

The Annual Quality Assurance Report (AQAR) of the IQAC N.J.S.A. Govt. College, Kapurthala (Punjab)

Session: 2013-14

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

N.J.S.A. GOVT. COLLEGE,
KAPURTHALA

1.2 Address Line 1

PRINCIPAL

Address Line 2

N.J.S.A.GOVT. COLLEGE,
KAPURTHALA

City/Town

KAPURTHALA

State

PUNJAB

Pin Code

144601

Institution e-mail address

gckapurthala@gmail.com

Contact Nos.

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01822-236700

Name of the Head of the Institution:

MRS. MEENA MALHOTRA

Tel. No. with STD Code:

01822-233581

Mobile:

91-98153-77851

Name of the IQAC Co-ordinator:

DR. (MRS.) SATVINDER
KAUR

Mobile:

91-98148-31553

IQAC e-mail address:

gckapurthala@gmail.com

1.3 NAAC Track ID :

PBCOGN 11831

1.4 Website address:

www.gckpt.com

Web-link of the AQAR:

www.gckpt.com/IQAC/AQAR-2013-14

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

1.5 Accreditation Details

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

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

21/04/2012

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

2013-14

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

- i. AQAR - 2009-10 _____ (06/11/2015)
- ii. AQAR – 2010-11 _____ (06/11/2015)
- iii. AQAR- 2011-12 _____ (06/11/2015)
- iv. AQAR – 2012-13 _____ (06/11/2015)
- v. AQAR – 2013-14 ----- (06/11/2015)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

UGC-Special Assistance Programme	--		--
UGC-Innovative PG programmes	--	any other (<i>Specify</i>)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	08	
2.2 No. of Administrative/Technical staff	01	
2.3 No. of students	02	
2.4 No. of Management representatives	NIL	
2.5 No. of Alumni	01	
2.6 No. of any other stakeholder and Community representatives	01	
2.7 No. of Employers/ Industrialists	01	
2.8 No. of other External Experts	---	
2.9 Total No. of members	14	
2.10 No. of IQAC meetings held	03	
2.11 No. of meetings with various stakeholders:	04	No. Facul 02

Non-Teaching Staff Students
Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution
Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

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

- Efforts were made to make admissions to various courses on merit basis keeping in view the guidelines of the Punjab Govt. and GNDU, Amritsar.
- Members of faculty were motivated to make teaching more effective and improve the learning outcomes.
- Members of faculty were encouraged to continuously monitor the performance of the students through class tests and oral presentations.
- Members of the faculty were motivated to attend and present research papers in national/international conferences, seminars, workshops etc. to promote the culture of research in the institution.
- The efforts were made to involve the students in community servicing with an aim to make them sensitive and sympathetic towards society at large.

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

2.15 Plan of Action by IQAC/Outcome

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

S. No.	Plan of Action	Achievements
1	To motivate the faculty members to use technological aids to make teaching learning process were effective.	Efforts going on
2	To construct a washroom for the administrative staff attached to the administrative office.	Work accomplished
3	To set up new browsing centres for technology upgradation of teaching departments.	10 browsing centres were set up.
4	To increase the number of separate washrooms for Boys and Girls.	Work in progress
5	To furnish the back side of Administrative office with floor tiles to make comfortable arrangement for students while dealing with office.	Work accomplished
6	To construct a small rooms for installation of water cooler near new block for safe drinking water for the	Work accomplished

	students.	
7	To equip the science labs with required apparatus (from UGC grant & self generated resources)	Work accomplished
8	To maintain the Jubilee Hall of the College.	White-wash & renovation accomplished
9	To update the college library with the help of UGC grant.	New books were added and storage capacity of the library was enhanced for proper up keep the books.
10	To make sincere efforts to receive further grants from UGC under the XII plan.(A proposal for General Development Assistance to college was sent to UGC.)	Efforts going on
11	To strengthen the departmental library of commerce department for the students from self generated resources.	Continuous efforts are being made
12	To send the utilization of all the grants received from UGC under different schemes under eleventh plan.	Utilization certificates sent
13	To make strenuous efforts for getting the grants sanctioned from Punjab Govt. and utilising the same through Panchayati Raj Lok Nirwan Department of Punjab for its construction of Girls' Common Room, Wash Rooms, Water Tank and Commerce Block;Renovation of Chemistry Labs,Laying of interlocking tiles on the path-ways of 'U-Block' and Kota-Stone in Verandas of 'U-Block';	Work in progress

2.15 Whether the AQAR was placed in statutory body

Management

Syndicate

any other body

College Council

Provide the details of the action taken

The AQAR for the year 2013-14 was approved by the College Council and it was decided to e-mail to NAAC.

