



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	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
City/Town	Kapurthala
State/UT	Punjab
Pincode	144601

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

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.gckpt.com/aqar%202018-19.htm">http://www.gckpt.com/aqar%202018-19.htm</a> <a href="#">1</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.gckpt.com/aqar%202018-19.htm">http://www.gckpt.com/aqar%202018-19.htm</a> <a href="#">1</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>B++</b>	<b>2.76</b>	<b>2016</b>	<b>16-Sep-2016</b>	<b>15-Sep-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>21-Apr-2012</b>
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<b>7. Internal Quality Assurance System</b>
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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

Preparation of Plan of Action and Academic Calender	10-Jul-2018 1	12
Regular meetings of IQAC - three in -	06-Aug-2018 3	12
No Files Uploaded !!!		

**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	Rashtriya Uchchar Shiksha Abhiyan (RUSA)	RUSA	2018 1	3547000
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

**10. Number of IQAC meetings held during the year :**

3

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)**

Preparation of Plan of Action and Academic Calender well in advance. Regular Meetings of IQAC for formulation of Policy and its execution. Ensuring allround development of the students. Ensuring proper utilization of college resources ( Physical and Financial). Strengthening of academics and library services.

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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
Development of Sport activities in the college.	<ul style="list-style-type: none"> <li>• College organised 107th Annual Athletic Meet on March 29, 2019.</li> <li>• Participated in University Inter-college competition in four events.</li> <li>• Secured third position in University inter-college competition in 62 Kg. Wrestling competition.</li> </ul>
Representation at University Level (Guru Nanak Dev University, Amritsar).	<ul style="list-style-type: none"> <li>• Dr. Jasvinder Singh, Commerce Department nominated as Member Board of Studies (Faculty of Business and Economics)</li> <li>• Dr. Chander Kanta was appointed as Member, Board of Studies in History (UG).</li> <li>• Dr. Monika Khanna, Music (Instrument) Department was appointed as Member University Senate.</li> <li>• Dr. Monika Khanna was appointed a Member in faculty of Visual Arts and Performance Arts.</li> <li>• Prof. Anita Sagar, Philosophy Department, was appointed as member, Faculty of Humanities and Religious Studies.</li> <li>• Prof. Anita Sagar was also appointed as Member, Board of Studies (Philosophy) (UG &amp; PG).</li> <li>• Dr. Jasmeet Sethi, Chemistry Department was appointed member of University Senate.</li> <li>• Prof Naresh Kumari, History Department, was appointed a member Board of Studies and as member of Faculty of Arts and Social Sciences.</li> <li>• Dr. Meena Sethi, Botany Department, was appointed as member, Faculty of Life Sciences.</li> <li>• Prof. Prabhjot Singh, Physics Department, was appointed as member, Faculty of Science</li> </ul>
Career Counselling & Guidance Cell activities.	<ul style="list-style-type: none"> <li>• Special lecture was arranged for the students of outgoing classes. Dr. Parminder, Director VWIN International appraised the students regarding preparation for competitive exams and interview for upcoming jobs in corporate and Govt. sector. Students fully participated in this lecture.</li> <li>• Drug De-addiction Awareness lecture by Dr. Sandeep Bhola, Civil Hospital, Kapurthala.</li> <li>• Mr. Purshotam Chib, District Employment Officer, in a special lecture, explained various employment opportunities in Govt. sector.</li> <li>• 48 students of the college participated in Job Mela organised by Employment Bureau at District Administrative Complex on 15-02-2019. The students were made aware about the placement opportunities.</li> <li>• Celebration of 'Youth Empowerment day on March 20,</li> </ul>

2019. • Faculty members of the Career Counselling and Guidance Cell make a continuous efforts to keep the students in constant touch with the competitive exams and other related activities for their career planning. • An extension lecture on 'Job availability in market sector' by Mr. Gaurav Jain from St. Soldier's Group of Institutes.

