



Yearly Status Report - 2019-2020

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. Govt. College, Kapurthala,
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/aqar%202018-19.htm 1
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gckpt.com/iqac/Academic%20Calendar%20-%202019-20.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	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
---	-------------

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

Preparation of Academic calendar	01-Aug-2019 1	1100
Preparation of Plan of Action	12-Sep-2019 00	1100
Regular Meetings of IQAC -three in a year	27-Sep-2019 3	1100
Green Audit of the college	01-Aug-2019 10	10
Academic Audit	27-Jul-2020 10	20
View File		

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 Uchchatar Shiksha Abhiyan (RUSA)	Central Govt.	2020 2020	31260
View File				

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 :

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)

Plan of Action for the coming academic session is prepared by IQAC Coordinator and the College Principal well in advance. Academic Calendar is prepared well in advance. 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. Suggestions of the IQAC members are duly incorporated in the action plan and

there is flexibility in accordance with the changed academic environment. In the session, College IQAC arranged three such meeting.

[View File](#)

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
Active participation in Government sponsored programmes.	<ul style="list-style-type: none"> • Cycle rally by NCC cadets and NSS Volunteers to promote Cleanliness, Brotherhood and Communal harmony to mark 150th Birth Anniversary of Mahatama Gandhi. • Cultural programme TEEJ celebration dedicated to Girl Child and Women Empowerment. • Lecture on Guru Shikhas Prampara on Teachers' Day. • Speech, Declamation Contest, Ekta Rally on Birth anniversary of Sardar Patel celebrated as EKTA DIWAS. • Cycle Rally for awareness on Drug Abuse. • Special lecture on Indian Constitution on Constitution Day Celebrations on 26-11-2019 • Quiz competition on EK BHARAT SHRESHTH BHARAT. • Fit India PLOG Run on Plogging Day. • Celebration of National Voters Day on January 25, 2019. • Participation in District Level Republic Day celebrations.
Participation in Social activities	<ul style="list-style-type: none"> • Celebration of Van Mahotsav and Swachh Bharat Abhiyan by College NSS Unit. • Declamation contest on Jal Shakti Abhiyan. • A special lecture was arranged on Sensitization towards Disabled Persons. • Cleaning of Pubic Parks programme by NCC Cadets under Swachhta Pakhwada. • Declamation Contest and Rally on .Road Safety Week'. • Poster Making Competition on 'Water Pollution'. • Online Training on 'Basics of COVID-19' by all staff members of the college.
Provision of Subject/Department Association/ Societies	<ul style="list-style-type: none"> • History Department organised an extension(10-10-2020) lecture on 'Healthy, Successful and Happy Life'. Resource person was Dr. Gurnam Singh. • History Department organised essay writing competition on 'Gadar Movement and its effect on Indian Freedom Struggle', • History Department organised an extension lecture on 'Gadar Movement on 12-02-2020. Resource person was Dr. Amandeep, Prof. and Head, History Department, GNDU.

Educational trip was organised by History Association to Historical City of Sultanpur Lodhi on 03-02-2020. • Punjabi Sahit Sabha of the college celebrated Mother Tongue Day on 27-01-2020 through quiz, Poem, Story and Essay writing. • Department of Punjabi organised a programme Ru-b-Ru with Social Activist Prof.Lakhsir Singh. Punjabi magazine of the department 'ARRAMBh' was released on this occasion. • Economics Department and Green Glad Club of the college organised tree plantation event in the college. • Department of Music organised Group Shabad and Solo Shabad of Guru Nanak Bani in Guru Granth Sahib. • History Association of the College organised Declamation contest on Jal Shakti Abhiyan on 06-09-2019. • Department of Sciences organised an extension lecture on EYE TRANSPLANTATION on 19-09-2019. • Philosophy Department organised Poster making Competition on Water Pollution on 21-02-2020. • During the period of lockdown, faculty members actively participated in different webinars to upgrade their knowledge. • Department of Philosophy organised an exhibition on 'Guru Nanak - Life and Philosophy. • Science and Environment Society of the college organised Environment Conservation Awareness Programme on 25-01-2020. • Science and Environment Society of the college celebrated 'Science Day' on 06-03-2020

Parents -Teachers Association (PTA) of the College

• For efficient administration of the college by ensuring parents' participation in decision making, college PTA is constituted annually. • Regular meetings are arranged to discuss functioning and problems of the college and students. • Guest Faculty teachers' salary is paid out of PTA fund maintained in the college. • Finances College campus maintenance.