Criterion - 1

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03			
UG	06		02	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		03	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

---	--	--	--	--	---	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

23		06
----	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	5	--
Presented	01	11	07
Resource Persons	--	10	--

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

Use of LCD Projector and OHP, Student centric learning, students' presentations in class room seminars, students' book bank

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

180

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

Periodic Class Tests

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

02		
----	--	--

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no of students whose result declared	Division				
			Distincti on %	I %	II %	III %	Pass %
B.A.I	550	514	02	05.06	13.42	4.86	23.35
B.A.II	258	230	--	11.74	49.56	18.70	80.00
B.A.III	200	191	02	13.61	56.02	18.85	88.48
B.Sc. I (Med.)	10	10	03	30.00	20.00		50.00
B.Sc. II (Med.)	11	11	--	81.82	18.18		100
B.Sc. III (Med.)	07	07	---	28.57	57.14	14.29	100
B.Sc. I (N.M.)	60	52	--	17.31	23.08	09.61	50.00
B.Sc. II (N.M.)	30	30	---	30.00	56.67	03.33	93.33
B.Sc. III (N.M.)	23	23	--	30.43	65.22	04.35	100
B.Sc. I (CS.)	24	24	---	16.67	20.83	08.33	45.83
B.Sc. II (CS.)	31	31	--	38.71	54.84	06.45	100
B.Sc. III (CS.)	35	33	---	24.24	54.54	15.15	93.93
B.Sc. I (Eco.)	50	44	--		18.18	06.82	25.00
B.Sc. II (Eco.)	17	17	---	47.05	35.29	11.76	94.11
B.Sc. III (Eco.)	16	16	--	37.5	43.75	12.5	93.75
B.Com.I	80	77	---	07.79	29.87	12.98	50.64

B.Com.II	70	69	03	07.25	31.88	11.59	50.72
B.Com.III	50	48	01	14.58	62.50	06.25	83.33
M.Com.I	34	34	---	97.05			97.05
M.Com.II	27	27	10	96.29			96.29
M.A.I (Eng.)	11	11	--	09.09	45.45	18.18	72.72
M.A.II (Eng.)	21	21	---	14.28	23.80	19.04	57.17
M.A.I (Eco.)	29	29	01	10.34	27.59	13.79	51.72
M.A.II (Eco.)	19	19	--	52.63	42.10	10.53	52.63
P.G.D.C.A.	43	39	---	94.87	5.13		100

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

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

- It proposes overall improvement in the system of evaluation of the students to increase the learning outcomes.
- It proposes addition and improvement in infrastructural facilities for overall development of the institution.
- It motivates the faculty members to increase their participation in research activities, seminars, conferences and workshops in their respective areas of specialization.
- It proposes the use of innovative and technology based teaching aids to further improve the teaching learning process in the college.
- It proposes to increase students' presentation in the class room to build up their confidence and level of understanding.

2.13 Initiatives undertaken towards faculty development NIL

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--

HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

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

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages the faculty members to present research papers in national and international seminars and conferences in their respective area of interest and also get their research paper published.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
--	-----------	---------	------------	-----------

Number	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

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

3.5 Details on Impact factor of publications: NIL

Range Average h-in Nos. in SCOPUS

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

NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAF CAS DST-F
 DPE DBT Scheme/fund

3.9 For colleges

Autonor C DBT Star Sch
 INSPIR CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any oth

3.14 No. of linkages created during this year

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

From funding agency Management of University/College
 Total

3.16 No. of patents received this
NIL

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

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

Total	International	National	State	University	Dist	College

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

01

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

NIL

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

JRF SRF Project Fellow Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International

3.22 No. Of students participated in NCC events:

University level State level

National level

International level

District level

3.23 No. Of Awards won in NSS:

	University level	<input type="text" value="29"/>	State level	<input type="text" value="6"/>
National level	International	<input type="text"/>		<input type="text"/>

3.24 No. Of Awards won in NCC:

	University level	<input type="text"/>	State level	<input type="text" value="09"/>
National level	<input type="text" value="04"/>	International level	<input type="text"/>	

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text" value="05"/>	NSS	<input type="text" value="10"/>	Any Red Cross <input type="text" value="02"/>

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

- Blood donation camp was organized.
- Students participated in Pulse Polio campaign.
- Financial help from Red Cross fund to students from economically weaker sections of the society.
- Members of Faculty extended help in terms of fee payment/Books to needy students from faculty members.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	265 Kanal 13 Marla			265 Kanal 13 Marla
Class rooms	33			33
Laboratories	17			17
Seminar Halls				
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	Misc.			Misc.
Value of the equipment purchased during the year (Rs. in Lakhs)	4,57,897		UGC PTA	
Others				

4.2 Computerization of administration and library

College office is fully computerised. College is planning to digitize the library.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	45593	----	313	88224	45906	----
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	02	Yes	03		04	10	
Added	05	01		10		01		
Total	45	03	Yes	13		05	10	

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

Upgradation (Networking, e-Governance etc.)