Teachers' participation in seminars/workshops and conferences/extension lecture

• Dr. Satvinder Kaur, HOD, Economics Department presented two research papers in National Conferences. He also acted as subject expert in a programme 'Beti Bachao, Beti Paraho' at Doordarshan Jalandhar. • Prof Varinder Kumar's research paper published in American Journal 'The Journal of Value based Leadership' • Dr. Chander Kanta's research paper published in Proceeding of Punjab History Conference, Punjabi University Patiala. • Dr. Chander Kanta presented a research paper in South Asian History Conference at Punjabi University Patiala. • Dr. Bikram Singh Virk resource person in an International Conference and also presented a research paper at GGN Khalsa College, Ludhiana. • Prof. Bikram Singh Virk delivered two lecture on 'Investment in Stock Market' in two different colleges. • Prf. Varinder Kumar, HOD, PG Department of Commerce, delivered a lecture on 'Communication Skill (Soft Skill) at Punjab College of Engineering, Jalandhar. • Dr. Tirath Ram Basra, Commerce Department, ws invited for the judgement of Group Discussion on World Commerce Day at MM Modi College, Patiala. • Prof. Naresh Kumari, History Department participated in South Asian History Conference at Punjabi University Patiala. • Prof. Seema Rani, Commerce Department, participated in short term course on Research Methods and Data Analysis. • Madam Bhupinder Kaur presented a research paper on 'Prospects and Challenge of MSMEs in India' in a National Conference held at D.A.V. College, Nakodar. • Madam Gita Rani presented a research paper on 'Liberalization and jobless Growth' in a National Conference held at DAV College, Nakodar.

Improvement of the overall infrastructure of the institution.

• Smart classrooms. • Virtual classroom. • Common room Furniture. • Wi-Fi College Campus • Well-furnished

	<p>fully AC Library Reading room. • Office furniture • New Computers, Printers, Scanners</p>
Focus on Teaching and Evaluation	<ul style="list-style-type: none"> <li>• Students are guided in the selection of subjects on the basis of merit and aptitude.</li> <li>• Use of Information and Communication Technology (ICT) in teaching - smart boards, projectors,</li> <li>• Advance teaching plan submitted by every teacher before the semester.</li> <li>• Students are informed about college rules, finance and scholarship</li> <li>• Mid-Semester test and results carried out.</li> <li>• Focus on tutorial for education and personal guidance.</li> <li>• Inter and intra-college competitions organised by various departments.</li> <li>• Assignments and presentation by PG students.</li> <li>• Encouragement to students for active participation in the class.</li> </ul>
New Common Room for girls	<ul style="list-style-type: none"> <li>• Jubilee Hall of the college was used as new common room for girl students.</li> <li>• The hall is well equipped with basic needs of girls including attached washroom, required furniture and a lady attendant.</li> </ul>
Inaugural session for new students	<ul style="list-style-type: none"> <li>• Inaugural session for new students was arranged to make students aware about rules and regulations of the college.</li> <li>• 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.</li> </ul>
Annual Prize Distribution function and Annual Convocation.	<ul style="list-style-type: none"> <li>• College successfully arranged Annual Prize Distribution function and Annual Convocation in the month of February, 2019.</li> <li>• Meritorious Students were honoured with medals and Prizes.</li> <li>• 156 Undergraduate and 72 postgraduate students were awarded degrees in convocation function.</li> </ul>
Parents Teachers Association in the college.	<ul style="list-style-type: none"> <li>• College PTA is efficiently function.</li> <li>Major achievements of PTA are • Financing Guest faculty Teachers salary.</li> <li>• Financing college campus maintenance.</li> <li>• Regular meetings with parents to get feedback</li> </ul>
Provision for Subject/Department Associations/Societies	<ul style="list-style-type: none"> <li>• History Department Society held an essay writing competition on the 'Life, Teachings, Philosophy and Legacy of Guru Nanak Dev'.</li> <li>• History Department organised an Extension lecture on</li> </ul>