Activities of Career and Counselling Cell

• Final year students of the college participated in Punjab Govt.'s three day mega programme of 'Punjab Ghar Ghar Rozgar Scheme' (September 9-11, 2019). • Organized one lecture on 'Communication Skills during Placement Interview' by Prof. Kanika Chopra of APJ College of Management, Jalandhar. • Organized one extension lecture on 'Stress Management'. Resource person

	<p>was Prof. Varun of APJ College of Management, Jalandhar. • Provides information to students on job opportunities in various field in Govt. sector and private sector. • Career counselling by the expert team of college teachers to the students. • 79 students got registered on pgrkam.com website of Employment generation and Training Office under the guidance of Deputy Commissioner, Kapurthala.</p>
<p>Development of Cultural and extra curriculum activities for the overall development of the students.</p>	<p>• Participation of students in 27 items in Zonal Youth Festival of Guru Nanak Dev University (G.N.D.U.) on October 14-16, 2019. • College secured first position in three item, second position in eight items and third position in eight item in Zonal Youth Festival of G.N.D.U. • College secured overall Second Runner Up Trophy in Zonal Youth Festival of G.N.D.U. • College qualified for 11 items to participate in Inter-Zonal Youth festival of G.N.D.U. and participated in five items. • Secured second position in two items in Inter-Zonal Youth festival of G.N.D.U. • Six students participated in National Essay-Writing Competition on Constitution Day organised by MHRD of Govt. of India. • College acted as Nodal Officer for cultural activities on celebration of National level 550th Birth Anniversary of Guru Nanak Dev ji at Sultanpur Lodhi. • 50 students participated in Bhangra programme for one week on 550th Birth Anniversary of Guru Nanak Dev ji at Sultanpur Lodhi. • Celebration of Teej festival in the college on August 21, 2019. Items depicting heritage of Punjab were the main attraction of the programme. • Arranged two 'Nukkar Natak' in the college on the theme 'Anti Drug campaign' by students of Punjabi University, Patiala and 'Swachh Bharat' by Municipal Committee, Kapurthala.</p>
<p>National Cadet Corps (NCC) activities</p>	<p>• NCC Boys Unit secured First position and NCC Girls Unit secured third on Independence day parade at District level. • 23 NCC cadets of the college passed NCC 'B' Certificate and 14 NCC cadets passed 'C' Certificate. • Four NCC cadets of the College joined service in Indian Army. • Five cadets were selected for Group TSC team for Inter Group Competition. • 14 Cadets participated in Combined Annual</p>

Training Camp (CATC) at Lovely University, Phagwara. • Four cadets were selected for Directorate TSC team. • 30 cadets participated in Cycle rally to mark the Mahatama Gandhi Birth Anniversary. • 50 cadets participated in NCC pledge on 'Fit India Movement'. • 40 Cadets participated in Cleanliness drive under Mega Swachhta Pakhwara. • 14 cadets participated in CATC for RDC selection. • 50 cadets participated in vigilance awareness week with the theme 'Integrity- A Way of Life'. • 50 cadets participated in Plogging Day celebration • Participation in National and State NCC camps under Ek Bharat, Shrestha Bharat' campaign. • 26 cadets participated in training of selected cadets for Pre TSC for the year 2020-21. • 14 NCC cadets participated in online mode in International Yoga Day on 21-06-2020 with the theme 'Yoga at Home and Yoga with Family'.

