certificate and were declared successful. Similarly, our college participated in 25 cultural items and was the winners in 14 items of Zonal Youth Festival of Guru Nanak Dev University, Amritsar. In University Zonal Youth Festival. Our NSS unit was actively involved in awareness drive against Drug Abuse, Illegal Trafficking, Gender Inequality and cleanliness and other social activities.

PROBLEMS:- Participation in co-curricular activities and sports activities is an expensive issue. Students have to be trained through experts. Lack of funds and manpower slaps the college to attain growth and success. Shift from annual to semester system clashes with study and cultural events.

TITLE-2 : -"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 in spite of their engagement in research initiatives. They make best use of their non-teaching days and vacation period to carry forward their scientific investigations. 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: - Nine faculty members of our college hold Ph.D. degree and are continuously updating their research area. 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. One research paper of our faculty member was published in reputed International Research Journal and one in National Research Journal. Faculty members are called as resource persons in National Seminars/Conferences and on Radio Programmes. Teaching faculty is encouraged to participate and present their research papers in National Seminars organised in the region. 6. PROBLEMS :- Majority of the faculty members are working as part time teachers and guest faculty teachers. Guest faculty teachers are paid out of limited funds generated by the college from their own resources. They are not paid salary as per UGC norms thus are not encouraged for research work.

Provide the weblink of the institution

<http://www.gckpt.com/igac/Intititutional%20Distinctiveness%202016-17.pdf>

8.Future Plans of Actions for Next Academic Year

Office Principal N.J.S.A. Government College, Kapurthala Internal Quality Assurance Cell (IQAC) Plan of Action - 2017-18 Plan of Action for the year 2017-18 will be as follows: • Focus on Teaching and Evaluation - Use of Information and Communication Technology (ICT) in teaching, Advance teaching plan will be required to be submitted by every teacher before the semester. • To enhance enrolment of students for NCC and NSS and sports and Encouragement to student participation in Sports, NSS and NCC at University/State/ National level. • Mid-Semester test will be arranged on the basis of University examination pattern. • Focus will be on tutorial for education and personal guidance. • Steps will be taken to Improve of the overall infrastructure of the institution especially through RUSA grant. • To increase the carrying capacity of the institution through construction of new rooms with the help of Government funding and executive agencies. • Provision for Extension Lectures to students from learned persons from University/Industry for promotion of quality learning. • Encouraging teachers to present their research papers at various Seminars/Conferences/workshops at State/National level and also to participate in these types of programmes. • Development of Cultural and extra curriculum activities for the overall Development of students • Provision for student participation in cultural activities particularly at University Zonal Youth Festival and other inter-college and State level competitions. • Provision for Career and Counselling activities in the College. • Provision for Subject/Department Associations/Society for the overall development of the Department/Subject. • Teaching according to pre-planned 'Lesson /Teaching Plan' by every teacher. • To inculcate sense of social responsibility among the students- organisation of Blood Donation Camp, visit of Special Home for special children. • Provision for feedback response from students, parents and other stakeholders to ensure quality education to students. • Encouraging students to visit library in their free periods so that maximum benefits can be derived from this rich source of knowledge.

