

Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year 2011-12

1. Details of the Institution

1.1 Name of the Institution

Lyallpur Khalsa College, Jalandhar

1.2 Address Line 1

GT ROAD

Address Line 2

City/Town

Jalandhar City

State

PUNJAB

Pin Code

144001

Institution e-mail address

lkcjald@yahoo.com

Contact Nos.

0181-2241466-467

Name of the Head of the Institution: Dr. Jaspal Singh Randhawa

Tel. No. with STD Code: 0181-2241466, 67

Mobile: 9417018184

Name of the IQAC Co-ordinator: Hariom Verma

Mobile: 9592795030

IQAC e-mail address: iqaclk@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/74 /16/09/2011

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.lkc.ac.in

Web-link of the AQAR:

lkc.ac.in /iqac

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------|-------|------|-----------------------|-----------------|
| 1. | 1st Cycle | A+ | ---- | 2004 | 5 years |
| 2. | 2nd Cycle | A | 3.74 | 2011 | 5 Years |

1.7 Date of Establishment of IQAC :

15-12-2004

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 for 2010-11 being submitted on

03-01-19

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others **(Computers)**

1.11 Name of the Affiliating University

Guru Nanak Dev University, Amritsar

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

YES

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

YES

UGC-Innovative PG programmes

YES

Any other (Specify)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

9

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

--

2.4 No. of Management representatives

2

2.5 No. of Alumni

--

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

--

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State

Institution Level

(ii) Themes

Innovation in Teaching,
Quality Teaching,
ICT and Teaching

2.14 Significant Activities and contributions made by IQAC

The IQAC acting as a monitoring agency aims to facilitate and streamline institutional activities so as to ensure quality assurance in functioning of the institution, resulting in maximum growth of the students as well as the faculty. It also ensures opportunities for all administrative staff to enhance performance and develop skills at all levels. Following were the significant activities and contribution of the IQAC:

1. The IQAC conducted its three meetings in the session in which it finalized the action plan for the institution, reviewed its progress and drafted the action plan for the next year.
2. The IQAC organized an orientation week for the entry level students in which attempt was made to bridge the gap between their previous knowledge and new course.
3. This academic year the IQAC focused attention on enriching the faculty profile by encouraging teachers to participate in workshops and conferences. As a result, there were considerable number of participations in different workshops and conferences .
4. The IQAC organized three institution level seminars for faculty members on themes Innovation in Teaching, Quality Teaching, ICT and Teaching
5. It devised and implemented the academic calendar for the session and monitored all institutional activities.

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

| Plan of Action | Achievements |
|---|---|
| To undergo NAAC inspection | The College underwent Assessment and accreditation by the NAAC. As a part of this process the self study report of the institution had been submitted to the NAAC in the month of December previous year. The visit of the Peer Team took place in July this year and during its three day visit, the team visited various departments and wings of the institution. The institution was ranked as A grade college with a high CGPA of 3.74 |
| To encourage faculty for productive research output and to introduce more | It had been decided by the IQAC to promote research by ensuring maximum |

| | |
|--|--|
| <p>research oriented courses in the institution which shall be very useful for the faculty as well as the students.</p> | <p>teacher participation in research activities. For this it was passed to honour the teachers excelling in the research achievements. The decision was backed by the governing council as well.</p> <p>As a result, an atmosphere of research was developed in the college by encouraging teachers as well as the students to carry out maximum research. The institute witnessed a rise in the research output. A total of four minor research projects were awarded to the following teachers.</p> <ol style="list-style-type: none"> 1. Dr GS Samra (Dept. of Mathematics) 2. Mr. Hariom Verma (Dept. of English) 3. Dr. Chanchal Bedi (Dept. of Physics) 4. Dr. Gurpreet Singh (Dept. of Biotechnology) |
| <p>On the concrete basis of self-study and having witnessed an immense all round growth and progress over the last few years, the college had decided to apply for autonomous college status in the near future.</p> | <p>The IQAC discussed the idea of autonomous status for the college in its meetings and no consensus could be made on it. Therefore the idea of autonomous status for the institution was held in abeyance for the time being and it was decided that the idea would be re-considered after a few years until the institution was ready for the same.</p> |
| <p>As a step towards introduction of more</p> | <p>The College applied to the University for</p> |

| | |
|--|--|
| vocation oriented courses, the College planned to start Master's degree program in Travel and Tourism. | introduction of Master's degree program in Travel and Tourism. The course was going to commence from the next session. |
| To ensure quality sustenance, The college had planned to start a new course concerning environment science | After deliberations it was concluded that M.Sc in Environment Science was not a very much viable course as it had thin career opportunities at least in the region. So the idea was suspended till the next session. |