National Service Scheme (NSS) activities

• Objective of NSS activities is to make aware the students about their social responsibilities and a liaison with Society. • Organized two 'One Days NSS Camp' • Seven Days NSS Camp' from December 23-29, 2019 • Arranged special lecture on 'Importance of Breakfast' and 'Nutrition and Malnutrition'. • Awareness Campaign against burning of Rice Crop Straw. • Arranged a Rally on 'Constitution Day' on 26-11-2019. • Quiz Completion on 'Ek Bharat, Shrestha Bharat' • Celebrated 'Road Safety Week' - Poster making, Declamation Contest and participation in rally for Road Safety. • Celebrations on Swachhta Pakhwara Programme (January 16-3, 2019) - Slogan Writing, Poster making, lecture on Energy Conservation. • Special Lecture on Voters Day - 25-01-2019 • Special programme on 'International Human Rights Day' and 'International Women Day'

Sports and Physical Education

• College organized three days 108th Annual Athletics Meet in February, 2020. More than 600 students actively participated in this Meet. • More than 250 students has opted Physical Education as elective subject in the college. • Participation in Inter College Sports Competition in Cricket, Volleyball, Wrestling, Athletics organized by Guru Nanak Dev University. • Gymnasium facility to students and

faculty in their free time.

Inaugural of new Academic Session

- A programme was organized in the beginning of new academic session to welcome new students in the college.
- Principal Dr. V.K. Singh welcomed the new students and explained facilities provided by the college.
- Rules and regulations relating to Discipline, Sports, NCC, NSS, House examination, University conditions for examination, Post Matric Scholarship Time table were explained to students by respective teacher in charge.
- Facilities provided by the college in the form of NCC, NSS, Sports, Cultural Activities, Career and Counselling, Library were also explained to the students.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
College Council	21-Dec-2020

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)

- 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. • College library is 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. 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 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

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. In the even semester, when there was a complete lockdown in the Month of March, 2020 due to Corona Virus threat, the teachers conducted on-line classes from their homes to complete the syllabus. For this purpose, Zoom app, Google meet was app was used by the teachers.

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	12/07/2019	000	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	12/07/2019
View File		

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
MA	Nil	12/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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	12/07/2019	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Nil	Nil
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
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

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 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 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
BSc	Non-Medical	80	22	21
BSc	Medical	80	20	15
BSc	Computer Science	60	17	16
BSc	Economics	80	21	17
BA	Humanities	560	284	260
BCom	Commerce	75	129	75
MA	English	60	14	12

MA	Economics	60	11	9
MCom	Commerce	60	34	31
PGDCA	Computer Science	40	25	23
View File				

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
2019	978	122	45	Nil	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
45	45	12	16	10	13

[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 - 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
1100	45	1 : 24

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	45	9	Nil	8

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
2019	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
PGDCA	303502	02	07/10/2020	04/12/2020
MCom	217604	04	05/10/2020	20/11/2020
MA	216404	04	08/10/2020	26/11/2020
BA	103206	06	07/10/2020	17/11/2020
BSc	103306	06	07/10/2020	26/11/2020
BCom	108506	06	03/10/2020	11/11/2020
MA	213104	04	08/10/2020	19/11/2020

[View File](#)

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 classroom equipment. 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	Humanties	150	62	41.33
103306	BSc	Medical	23	17	73.91
103306	BSc	Non-Medical	21	12	57.14
103306	BSc	Computer Science	10	6	60.00
103306	BSc	Economics	19	9	47.36
108506	BCom	Commerce	57	43	75.43
216404	MA	English	11	10	90.9
213104	MA	Economics	8	4	50.0
217604	MCom	Commerce	26	26	100
303502	PGDCA	Computer Science	21	19	90.47

[View File](#)

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%20Satisfaction%20Survey.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
View File				

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	01/07/2019

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 Semester-II	Pragti Kumari	Guru Nanak Dev University, Amritsar	04/12/2020	Academic
Distinction in B.Sc.-Non-Medical, Semester-Vi	Balpreet Kaur	Guru Nanak Dev University, Amritsar	17/11/2020	Academic
Distinction in B.Sc.-Non-Medical, Semester-Vi	Komal	Guru Nanak Dev University, Amritsar	17/11/2020	Academic
Distinction in B.Sc.Medical, Sem.-VI	Manpreet Kaur	Guru Nanak Dev University, Amritsar	17/11/2020	Academic
Distinction in B.Sc.Medical, Sem.-VI	Chandni Sandha	Guru Nanak Dev University, Amritsar	17/11/2020	Academic
Distinction in B.Sc.Medical, Sem.-VI	Jasleen Kaur	Guru Nanak Dev University, Amritsar	17/11/2020	Academic
Distinction in B.Sc.Medical, Sem.-VI	Palak	Guru Nanak Dev University, Amritsar	17/11/2020	Academic