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

4.6 Amount spent on maintenance in lakhs:

i) ICT	60,000
ii) Campus Infrastructure and facilities	10,00,000
iii) Equipments	1,90,000
iv) Others	1,39,580
Total:	14,67,487

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Extra curricula and co-curricular activities like sports, NCC, NSS, inter-class competition and cultural activities etc.
- Student support system in the form of assistance from Red Cross fund and book bank.
- Cell for redressal of grievances of women.
- Facilities for students with disabilities.
- Publication of student's writings in the departmental magazine 'Arambh' published by Punjabi department of the college.
- Academic, personal, career and psycho-social counselling services.

5.2 Efforts made by the institution for tracking the progression

- Information concerning extra curricula activities is displayed on the notice board installed at various place in the campus.
- Ramps alongside the building have been constructed for easy movement of physically disabled students.
- Career-counselling and guidance cell organizes counselling sessions for the students for imparting information concerning career options and job opportunities.
- NCC Units for boys and girls impart training to the students in discipline and national spirit.
- NSS Units play a significant role in creating the feeling of social service among the students.
- Blood donation camps are organized by NSS and Red Cross Society of the college.
- Extension lectures are organized by different departments to sensitize the students about various issues concerning the society.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1779	245		

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
821	417		1.48	03	15%	86	755		433		2024

Demand ratio

Dropout %

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

Special counselling sessions are conducted by Career Counselling and Guidance Cell to provide guidelines concerning preparations for competitive examinations.

No. of students beneficiaries

250

5.5 No. of students qualified in these examinations

NET	02	/SLET			
IAS/IPS etc		State PSC		UPSC	
				Other	

5.6 Details of student counselling and career guidance

Career Counselling

- The college has career and counselling and guidance cell. The cell organised counselling sessions of the students with District Employment Officer and Career Heights Academy, Kapurthala.
- The college has installed information display board at various places in the Campus. Important information concerning opportunities for higher education and employment are displayed on these boards.
- Special counselling sessions are conducted by Career Counselling and Guidance Cell to provide guidelines concerning preparations for competitive examinations.

No. of students benefitted

350

5.7 Details of campus placement NIL

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

5.8 Details of gender sensitization programmes

Counselling sessions were held for the students of first semester of all UG & PG Programmes regarding rules & regulations of the college/University. Gender based facilities made available to the student were also explained.

Separate basic facilities were provided to the Girl students to facilitate their participation in academic & non academic activities.

5.9 Students Activities

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

State/ University level

5

National level

International level

No. of students participated in cultural events

State/ University level

33

National level

International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	674	39,50,000
Financial support from other sources	50	37,600
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

Curriculum Development is undertaken by the affiliating university. The faculty members forward their suggestions in the meetings of Board of Studies of the University.

6.3.2 Teaching and Learning

Infrastructure support is provided by the college to improve teaching, learning process to enhance the quality of teaching & learning.

6.3.3 Examination and Evaluation

The process of examination & Evaluations decided & notified by the affiliating university (Guru Nanak Dev University, Amritsar). Under formative evolution, the Examination Board of the college conducts MID Semester examination, oral & written tests are conducted in the class room for the academic improvement of the students.

6.3.4 Research and Development

The institution motivates the staff for undertaking research & participation in conferences & seminars. Faculty members have presented research papers and got their papers published in the research Journals.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has rich library having a large number of reference books and text books.
- The library subscribe to number of magazines and newspapers.
- Departmental library of commerce, book bank for commerce students and internet access to facilitate teaching and learning in the institution.
- All the science departments have well equipped laboratories.

6.3.6 Human Resource Management

The college has qualified faculty and trained office staff.

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

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

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

6.4 Welfare schemes

Teaching	✓
Non teaching	✓
Students	✓

for

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

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

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

6.11 Activities and support from the Alumni Association

Maintenance of the OSA Park, Science Park and College Main Gate.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

- Plantation of trees in the college campus by NSS Units and Botany department of the college.
- Environment society of the college made efforts to sensitise the students about environmental concern.

Criterion – VII

7. Innovations and Best Practices

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

The college successfully hosted zonal youth festival of GNDU, Amritsar. It created a positive impact on the staff's managerial capabilities. It also encouraged the student for greater participation in cultural activities. The Punjabi Department arranged Literary Meetings with renowned writers to encourage the students to improve their skills writing.