* Academic Calendar attached as Annexure I .

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken :

The AQAR of the IQAC was discussed at the Academic Council Meeting and the Governing Body at the end of the Academic Year to finalize the report before submission. The governing Council approved of the report and endorsed that the various steps taken towards quality assurance were with its approval

Part – B

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 | NA | NA | NA | --- |
| PG | 13 | NIL | 4 | |
| UG | 13 | NIL | 8 | |
| PG Diploma | 5 | NIL | 5 | |
| Advanced Diploma | NIL | NIL | NIL | NIL |
| Diploma | 2 | --- | 2 | --- |
| Certificate | 4 | -- | 4 | -- |
| Others | --- | --- | --- | --- |
| Total | | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 13 |
| Trimester | NIL |
| Annual | 24 |

1.3 Feedback from stakeholders*

Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback :

PEI)

Online

Manual

Co-operating schools (for

***Annexure I added**

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

There were minor changes in syllabi this year and the changes mainly of the nature of general additions and deletions in the existing syllabi.

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

NA

Criterion – II**2. Teaching, Learning and Evaluation****2.1 Total No. of permanent faculty**

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 93 | 69 | 24 | - | - |

2.2 No. of permanent faculty with Ph.D

29

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|----|----------------------|---|------------|---|--------|---|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| - | 38 | - | - | - | - | - | - | - | 38 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

106

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---------------------------------|---------------------|----------------|-------------|
| Attended Seminars/ Workshops | | 78 | 3 |
| Presented papers | | 71 | 3 |
| Resource Persons | | | 2 |

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

- Practical exposure to industry through visits and trips,
- Problem based learning
- Internship in certain courses
- Activity based learning such as quiz based learning
- Use of audio video aids, movies and movie clips etc to literature students
- Remedial Classes for underperforming students
- Special tests classes and tasks for outstanding students

2.7 Total No. of actual teaching days during this academic year : 184

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

Teachers were asked to introduce varying patterns of question papers in class tests; however in house exams the pattern was kept strictly according to the university instructions

Learning outcomes of the pupils were measured at each stage of the continuous assessment process

through oral and written tests , subjective and objective questions, classroom quizzes and other activities