[View File](#)

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
0	Nil	Nil	Nil	Nil	01/07/2019

[View File](#)

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

0	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	Nil

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	Commerce	2	1
National	Punjabi	1	0

[View File](#)

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
Commerce (Chapter in edited book in USA)	1
Commerce (Chapter in edited book in Punjabi)	1
Commerce (Text Books for University Syllabus)	5
Punjabi (Story Book in Punjabi Language)	1

[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	2019	0	00	Nil

[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
Conundrum of Non-per forming Assets over Two Decades: An Analysis of Punjab National Bank	Mrs. Seema Rani	Management and Labour Studies	2019	5	Nil	sage Publication

[View File](#)

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

Number of Faculty	International	National	State	Local
Presented papers	2	5	Nil	Nil
Resource persons	Nil	4	Nil	Nil
Attended/Seminars/Workshops	Nil	7	Nil	Nil

[View File](#)

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
Cycle rally to promote Cleanliness, brotherhood and Communal Harmony on 150th Birth anniversary of Mahatama Gandhi	NCC NSS units	4	100
celebration of Swachhta Pakhwara program	NCC	2	56
Cycle rally for awareness on Drug Abuse	NSS and NCC units	4	100
Special Lecture on Nutrition Malnutrition during Poshan Mah	NSS unit	2	60
Celebration of Plogging Day under the theme Fit India Plog Run	NCC	2	50
Seven Days NSS camp in College Campus	NSS	2	63
Participation in District Level Independence Day Parade	NCC	1	62
Participation in Republic Day parade at District Level	NCC	1	62
One Day NSS Camp	NSS	2	70

dedicated to Swachh Bharat Abhiyan			
NCC cadets passed B C certificate	NCC	1	37
View File			

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
Empowerment of Persons with Disabilities	National Award	Ministry of Social Justice and Empowerment, Govt. of India	200
Facilitating P.W.D. Voters during Lok Sabha Election, 2019	State Award	Chief Election Officer, Govt. of Punjab	50
Facilitating P.W.D. Voters during Lok Sabha Election, 2019	District award	Deputy Commissioner, Kapurthala	Nil
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
World Human Rights Day	History Department	Special lecture on Objectives and Protection of Human Rights	5	80
Save Water	History Department	Declamation contest on importance of water in human life	2	70
Ek Bharat Shreshth Bharat	NCC NSS units	Quiz competition	8	60
World Aids Day	NSS and NCC units	Lecture, Declamation contest, Rally	6	55
Health care	Department of Sciences	Extension lecture on Eye Transplantation	8	60
Tree Plantation	College	Nanak Bagichi programme of Tree Plantation on 550th Birth Anniversary of	10	50

		Guru Nanak Dev Ji		
Save Girl Child and Women Empowerment	Whole College	Cultural Programme TEEJ celebration dedicated to Girl Child and Women Empowerment	40	200
Gender Issue	Department of Humanities	Paul Talk by District Programme Officer and Deputy Commissioner, Kapurthala on Personal Hygiene and Menstruation	10	80
Welfare of Disabled Persons	Grievance Redressal Cell for Care of Disabled persons	Poster Making Competition	4	60
Water Pollution	Philosophy Department	Poster Making Competition and Exhibition	1	60
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	30/06/2020	30/06/2020	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	30/06/2020	Nil	Nil

[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
18.61	18.61

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	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	
Journals	18	20000	Nil	Nil	18	20000
Text Books	35928	Nil	Nil	Nil	35928	Nil

[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	12/07/2019

[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	54	2	1	0	2	1	12	50	0
Added	0	0	0	0	0	0	0	0	0
Total	54	2	1	0	2	1	12	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
53.65	59.66	18.61	18.61