	<p>'Understanding Life and Teachings of Guru Nanak in 21st Century' by Prof. Sulakhan Singh, G.N.D.U. Amritsar. • Arrangement of live telecast of Union Budget 2019-20 by department of Economics and Commerce. • Punjabi Literacy Society of the college organised Ru-B-Ru on February 15, 2019 and released 8th edition of Department magazine 'Arambh'. • Science and Environment Society celebrated 'National Science Day' on February 28, 2019. • Tree Plantation drive by Mathematics and Economics departments. • Education trip of Science Students to Science City, Kapurthala. • Education trip to Jang-e-azadi, Kartarpur by Department of History. • History department organised a rally on 14-04-2019 to commemorate 100th Year of Jallianwala Bagh massacre. • A condolence meeting was organised on 19-04-2019 to pay tribute to the martyrs of Jallianwala Bagh tragedy.</p>
<p>Participation in Social activities</p>	<p>• Flood relief material to Kerala Flood victims through Khalsa Aid Society, Kapurthala. • Tree Plantation. • Blood Donation Camp. • Swachh Bharat awareness Programme</p>
<p>Active participation in Government sponsored programmes.</p>	<p>• Four faculty members participated in training as 'Master Trainer' for Buddy Group, A Drug Abuse Prevention Programme. • Prof Sarbjit Singh was honoured as 'Best Nodal Officer' on Voters Day at District Level. • Prof. Sarbjit Singh was appointed District Nodal Officer of DAPO (Drug Abuse Awareness). • Active participation of faculty members in Zila Parishad Election (September, 2018. And Lok Sabha Election (2019). • A special Programme for 'P.W.D. Voters' enrolment' presided by Honourable Deputy Commissioner, Kapurthala. • A declamation contest on 'Samhbal of Elders' presided over by District Welfare Officer. • 300 college students participated in 'Mini marathon- Run for Vote' organised by District Administration.</p>
<p>Provision of Honesty Shop in the College.</p>	<p>• An Honesty Shop was opened in the college library. Required stationery material is put in this shop with a price list of individual item. Student can take any item from this shop by putting the price of the item in cash box, kept for this purpose. • The shop</p>

	<p>is not supervised by any person or CCTV. • At the end of every month, items sold and cash is matched. • The college feels proud to announce that there is no deficiency of cash, each time cash is counted, thus proving the honesty of students.</p>
<p>Service Scheme (NSS) activities</p>	<ul style="list-style-type: none"> <li>• Celebration of Birth Anniversary of Mahatma Gandhi (October 2, 2018)</li> <li>• Celebration of Birth Anniversary of Sardar Valabh Bhai Patel as National Unity (Integration Day) on October 31, 2018.</li> <li>• National Education Day Celebration on November 10, 2018.</li> <li>• Seven Day NSS camp from December 20-26, 2018.</li> <li>• Celebration of National Voters' Day (25-01-2019)</li> <li>• Celebrated 30th Road Safety Week from February 4-10, 2019.</li> <li>• One day NSS camp on 17-03-2019 in college campus.</li> </ul>
<p>To increase the participation of students in, NCC.</p>	<ul style="list-style-type: none"> <li>• College NCC Unit (Boys) stood second in District Level Independence Day Parade.</li> <li>• College NCC Unit (Girls) stood third in District Level Independence Day Parade.</li> <li>• Group Commander, NCC Group Headquarter, Jalandhar, Brig. H.M.S. Chatwal delivered motivational lecture to NCC cadets on August 27, 2018.</li> <li>• 10 cadets were awarded 'C' certificate.</li> <li>• An article by one NCC cadet on the topic 'Role of NCC and How to Enhance its Relevance for the Future' for NCC magazine.</li> <li>• A rally on 'Vigilance Awareness Week' on November 02, 2018.</li> <li>• 16 cadets participated in Combined Annual Training Camp at Ropar.</li> <li>• College NCC Unit (boys) stood second and NCC Unit (Girls) stood Third in District Level Republic Day Parade (January 26, 2019).</li> <li>• One cadet participated in RDC, Delhi in squad-drill competition</li> <li>• 22 cadets appeared in Practical examination for 'C' certificate.</li> <li>• 18 cadets appeared in Practical examination for 'B' certificate.</li> </ul>
<p>Development of Cultural and extra curriculum activities for the overall development of the students.</p>	<ul style="list-style-type: none"> <li>• 19 Teams of the college participated in Three Day University Zonal Youth Festival ( G.N.D.U.)</li> <li>• Total of 38 students participated in this festival.</li> <li>• A total of 12 teams won the prizes (Six teams stood first, three stood second and two teams were declared third.</li> <li>• Eleven items were qualified to participate in Inter-Zonal University Youth Festival.</li> <li>• Students participated</li> </ul>



in five items in Inter-Zonal University Youth Festival. • Two teams stood third in Inter-Zonal University Youth Festival. • College Quiz team and Photography Team participated in Inter-college competition at Pyramid College, Phagwara and one student was declared first in photography in that competition. • LOHRI celebration on 18-01-2019 dedicated to 'Save Girl Child'. • 18 students participated in inter-college cultural event 'Swarnim Umang 2019' at Hindu Kanya College, Kapurthala and won 10 prizes in five events.