Students were provided with an answer key for the question papers of house exams

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

| | | |
|----|----|----|
| 19 | 17 | -- |
|----|----|----|

2.10 Average percentage of attendance of students 78.3

2.11 Course/Programme wise distribution of pass percentage

| Title of the Programme | Total no. of students appeared | Division | | | | |
|------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| Under Graduate Degree | | | | | | |
| BA III | 108 | 0 | 2 | 0 | 89 | 84 |
| BSC(MEDICAL)III | 8 | 0 | 2 | 5 | 0 | 87.5 |
| BSC(NON-MEDICAL)III | 17 | 2 | 9 | 3 | 1 | 76.47 |
| BSC(BIOTECH)III | 41 | 2 | 38 | 3 | 0 | 100 |
| BSC(ECONOMICS)III | 43 | 1 | 4 | 13 | 10 | 62.79 |
| BSC(CS)III | 50 | 3 | 16 | 10 | 6 | 64 |
| BSC(IT)III | 54 | 0 | 15 | 37 | 0 | 96 |
| BCA | 69 | 0 | 35 | 20 | 13 | 99 |
| B.Com | 180 | 10 | 22 | 83 | 33 | 90.5 |
| B.Com(prof) | 138 | 1 | 46 | 59 | 1 | 96 |
| BBA | 78 | | 12 | 50 | 7 | 88 |
| BPT | 12 | 3 | 8 | 2 | 12 | 100 |
| UNDER GRADUATE DIPLOMA | | | | | | |
| DCA | 20 | 2 | 3 | 4 | 13 | 100 |
| DCM | 12 | | 1 | 4 | 1 | 50 |
| POST GRADUATE DEGREE | | | | | | |
| MA(English) | 40 | 2 | 9 | 9 | 8 | 43 |
| MA(Punjabi) | 45 | 1 | 15 | 15 | 17 | 86 |
| MA(Geography) | 17 | 2 | 7 | 7 | 0 | 100 |
| MA(History) | 30 | 3 | 10 | 12 | 6 | 93 |
| MA(Political Science)) | 38 | 3 | 13 | 16 | 7 | 93 |
| MA(Economics) | 27 | 3 | 4 | 12 | 4 | 74 |
| M.Sc.(Chemistry) | 25 | 9 | 20 | 3 | 0 | 92 |
| M.Sc.(Physics) | 26 | 4 | 17 | 3 | 0 | 76.92 |
| M.Sc.(Biotech) | 27 | 3 | 25 | 0 | 0 | 93 |
| M.Sc.(CS) | 34 | 1 | 33 | 0 | 0 | 97 |
| M.Sc.(IT) | 63 | 1 | 50 | 0 | 2 | 83 |
| M.Sc.(NPD) | 19 | 2 | 19 | 0 | 0 | 100 |
| M.Com | 106 | 34 | 90 | 14 | 0 | 98 |
| MTM | - | | | | | - |
| POST GRADUATE DIPLOMA | | | | | | |
| PGDCA | 49 | 3 | 12 | 13 | 13 | 78 |

| | | | | | | |
|---------|----|---|----|----|---|-----|
| PGDWD | 21 | 2 | 14 | 4 | 0 | 86 |
| PGDBM | 33 | | 15 | 10 | 3 | 85 |
| PGDMM | 3 | | 0 | 0 | 0 | 0 |
| PGDPMIR | 3 | | 3 | 0 | 0 | 100 |

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

IQAC not just monitors but also contributes to the institutional processes along with evaluating the Teaching learning process. Following is the list of its key contributions:

1. Ascertaining vacancies in teaching and non teaching posts and conveying it to relevant authorities
2. Advising the Principal regarding recruitment and selection process
3. Improving teacher quality by promoting research ambience in the institution by providing information to the faculty about various research schemes, funding agencies and research activities in the surroundings.
5. Timely preparation of academic calendar and checking if it covers all domains.
6. Timely display and implementation of teaching time table
7. Suggesting new courses
8. Forwarding infrastructural requirements to the Principal
9. Collecting and analyzing the feedback of students and faculty
10. Ensuring that institutional functioning is along the vision mission statements of the institution
11. Ensuring gender equity
12. Analysing academic results and forwarding relevant suggestions to the Principal for needed actions

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|-------------------------------------|
| Refresher courses | 15 |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 8 |

| | |
|--|---|
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 2 |
| Others (Short term course/workshops less than a week duration) | 2 |

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 | 45 | 16 | - | 99 |
| Technical Staff | 9 | - | - | - |

Criterion – III**3. Research, Consultancy and Extension****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- Promoting research ambience in the institution by providing information to the faculty about various research schemes, funding agencies and research activities in the surroundings
- Ensuring that the research facilities such as library , internet, labs etc remain available to the faculty for their research work
- Ensuring that students also participate in research activities such as workshops, conferences and seminars
- Ensuring that proper research guidance is given to students where projects form an integral part of the course curriculum
- Seeking scope for collaborations in relation to research

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|------------|------------|-----------|
| Number | - | 01 | - | 01 |
| Outlay in Rs. Lakhs | - | 22.5 Lacs. | - | 10 Lacs. |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 01 | Nil | 03 | - |
| Outlay in Rs. Lakhs | 1.2 Lakhs | - | 354000 | - |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 26 | 12 | 1 |
| Non-Peer Review Journals | 4 | 3 | - |
| e-Journals | | 1 | - |
| Conference proceedings | 4 | 35 | - |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | - | - | - | - |
| Minor Projects | 2 years | UGC | 3,54,000 | -- |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects (other than compulsory by the University) | - | - | - | - |
| Any other(Specify) | - | - | - | - |
| Total | | | 3,54,000 | 2,47,000 |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE DBT Scheme/funds

3.9 For colleges : Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number | | 3 | | | 6 |
| Sponsoring agencies | | UGC | | | |

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs : 3,10123

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

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

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 07 | | | 01 | | | 06 |

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

...