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/iqac/Infrastructure%20Maintenance%20Procedure.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	297	1955709
b) International	Nil	Nil	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
Celebration of Mother Tongue Day (promotion of Punjabi Language)	18/02/2020	300	Punjabi Department of the College
Extension lecture on Communication Skill and Stress Management.	29/01/2020	60	Career and Counselling Cell of college.
Yoga at Home and Yoga with Family	26/06/2020	50	On-line participation on the directions of Govt. of India
Poetry, Story	18/02/2020	300	punjabi

writing skill of
Punjabi Language

Department of the
college

[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
2019	Career Guidance cell	1	400	1	1

[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
Nil	Nil	Nil

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	Nil	Nil	Nil	Nil	Nil

[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
2019	18	B.A.	Humanties	N.J.S.A. Govt. College, Kapurthala	PGDCA
2019	6	B.Com.	Commerce	N.J.S.A. Govt. College, Kapurthala	M.Com.
2019	5	B.A., B.Com.	Humanties, Commerce	N.J.S.A. Govt. College, Kapurthala	M.A. Economics
2019	2	B.A., B.Com.	Humanties, Commerce	N.J.S.A. Govt. College,	M.A. English

[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	1

[View File](#)

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

Activity	Level	Number of Participants
Annual Sports Meet	College	650
Quiz Competition on Physical Education dedicated to Hockey Player Major. Dhian Singh	State	405
Inter College Athletic Competition	University	4
Inter-College Volleyball Competition	University	12
Inter-College Cricket Competition	University	16
Inter-College Wrestling Competition	University	2

[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
2019	Nil	National	Nil	Nil	000	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. 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. 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' (OSA) having 350 members. It is managed through executive Committee of old students. One alumni member is appointed as 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. Beautification work of One 'Old Students Association (OSA) Park' in the college is sponsored by OSA. Association has hired one gardener for this purpose and his salary is paid from its own fund.

5.4.2 – No. of enrolled Alumni:

350

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

30000

5.4.4 – Meetings/activities organized by Alumni Association :

Executive Committee meetings of Old Students Association (OSA) is held from time to time.

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)

N.J.S.A. Govt. College, Kapurthala 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 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"> • 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.
Industry Interaction / Collaboration	To give exposure to the students of industrial operations, visits of students are arranged. Local businessmen and Industrialist are called to interact with students.
Human Resource Management	<ul style="list-style-type: none"> • 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.

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). • Fully Air-conditioned library Reading Room is new addition. • CCTV cameras, mobile jammers installed. • Further installed upgradation of physics lab equipment. • Upgradation of overall infrastructure.

Research and Development

• 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 eight 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 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.

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
<p>Planning and Development</p>	<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. • College has a separate Facebook page and whatsapp is widely used for planning and development. •

	<p>Notices to staff and students are generally through whatsapp messages. • In academic - use of SPSS and Tally by Commerce students.</p>
Administration	<p>Fully Computerised College office. Monitoring of College campus from Principal Office through CCTVs. Wide use of e-mail. WhatsApp messages to provide quick information to staff. • CCTV cameras in the college campus. • Emphasis on paperless work.</p>
Finance and Accounts	<p>• 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>• 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 students.</p>
Examination	<p>• 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.</p>

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
2020	Nil	Nil	Nil	Nil
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)
2020	Nil	On-line training on Basics of Covid	01/05/2020	30/05/2020	22	14
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
Workshop on Development of Research Tools in Physical Education	1	10/06/2020	15/06/2020	6
FDP on Innovations in Teaching, Learning and Research	1	24/12/2019	30/12/2019	9
National Workshop cum Training on Natural Medicine and its Scope in Biomedical Sector1	1	04/10/2019	05/10/2019	2
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

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. 	<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.