No Files Uploaded !!!

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
College Council	12-Jul-2019

**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

2019

Date of Submission

08-Feb-2019

**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)

College prospectus reveals detailed information about the college to the stakeholders. Student admission form gives personal, academic and other information about the student. College has its own website providing important information online. 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. College library of fully automated and student have easy access to locate the books in the library. 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. Uptodate 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 Box is kept at a particular place and the grievances of the students are properly listened and 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

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. 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. 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	Duration	Focus on employ	Skill
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Introduction	ability/entrepreneurship	Development
No Data Entered/Not Applicable !!!		

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	17

## 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
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
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.</p>

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 meetings are arranged to discuss and 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. Meetings 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 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 meetings 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
BSc	Non Medical	80	34	29
BSc	Medical	80	30	25
BCom	Commerce	75	105	75
BA	Humanities	560	310	266
BSc	computer Science	80	35	28
BSc	Economics	80	22	16
MA	English	60	17	14
MA	Economics	60	16	12
MCom	Commerce	60	40	34
PGDCA	Computer Science	45	22	17

### 2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	1073	152	44	0	18

## 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
44	25	13	16	10	13

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

In the start of the session, one day inaugural session is held from new students. 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
1214	47	25.8

## 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
52	17	35	0	9

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,	Designation	Name of the award, fellowship, received from Government or recognized
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international level

bodies

No Data Entered/Not Applicable !!!

**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
MA	213104	4	04/06/2019	26/07/2019
MA	216404	4	08/06/2019	26/07/2019
PGDCA	303502	2	04/06/2019	24/07/2019
MCom	217604	4	25/05/2019	26/07/2019
BCom	108506	6	22/05/2019	29/06/2019
BSc	103306	6	30/05/2019	08/07/2019
BA	103206	6	22/05/2019	08/07/2019

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. Teaching is mainly through smart 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)

**No Data Entered/Not Applicable !!!**

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
	PGDCA	Computer	17	15	88.23
	MCom	Commerce	46	41	89.13
	MA	Economics	11	10	90.90
	MA	English	12	10	83.33
	BSc	Economics	4	4	100
	BSc	Computer	9	3	33.33
	BSc	Non Medical	24	10	41.66
	BSc	Medical	17	14	82.35
	BCom	Commerce	61	37	60.65
	BA	Arts	171	59	34.50

## 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)

[www.gckpt.com](http://www.gckpt.com)

## 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
<b>No Data Entered/Not Applicable !!!</b>				

### 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
<b>No Data Entered/Not Applicable !!!</b>		

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
<b>No Data Entered/Not Applicable !!!</b>				



## 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
<b>No Data Entered/Not Applicable !!!</b>					

## 3.3 – Research Publications and Awards

## 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

## 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)
International	Commerce	1	1.7

## 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
Punjabi	1
History	1

## 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
<b>No Data Entered/Not Applicable !!!</b>						

## 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
<b>No Data Entered/Not Applicable !!!</b>						

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

Number of Faculty	International	National	State	Local
Presented papers	0	6	0	0



Resource persons	0	4	0	0
Attended/Seminars/Workshops	0	2	0	0

### 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
District Level Independence Day Parade	NCC	1	48
Awareness Campaign on Drug Abuse	NCC, NSS	5	150
District level Independence Day Parade	NCC	1	62
National Voters Awareness	NSS	3	300
150th Mahatama Gandhi Jayanti Programmes	NSS, NCC	13	500
Seven Days NSS Camp	NSS	2	64
Blood Donation Camp	NSS	2	50
World Health Day	NSS	2	100
International Women Day	College Level	4	80

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
National Voter Day	Best Nodal Officer	Deputy Commissioner Kapurthala	300

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
Extension Lecture	History Department	Extension lecture on Guru Nanak Dev Ji in connection with 550th Birth	2	180