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

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

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

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

1. TITLE OF THE PRACTICE-1:-

“EDUCATION INCLUSION”

2. GOAL:-

Our guiding principle for Education Inclusion is based on easy access, student success and high quality learning. This design aim to integrate diversity, equity and educational

quality efforts. Our institution endeavors to develop effective educational practices that would lead to transformational change for student learning and achievement.

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

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

3. THE CONTEXT :-

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

4. THE PRACTICE :-

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

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

5. EVIDENCE OF SUCCESS:-

The achievement of 'Educational Inclusion' is evident from increase in proportion of students from SC/BC categories in total enrolment in the institution. This proportion being 47.1% in 2012-13 has relatively increased to 58.7% in 2013-14. These students are also a part of the merit position holders of the university and actively participate in various co-curricular activities like cultural and sports event and exhibit their valour, 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 manoeuvred to fit students' mental level and capability, procedures thus moulded not only makes learning easy and enjoyable but also adds condour to the concepts principles & facts. Thus teaching in such a skillful manner provides conducive and congenial ambience in the class-room. It not only arouses mental ability of the students but also triggers their cognitive, evocative faculties of thought process. The problems encountered thereby are efficiently solved and explained in detail by taking remedial classes, additional sessions of discussions and problem solving sessions. These

interactive sessions lessens the gap between students and teachers that facilitates in building the confidence among students. Students are not only chiselled academically but also motivated for contributing their participation in various co-curricular activities.

TITLE-3:- “Multifaceted development of Students”

Goal:-

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

THE CONTEXT:-

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

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

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

THE PRACTICE:-

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

PROBLEMS:-

Lack of funds and manpower hampers to attain growth and success. Shift from annual to semester system clashes with study and cultural events. Red Cross Society organizes blood donation camps, AIDS awareness and other medical and value added programmes.

NSS unit had undertaken various relief works and cleaning and beautification of college campus had been efficiently done by NSS unit. NCC has been continuously engaged in grooming the youth of the college into a disciplined and patriotic citizens.

EVIDENCE OF SUCCESS:-

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

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

2. **Goal:-**

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

3. **THE CONTEXT:-**

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

4. **THE PRACTICE:-**

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

5. **EVIDENCE OF SUCCESS:-**

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

6. **PROBLEMS:-**

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

7.4 Contribution to environmental awareness / protection

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

7.5 Whether environmental audit was conducted?



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

Detail of SWOT analysis

1. Location and Landed Area – Our institution is located in the middle of the city with a vast landed area. It has an area of 33 acres and constructed area of about 7000 sq. mater.
2. Connectivity - As in the heart of the district headquarter, it is well connected to other towns and villages.
3. Well qualified available faculty – The permanent faculty members of the college are well qualified having appointed on merit basis with vast experience of about 20 years for each.

Out of total 28 permanent teaching staff, 12 members hold doctorate degree and have a number of published papers to their credit.

4. Merit positions of the students – The College is affiliated to Guru Nanak Dev University Amritsar. The students secure merit positions in the examination conducted by the university.
5. Co-Curricular activities – The College has its name in the cultural and sports activities. We actively participate in the zonal and inter-zonal youth festival of the university and secure positions.
6. Lowest Fee Structure – The College has the lowest fee structure (framed by the Govt. of Punjab) as compared to other private institutions. So is especially helpful for the lower economic strata of the society.
7. Oldest Institution – The college was established in 1856 and has the distinction of having affiliated to the Calcutta University, Punjab University, Chandigarh and finally with Guru Nanak Dev University, Amritsar.
8. Support of Parent Teacher Association and Self Finance Scheme – having very limited financial autonomy, the college has financial support from PTA and SFS.
9. Support of Old Students Association – Association of Old Students of the college is very active and their financial support is worth mentioning.

Weaknesses:

1. Faculty Shortage – Nearly 50% of the teaching and non-teaching posts are vacant in the college. Guest faculty teachers are appointed on these posts and they are not able to show their worth on the job.
2. Dilapidated Infrastructure – The College has the shortage of required modern furniture, classrooms, teaching aids and laboratory equipments.
3. Library – The college library has no required space for reading room, have shortage of staff, latest library equipments, software and computers.
4. Absent of new/latest courses – Due to shortage of faculty and equipments, the college is not able to introduce latest courses and is not able to change itself properly are required by the changing period of globalization.

5. Casual/ Adhoc staff – More than 50% of the teaching staff is casual, appointed on a very low salary. Their labour turnover is very high.

Opportunities

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

Threats

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

8.Plans of institution for next year

Plan of Action:-

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

Name: Dr. SATVINDER KAUR

Sd/

Signature of the Chairperson, IQAC

Name: Mrs. MEENA MALHOTRA

Sd/

Signature of the Principal