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 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 Uchchatar 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
--	-------------------------------	---------

Parent Teacher Association (PTA) and Higher Education Institute Society (HEIS)	5356149	for the development of the college. To pay the salary of Guest faculty and HEIS faculty. For the development of infrastructure facilities. to meet expenses of academic, cultural, and sports functions in the college.
View File		

6.4.3 – Total corpus fund generated

5356149

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	Yes	DPI office Punjab	Yes	Principal of the College
Administrative	Yes	DPI office, Punjab Govt. of Punjab Auditors	Yes	Principal of the college

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

<p>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. 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.</p>
--

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

<ul style="list-style-type: none"> • 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. • 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)

<ul style="list-style-type: none"> • Wide use of ICT for teaching and administration work. (Smart classrooms, CCTVs). • Infrastructure development in the college especially from RUSA funds including fully air-conditioned Library Reading Hall, Conference Hall. • Development of Infrastructure (especially Information Communication Technology) to enable the teachers to teach through on-line mode especially during the period of Covid-19 pandemic.

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
2019	Conduct of Inaugural session for new students	17/07/2019	17/07/2019	17/07/2019	500
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
Paul Talk on the theme Personal Hygiene and Menstrucation	24/01/2020	24/01/2020	100	Nil
Special Lecture on Health care during POSHAN MAH	17/09/2019	17/09/2019	30	10
Lecture on Nutrition and Malnutrition	18/09/2019	18/09/2019	30	30
Celebration of TEEJ festival dedicated to Women empowerment	21/08/2019	21/08/2019	300	100
Participation in District Independence Parade by NCC Cadets	15/08/2019	15/08/2019	31	31
Participation in District Republic Day parade	26/01/2020	26/01/2020	31	31
Training program of NCC Cadets for Pre	10/02/2020	13/02/2020	13	16

TSC Selection				
Passed C Certificate of NCC	13/02/2020	13/02/2020	7	7
International Women Day celebrated	07/03/2020	07/03/2020	70	Nil
Special Lecture on Stress Management	29/01/2020	29/01/2020	45	15

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.
- Swachhta Pakhwada programme was celebrated by NCC Cadets of the College (to create awareness about health, hygiene, sanitation and Cleanliness). NCC cadets cleaned KamraBagh of Kapurthala under 'Cleaning of Public Parks' programme
- 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.
- Poster making Competition of 'Water Pollution' was organised by Philosophy department of the college on February 21, 2020 (Theme was RukhLagao, PaaniBachao, nasheyanton perhej Karo)
- On March 06, 2020 , National Science Day ' was celebrated by Science and Environment Society. Power point Presentation, Rangoli competition and Quiz competition related to topics such as Save water, Save tree Save water, save Life Plant trees, Stop Global Warming Science Achievement - Go Cashless - Save Paper, Save trees Plastic pollution were organized.
- Swachhta Pakhwada was celebrated in the college from Jan16-31, 2020 (programmes arranged were - Swachhta Pledge, Energy Conservation, Tree Plantation, Poster making, Slogan Writing)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
------	-----------	-----------	------	----------	---------	--------	-----------

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	1	1	04/11/2019	1	Awareness about not to burn rice crop straw	Environment	55
2019	1	1	03/10/2019	1	Rally in City	Ekta Diwas	35
2020	1	1	17/01/2020	1	Rally in bazar	Road Safety	40
2019	1	1	22/11/2019	1	Rally buy NCC Cadets	Drug Abuse	30
2019	1	1	29/08/2019	1	Rally to promote Communal harmony	Communal Harmony	80
2020	1	1	25/01/2020	1	Special lecture with District Administration	National Voters Day	100
2019	1	1	15/08/2019	1	Republic Day Parade	Republic Day	62
2020	1	1	26/01/2020	1	Independence Day Parade	Independence Day Parade	62
2019	1	1	18/09/2019	1	Nukkar Natak	Anti Drug Campaign	400
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)
<ul style="list-style-type: none"> • Punjab Civil Service Rules. • Punjab Financial Rules. • UGC Guidelines. • RUSA guidelines. • University Calendar for Teaching and Non-teaching Staff 	15/05/2019	<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. • Implementation of University rules and regulations with respect to admission holidays, examination etc.
Prospectus and University Calender for Students	15/05/2019	• 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	15/05/2019	• 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.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebrated Vigilance Awareness Week as Imandari Ek Jeevan Shaille	29/10/2019	02/11/2019	80