		Anniversary Celebrations		
national Unity Day	NCC, NSS	lecture on importance of National Unity, Pledge	8	116
Career advancement and Skill development	Career and Guidance Cell	lecture, Computer Education, Career opportunities for students	5	500
Van maha-utsav	Math Department and Science department	Tree Plantation	5	100
Promotion of Punjabi Language	Punjabi Department	Essay writing, Poem Recitation, Extension lecture, Release of Magazine	15	200
International Yoga Day	NCC, NSS	Participation in training programme at District Level	3	80
National Road Safety Week	NCC, NSS	Awareness Rally about road safety, Lecture on Road Safety	5	120
Zonal Youth Festival	GNDU, Amritsar	Zonal Youth Festival by Guru Nanak Dev University	15	80
Swachh Bharat Programme	NCC, NSS	Cleanliness Drive by NSS volunteers, Cleaning of Statues of Important personalities in Kapurthala by NCC cadets	3	110

### 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
<b>No Data Entered/Not Applicable !!!</b>			

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
<b>No Data Entered/Not Applicable !!!</b>					

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
<b>No Data Entered/Not Applicable !!!</b>			

## **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
35.47	11

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

### **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-grantha	Partially	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Journals	18	20000	0	0	18	20000
Text Books	35928	0	0	0	35928	0

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
<b>No Data Entered/Not Applicable !!!</b>			

#### 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	74	2	1	0	2	1	12	50	0
Added	3	0	0	0	0	0	0	0	0
Total	77	2	1	0	2	1	12	50	0

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

50 MBPS/ GBPS
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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
<b>No Data Entered/Not Applicable !!!</b>	

#### 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
35.47	11	1.11	1.11

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)

Fee collected from students include science fund, sports fund, amalgamated fund, annual fund etc. 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. 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.

## 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
<b>No Data Entered/Not Applicable !!!</b>			

#### 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
<b>No Data Entered/Not Applicable !!!</b>			

#### 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 passedin the comp. exam	Number of studentsp placed
<b>No Data Entered/Not Applicable !!!</b>					

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
<b>No Data Entered/Not Applicable !!!</b>		

## 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
<b>No Data Entered/Not Applicable !!!</b>					

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
2018	4	B.Com., B.A. B.Sc.	Commerce, Arts	NJSA Govt. College, Kapurthala	M.A. Economics
2018	1	B.A.	Arts	NJSA Govt. College, Kapurthala	M.A. English
2018	4	B.Com.	Commerce	NJSA Govt. College, Kapurthala	M.Com.
2018	11	B.A., B.Com.	Arts, Commerce	NJSA Govt. College, Kapurthala	PGDCA

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
<b>No Data Entered/Not Applicable !!!</b>	

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

Activity	Level	Number of Participants
Annual Sports Meet	Institution	200

## 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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

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. To crate 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. The society wok 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:

250

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

30000

5.4.4 – Meetings/activities organized by Alumni Association :

**No Data Entered/Not Applicable !!!**



## 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)

• 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 works 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
Admission of Students	<ul style="list-style-type: none"><li>• 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.</li><li>• Counselling team is available in summer vacations to provide information to new students regarding admission.</li><li>• Guiding students for right choice of subjects.</li><li>• Merit List is prepared in advance and</li></ul>



	<p>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.</p>
Industry Interaction / Collaboration	<p>To give exposure to the students of industrial operations, visits of students are arranged. Local businessmen and Industrialist are called to interact with students.</p>
Human Resource Management	<p>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.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<ul style="list-style-type: none"> <li>• Library subscribes to journals and magazines.</li> <li>• Automation of College library.</li> <li>• Provision of books to students in need for a session at departmental level.</li> <li>• Upgradation of library infrastructure (ICT).</li> <li>• Additional library reading room under construction.</li> <li>• Generator set, CCTV cameras, mobile jammers installed.</li> <li>• Further installed upgradation of physics lab equipment.</li> <li>• Upgradation of overall infrastructure.</li> <li>• Fully Air-conditioned Reading Hall of library.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• Teachers are encouraged to participate and present their research papers in national/ international seminars/ conferences with duty leave.</li> </ul>

College library is good source for research. Teachers avail free internet facility for their research work. College has nine 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.

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.

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 15 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.