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum NCC

NSS Any other

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

To sensitize students towards their social responsibilities the Social Sensitisation Cell of the college organizes and supports various departments and bodies of the college in arranging programmes on crucial and critical issues concerning our society. This year the cell organized a rally on AIDS Awareness Day, Punjab Divas. National Voters Day was celebrated on January 25 to create awareness in the youth.

The cell in collaboration with the department of Environment Science organized Tree Plantation, cleanliness drives and various awareness campaigns. It also supported the NSS in its activities like blood donation camp. A visit of the students to Orphanage and Anshvidyalya was conducted on the eve of Diwali.

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 | 28 Acres | -- | --- | 28 Acres |
| Class rooms | 80 | -- | -- | 80 |
| Laboratories | 30 | -- | -- | 30 |
| Seminar Halls | 3 | -- | -- | 3 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year | 1 | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | 1988075 |
| Others | | | | |

4.2 Computerization of administration and library

The Central Library of the college is computerized. It is connected to more than 1000 national and international libraries through DELNET for resource sharing. It has an internet section where students can search books and study content online. The computerization of the college library enables one to search books offline from the library. The library has bar-coding facility for issue and return of the books.

The administrative block of the college is also computerised. Fee collection, record maintenance, payments and receipts, institutional functioning all are done in computerized form. There are 12 computer systems in administrative and accounts office to ensure effective working.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|-------------------------|---------------------------------------|----------------|-------------|---------------|--------------|-----------------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 75409 | 9411767 | 363 | 722382 | 75772 | 10134149 |
| Reference Books | 1015 | 183814 | 11 | 63000 | 1026 | 246814 |
| e-Books | | | | | | |
| Journals | 28 | 24860 | 3 | 4800 | 31 | 29660 |
| e-Journals | Through NList programme | | | 16500 | | 16500 |
| Digital Database | | | | | | |
| CD & Video | 150 | Free | 20 | Free | 170 | - |
| Others (specify) | Membership of Delnet and NList | | | | | |

4.4 Technology up gradation (overall)

(Annexure III added)

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

As the administrative office is computerized, e-governance has been introduced in the institutional working. Official correspondence is done in electronic mode also. Accounts are maintained through specialized software. The working of the library has also been computerized.

The number of computers in the administrative accounts office has been increased from 7 to 12. The Cyber café in the department of computer Science was also provided with four more computer systems. Almost every department has a Computer System and Internet facility through LAN. Printer facility has been provided to four departments on their request.

Teachers not familiar with computer use were given training in special training sessions organized during summer vacations. Similarly training sessions were organized to inform students on searching their study materials online.

4.6 Amount spent on maintenance in lakhs :

| | |
|--|---------|
| i) ICT | 129887 |
| ii) Campus Infrastructure and facilities | 3421986 |
| iii) Equipments | 20030 |
| iv) Others | |
| TOTAL | 3571903 |

Criterion – V**5. Student Support and Progression****5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

As a monitoring agency, IQAC ensures that student support services function better. It maintains a contact with different student support structures and officials, takes formal and informal feedback from students and suggests actions accordingly.

IQAC ensures that students remain informed about facilities available to them and for this it publicizes the relevant information through prospectus, website and notice boards. It also insists on preparation of an academic and co-curricular activities calendar well in advance of the commencement of the new session.

To redress the grievances of the students it directs the functioning of Students Grievances Redressal Cell. The cell attends to the problems of girls students and finds appropriate solution for them.

The IQAC also oversees that the students avail of placement opportunities and for this it directs the placement cell of the college to train the students appropriately and also to organize placement activities.