Lecture on Guru Shikhas Prampara on Teachers Day	05/09/2019	05/09/2019	100
Digital Museum and Light Sound show dedicated to Life and Teachings of Guru Nanak Dev Ji	23/10/2019	25/10/2019	500
EKTA DIWAS dedicated to Birth anniversary of Sardar Patel	31/10/2019	31/10/2019	80
Lecture on Objectives and Protection of Human Rights	10/12/2019	10/12/2019	80
Lecture on Life and Teachings of Swami Vivekanand on National Youth Day	11/01/2020	11/01/2020	70
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 and Solar System have been installed in college campus. • Green Audit is conducted by the Botany Department of the College and action is taken on the basis of the its report. • 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. Declamation contest on Energy Conservation on January 25, 2020 by NSS cadets and Science and Environment Society of the College.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

7.2.1 - Describe at least two institutional best practices (2019-20) 1. TITLE OF THE PRACTICE- 1. "EDUCATION INCLUSION" a. GOAL:- Our guiding principles for Education Inclusion are based on easy access, student success and 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 students' learning and achievement. The focus of the education is to develop effective verbal and nonverbal communication skills, and technological skills to make student autonomous learners. Being a government institution, our institution caters primarily to the needs of students from socially and economically backward sections of the society. The aim of the practice is to enhance their learning capabilities so that they are better placed in the society. b. THECONTEXT: - 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 by adhering to the norms of Punjab Govt. related with reservation of SC/BC. Institutional strategies are chosen with focus on social-economic backward section and with objective to foster in their cognitive ability and to transform them into socially functional being.

c. 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' holistic development. Supporting 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 also form part of the curriculum to provide student accessibility to upcoming and 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.

d. 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 62 in 2019-20 with 40 students belonging to Scheduled Caste and 22 of Backward Castes. Total 1100 students were admitted in the college during the year 2019-20. Among them, 704 (64) were girl students. College students also hold merit positions in the merit list of university besides their active participation in various curricular activities like cultural and sports events and exhibition of their valour, discipline, spirit of adventure and loyalty towards duty in NCC unit. 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.

e. PROBLEMS: - There are financial and other constraints while implementing the above mentioned goals. Large number of faculty positions in teaching as well as non-teaching departments are lying vacant. Due to shortage of faculty, College has limited scope to start new job oriented courses. 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 enrolment in various courses of study. Secondly, number 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 that would prove to an efficient component of bringing change in society and nation at large. So, there is need for expansion of institution for higher learning.

2. "STUDENT CENTRIC TEACHING PRACTICE"

a. GOAL:- The main objective of the college is to provide holistic education i.e. an integrated development, critical thinking, work ethics and personality development. To assist students in adapting to new technology and concepts, we try to equip them to become self-sufficient entity of society. The life skills oriented learning prepare students for meaningful careers. Our college aims to assist students in developing knowledge, skills, and capabilities by motivating the students towards constructive and creative activities.

THE CONTEXT :- Our college encompasses variety and diversity of students, majority hailing from rural areas and belonging to economically and socially weaker section of society. Methodology of teaching involves variety of activities followed by feedback and evaluation like discussions between student teacher enhance the environment conducive to learning. At present the College has 10 Smart classrooms in addition to six others, fitted with ICT tools besides a fully equipped virtual seminar room. Newly Constructed fully air-conditioned Reading Hall in library provides additional facility to students to upgrade their knowledge. Keeping in view the kind of students admitted, the college creates variety of facilities that are vital for the task of teaching and learning.

b. THE PRACTICE: - Teaching are designed to fit students' mental level and

capability and to make learning easy and enjoyable. It not only arouses mental ability of the students but also triggers their cognition by provoking their thought process with new challenges. The problems encountered by students are effectively solved and explained in candour environment and by taking remedial classes, additional session of discussion and problem solving session. These interactive sessions lessen the gap between students and teachers and facilitate in building the confidence among students. To develop the holistic personality of students, they 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/igac/Best%20Practices%202019%2020.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