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.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> <li>• College has its own website and it is properly maintained and updated. College has a separate Facebook page and whatsapp is widely used for planning and development.</li> <li>• In academic - use of SPSS and Tally by Commerce students.</li> <li>• Plan for Administration.</li> <li>• Plan for finance and account</li> <li>• Plan for student admission and support</li> <li>• Examinations</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Fully Computerised College office.</li> <li>• Monitoring of College campus from Principal Office through CCTVs.</li> <li>• Wide use of e-mail.</li> <li>• WhatsApp messages to provide quick information to staff.</li> <li>• CCTV cameras in the college campus.</li> <li>• Emphasis on paperless work.</li> </ul>
Finance and Accounts	<ul style="list-style-type: none"> <li>• Online receipt of RUSA grants from higher authorities.</li> <li>• Use of Public Financial Management System (PFMS) for payments of salaries and other expenses.</li> <li>• Use of NEFT/ RTGS for payment.</li> <li>• Online transfer of funds of RUSA grant to the account of beneficiary.</li> <li>• Computerized record of financial transactions of the College.</li> </ul>
Student Admission and Support	<ul style="list-style-type: none"> <li>• A soft copy of college prospectus is provided on College website.</li> <li>• List of students admitted is submitted online to University in their system and registration number of students is automatically generated.</li> <li>• College Library is fully automated a searching the book is computerised.</li> <li>• Application for Post- Matric scholarship is submitted online to higher authorities.</li> <li>• Free internet facility is provided to students.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• Online submission of examination fee to the university.</li> <li>• Online receipt of Date Sheet for theory and Practical examination.</li> <li>• University has a software for online submission of award list of practical examination, viva-voce conducted in the college.</li> <li>• Absentee list of University examination is submitted to university online.</li> <li>• CCTV camera is made mandatory in each room, where examination is to be</li> </ul>

conducted. • A Soft copy Result Gazette is provided by University on their website and is downloaded by the College.

### 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
<b>No Data Entered/Not Applicable !!!</b>				

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)
<b>No Data Entered/Not Applicable !!!</b>						

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
Research Methods and Data Analysis using SPSS	1	20/01/2019	24/01/2019	4
Anti Drug Abuse Programme	4	07/08/2018	08/08/2018	2

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
<b>No Data Entered/Not Applicable !!!</b>			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Implementation of welfare schemes of Punjab Govt. for teaching staff of the college.</li> <li>• Facilitation of timely</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of welfare schemes of Punjab Govt. for teaching and non-teaching staff and students of the college.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation of award of Govt. Scholarship to various categories of students.</li> <li>• Books from the Book Bank/Department</li> </ul>

<p>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.</p>	<p>• Facilitation of timely reimbursement of medical expenses of the staff. • Proper infrastructure facility in the form of computer, printers, scanners.</p>	<p>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.</p>
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#### 6.4 – Financial Management and Resource Mobilization

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

• Punjab Financial Rules are properly implemented in financial transactions of the College. • 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 by 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 Uchchar Shiksha Abhiyan (RUSA) schemes and from Govt. of Punjab.

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
<b>No Data Entered/Not Applicable !!!</b>		

6.4.3 – Total corpus fund generated

52.99
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#### 6.5 – Internal Quality Assurance System

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

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

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

• Parents-Teachers Association 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. • Parent-Teacher Association remains active throughout the session to get feedback from the parents of the students. • Representatives of parents of students also participate in decision making process.

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. • Provisions are also made for loan facility to them in case of their requirement

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

• Wide use of ICT for teaching and administration work. ( Smart classrooms, CCTVs). • Active involvement in co-curriculum activities and implementation of Govt. schemes. • Infrastructure development in the college especially from RUSA funds including fully air-conditioned Library Reading Hall. • 'Honesty Shop' in the College to inculcate habits of honesty among the students.

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
<b>No Data Entered/Not Applicable !!!</b>					

**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
Lohri festival celebration dedicated to	18/01/2019	18/01/2019	250	100

Girl Child				
International Women Day	08/03/2019	08/03/2019	80	10

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
<ul style="list-style-type: none"> <li>College has rain water Conservation system in the college. Eco Club of the college dedicated this year's annual function to Guru Nanak Dev Ji's 150th Birthday. A declamation contest was arranged on the theme 'Environment Protection in Guru Nanak Bani in Guru Granth Sahib'.</li> <li>Science and Environment Society of the College in the eve of 'National Science Day' on February 28, 2019 conducted Paper reading Contest and Poster making competition on the topics - Impact of climate change on global diversity, hazards of pesticides in Punjab, Necessity of waste management in present scenario, Organic farming V/s Conventional Farming.</li> <li>Tree plantation drive in the college campus by NSS unit, Mathematical Society, Eco Club</li> </ul>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Scribes for examination	Yes	0