5.2 Efforts made by the institution for tracking the progression

Class teachers maintain a record of the outgoing students and track their progression by staying in contact with them as much as possible. The progression is also tracked through alumni meets and other functions where student visit their erstwhile college. The placement cell of the institution also maintains a record regarding progression of students into job sector. The administrative office maintains the key data base about the number of outgoing students and keeps information about students progressing to higher studies.

5.3 (a) Total Number of students: 5539

| | | | |
|-----------|-----------|---------------|---------------|
| UG | PG | Ph. D. | Others |
| | | Nil | Nil |

(b) No. of students outside the state

(c) No. of international students

| | | | | | | |
|------------|-------------|-----------|--|--------------|-------------|-----------|
| Men | No | % | | Women | No | % |
| | 3173 | 57 | | | 2366 | 43 |

| Last Year | | | | | | This Year | | | | | |
|------------------|------------|-----------|------------|------------------------------|--------------|------------------|------------|-----------|------------|------------------------------|--------------|
| Gen | SC | ST | OBC | Physically Challenged | Total | Gen | SC | ST | OBC | Physically Challenged | Total |
| 4201 | 590 | 04 | 280 | 2 | 5077 | 4438 | 624 | 04 | 309 | 02 | 5377 |

Demand ratio **Dropout %**

5.4 Details of student support Coaching for competitive exams

The institution has established a Centre for Competitive Exams and Personality Development which works with an aim to prepare young students of the institution for competitive exams, so that they may ensure a suitable career for themselves, even in their student life. The cell organizes coaching classes with nominal fees for competitive exams such as Banking, SSB, and for recruitment by various other government agencies. The Cell also organizes personality development programmes for students to enable them to inculcate in them interview skills.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET **SET/SLET** **GATE** **CAT**

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

The College has a Counseling and Guidance Cell which provides counseling and guidance and even mentoring to the students at different levels. Career Counseling is provided to the students by class teachers in class room discussions, placement cell in training and interactive sessions and by youth services and competitive exams and Personality Development in their different activities. This year too counseling and guidance was provided to the students by these structures meant for the purpose.

No. of students benefitted

5.7 Details of campus placement

| On campus | | | Off Campus |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 10 | 305 | 82 | --- |

5.8 Details of gender sensitization programmes

The IQAC believes in ensuring gender equity through gender sensitization . For this reason it organizes a number of gender sensitization activities. This year too a number of gender sensitization programmes were organized. In the month of August a informative lecture on legal rights of women and children was organized by the IQAC. The Social Sensitization Cell organized a poster making competition with the theme ‘Women Entrepreneurs’ in the month of January. A debate competition was organized by the Department of English on presentation of women in advertisements in the month of February. International Women’s Day was celebrated by the Grievances Redressal Cell in month of March.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports:

State/ University level National level International level

Cultural:

State/ University level National level International level

5.10 Scholarships and Financial Support

| | | Number of Students | Amount |
|---|------------------------------------|--------------------|-------------------------|
| Financial support from institution | | 140 | 2262040 |
| Financial support from Government | SC/ST Scholarship | 110 | Not received yet |
| | Minority scholarship | 50 | 250000 |
| | Other Govt. funded benefits | 10 | 224450 |
| Financial support from other sources | | 16 | 28000 |
| Number of students who received International/ National recognitions | | 3 | 15000 |

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

03

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**

Mission: To impart character oriented and career oriented value education anchored in human values, free from social and religious prejudice, liberal and emancipator by nature, suitable to the needs of society, helpful in promoting creativity, originality and a sense of social responsibility and in creating a positive attitude towards life leading to the an all round development of students.

Vision: Achieving excellence in education and helping students in flowering their

6.2 Does the Institution has a Management Information System

The institution has developed a management information system for meeting its different requirements. The Administrative Office, accounts office, library and the IQAC have specific programmes for creating databases. Reports or needed information can be generated or procured whenever necessary.