Institutional Distinctiveness 2019-20 NJSA Govt. College Kapurthala is a Premier Institution in Co-Education that has a set of high Values and standards for the improvement in Society by means of providing quality education at low fees structure and high teaching standards and it visions to impart quality education for creating motivated and responsive citizens who become catalysts of change through values based education, particularly for weaker sections of society. The college provides ample opportunities to the students from different streams to mingle together in academic as well as sports, cultural and other extra- curricular activities organized through different societies and wings. The fundamental job of teaching is no longer to distribute facts but to help the students learn how to use them by developing their abilities to think critically solve problems, make informed judgements and create knowledge that benefits both the students and the society. College has 10 smart classrooms besides another six fully equipped with ICT tools and one virtual seminar room. New ICT tools are properly utilised to impart quality education to the students. The college has well equipped library with newly constructed fully air-conditioned reading room. Our College's NCC and NSS Units and Cultural Activity Wing are functioning efficiently organizing various trips, tasks and camps where students and faculty members participate enthusiastically. The burden of studies is relieved by the sports and cultural events. During the year, college participated in 27 cultural items and was the winners in 19 items in Zonal Youth Festival of Guru Nanak Dev University, Amritsar and was the winner of Second Runner-up trophy At the district level Independence Day and Republic Day Parade Maximum NCC Cadets of our College are selected and our parade stood first in the drill competitions. Our NSS Unit is actively involved in awareness drive against drug abuse, illegal Trafficking, Gender inequality, Cleanliness drive and other social activities. Red Cross Society organizes blood donation camps, AIDS awareness and other medical and value added programs. Teaching and Research are complimentary activities and even UGC emphasizes upon doing extensive studies. This practise is recognized and acknowledged in the newer ways of teaching along with learning, organising and evaluating. The faculty members are committed towards teaching and Research Activities. They made best use of their non-teaching days and vacation period to carry forward their scientific investigations in spite of teaching work-hard and other activities that enables faculty members to expand their knowledge which indirectly is beneficial to students. The Principal of the college acts as a catalyst for the faculty to engage in active research and students are also encouraged for research project work both UG and PG level. Nine faculty members of our college hold Ph.D. degree and are continuously updating their

research area while others got inspired with their efforts and determination to carry out multiple duties. They are alert to the latest happenings in their field and have presented papers at National and Inter National Seminars. During the year, one research paper of was published in International journal of repute. One research paper was published in UGC approved journal and other two in other research journals. Seven teachers presented their research papers in different national seminars, three teachers acted as resource persons in four different national level seminars and three teachers participated in national level workshops cum training programmes. One teacher participated in six radio programmes as subject expert of current issues of national importance besides subject expert on discussion on Central Budget 2020-21 on Doordarshan programme.

Provide the weblink of the institution

<http://www.gckpt.com/igac/Institutional%20Distinctiveness%202019%2020.pdf>

8.Future Plans of Actions for Next Academic Year

Internal Quality Assurance Cell (IQAC) Plan of Action - 2020-21 No. Date: • Due to Corona Virus Pandemic, admission policy of students will be framed in such a way that students' physical entry in the College is minimum. • For the smooth conduct of admission process and exit classes examination, whenever announced by the University, necessary arrangement to be made in view of the dangers of the corona virus. • Provision of Touchless Hand Washing Points in the College. • Provision of face masks for the students. • Necessary arrangements for the sanitization of the College. • Installation of Touchless Sanitization machine in the College. • Awareness among students and staff about the use of face mask, regular hand washing and social distance norms in the College. • On-line Inaugural session for new students admitted to the College, to acquaint them regarding College norms and student activities • Permission from the University to start new course on Bachelor of Computer Application (BCA) in the session 2020-21. • Strengthening of College infrastructure for the arrangement of on-line teaching in the College. • Arrangement of Webinars for dissemination of knowledge to students and faculty. • Encouraging faculty members to participate in webinars arranged by other Institutions to update their knowledge. • 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, if possible in present circumstances of Corona Virus pandemic. Otherwise provision for online class tests, presentations, assignment and Mid Semester Examination. • 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. • 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 awareness campaign about the Corona Virus eradication programmes at District and State level. • Active participation in Drug De-addiction programmes, DAPO, SWEEP, Legal literacy, Swatch Bharat programmes etc. at various levels.