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
2019	1	1	04/02/2019	1	Road Safety Week celebrated	safe driving, awareness rally for driving	74
2019	1	1	07/03/2019	1	Blood Donation Camp in the college	19 volunteers donated blood	50
2019	1	1	25/01/2019	1	Voter awareness	lecture and rally on voter awareness	52
2019	1	1	06/04/2019	1	Adoption of Village Kanjli by NSS Unit	seminar in village school on Anti Drug Programme, Cleanliness drive	50

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

Title	Date of publication	Follow up(max 100 words)
<ul style="list-style-type: none"> <li>• College Prospectus</li> <li>• Punjab Civil Service Rules.</li> <li>• Punjab Financial Rules.</li> <li>• UGC Guidelines.</li> <li>• RUSA guidelines.</li> <li>• University Calendar</li> <li>• College Prospectus for students and parents.</li> <li>• PTA/Alumni Rules regulations</li> </ul>	04/06/2018	<ul style="list-style-type: none"> <li>• Rules and regulation framed by different bodies at higher level are strictly followed in the day-day-working of the college.</li> <li>• Finance and account matters are handled as per Punjab Financial Rules/ and as per UGC/RUSA guidelines.</li> <li>• Proper mechanism for internal control on financial matters.</li> <li>• Wide awareness about the rules and regulation of the college to the students and parents.</li> <li>• Implementation of University rules and regulations with respect to admission holidays, examination etc.</li> </ul>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Honesty Shop in the college - stationery items kept in the corner of library with rate list without CCTV. students can take any item by dropping price money in a box.	11/07/2018	13/05/2019	60
celebration of Birth Anniversary of Sardar Patel as National Unity Day	31/10/2018	31/10/2018	90
Lecture on Guru Nanak Bani with emphasis on Moral, Social and religious life	11/02/2019	11/02/2019	70
Celebration of International Day against Drug Abuse and Illegal Trafficking	26/06/2019	26/06/2019	80



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

- Plantation of trees in the college campus by NSS/NCC Units of the college.
- Rain water Conservation system installed in college campus.
- NCC. NSS units and Science 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.
- 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" 2. 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. 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 59.4 in 2017-18. 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 candour to the concepts principles facts. Thus teaching in such a skilful 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.

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>

### 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

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 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, 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:- 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. 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 drill competitions. 44 cadets of our NCC unit appeared for NCC 'B' and 'C' certificate and were declared successful. Our NCC unit is the leader of NCC Battalion and it leads the Battalion in all NCC activities. Similarly, our college participated in 19 cultural items and was the winners in 12 items of Zonal Youth Festival of Guru Nanak Dev University, Amritsar. In University Zonal Youth Festival. We participated in five cultural items and was winner in two items. Our NSS unit was actively involved in awareness drive against Drug Abuse, Illegal Trafficking, Gender Inequality and cleanliness and other social activities. PROBLEMS:- 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. 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. 1. 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 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:- 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:- 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.

Provide the weblink of the institution

<http://www.gckpt.com>

### 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 - 2019-20 No. Date:

- Inaugural session for new students admitted to the College, to acquaint them regarding College norms and student activities
- Provision to start new course on Bachelor of Computer Application (BCA).
- Development of learner-centric environment conducive to quality education and faculty maturation.
- Encouraging teachers to adopt the required knowledge and use of modern technology in teaching and learning process.
- Provision of organisation of workshops/Seminars/Conferences for students and teachers to upgrade their knowledge.
- 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.
- Conduct of class tests, classroom presentation, assignment and Mid Semester Examination for monitoring students' academic performance.
- Provision for student participation in cultural activities particularly at University Zonal Youth Festival and other inter-college and State level competitions.
- Encouragement to student participation in Sports, NSS and NCC at University/State/ National level.
- Provision for active participation in 550th Birth Anniversary of Guru Nanak Dev (First Guru of Sikhism).
- Arrangement for remedial classes for slow learners especially from socially and economically weaker sections of the society.
- Special economic assistance to students from economically weaker sections of the society on the basis of merit cum means criteria.
- Encouraging students to visit library in their free periods so that maximum benefits can be derived from this rich source of knowledge.
- Provision to continue Honesty Shop in the College.
- 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.
- Active participation in Drug De-addiction programmes, DAPO, SWEEP, Legal literacy, Swachh Bharat programmes etc. at various levels.

Coordinator - IQAC Principal