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

As a student is the sole target of education process, the institution believes that the curriculum has to be matching with the needs of the students. For this reason, it takes feedback from students, teachers, parents , alumni, industry and academic peers about the curriculum and the findings thereof are consolidated and conveyed to the affiliating university thorough teachers of the college who are the members of the board of studies of faculties. In this way curriculum is developed according to the needs of the students. Being an affiliated institution the institution has an indirect yet effective role in curriculum development. However in some specific courses such as M.Sc. NPD, the curriculum has been developed by the institution itself , in consultation with the university.

6.3.2 Teaching and Learning

The institution has a student centric approach as far as teaching learning approach is concerned. Teaching schedule is drawn before the commencement of the session in the form of an academic calendar. The teaching plan of the papers pertaining to each department is prepared by the head of department concerned in consultation with the departmental faculty and in accordance with academic calendar. The teaching plan and the academic calendar are conveyed to the students.

The institution has developed a mechanism of identifying learner types and then dealing with them accordingly. Strategies are planned for slow learners and advanced learners. For slow learners extra classes, extra practical sessions, regular written and verbal class tests, simplified study material are the different strategies adopted by different departments. The students showing the tendency for advanced learning are provided with additional advanced supportive material such as reference books, research/review articles in addition to exposure to discussions, debates, quiz and aptitude tests etc.

To make teaching- learning process a practical experience, projects works, field works assignments and internship are assigned to the students. Efforts are made to integrate ICT in curriculum transaction.

Apart from this, use of maps and charts to make teaching learning interesting, tours and visits are to historical places, industry, and also to places of general scientific information, interactions with experts of the field guest lectures etc are some of the other strategies employed for effective teaching.

6.3.3 Examination and Evaluation

Evaluation of the learning outcomes is done through student examination which are university as well as in- house. The schedule of in house exams is conveyed to the students through the academic calendar of the institution and the evaluation methods are explained to them by the class teachers. The performance of the students is assessed through regular class tests, project works, house exams, *Viva Voce* (wherever applicable) and other academic activities like seminars, presentations and subject quiz.

6.3.4 Research and Development

The institution provides infrastructural and ethical support to the faculty for various research activities. Financial support is provided for organizing research related seminars and workshops as and when needed. Research grants are procured from the UGC and other funding agencies for research purposes. Faculty members are encouraged to apply for minor and major research projects to the UGC. Study leave is also allowed to the faculty, if demanded. For greater exposure of the faculty with current areas of studies within their fields, seminars and guest lectures are organized at regular intervals. Free internet access has been made available to the faculty in their respective departments, in some of the labs, in the Cyber Centre and the Central library of the College. Faculty members are permitted to use College labs for their research work. The Central library of the College is linked with more than 1000 national and international libraries through DELNET for resource sharing. This greatly helps faculty in their research activities. Financial benefit is also allowed to the teachers who have undergone research work (M. Phil. / Ph.D.) by granting them additional increment(s), as per government rules. In addition this faculty members making significant achievements in research are honored by the institution.

The institution promotes participation of the student in research activities. A good number of course programmes have research based activities as part of the curriculum and the students of these are assigned project reports which they have to prepare within a stipulated period and submit to the teachers appointed as their supervisors in addition to giving a presentation of the same. Students of various postgraduate classes have to deliver seminars on given topics. Apart from this, the student along with the staff can make full use of the college infrastructure of or the research purposes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The central library of the college ensures easy access to reading material by implementing open shelf system and computerized cataloguing according to OPAC with DDC Scheme 22nd Edition, making it easier for the students to locate a book. Computerization of the library aids in facilitates record and classification of books issue and return of books and audio-visual material, stock verification, MARC (machine readable catalogue), OPAC (online public access catalogue) and bar-coding. There is a Book Bank also. The library is linked with more than 1000 national and international libraries through DELNET for resource sharing. E-Journals, E-Books and Bibliographic databases are available through N-LIST Programme to the faculty members under the project funded by the Ministry of Human Resources Management. These Resources include more than 2100 e-journals, 5100, e-books and a bibliographic database called MathScinet containing more than two million reviews of research articles in mathematics.

The institution ensures that ICT facilities remain available to the faculty and students and are incorporated in teaching learning process. Computers with internet facility, powerpoint presentations and e resources are used to make teaching effective.

The institution has infrastructure matching with the requirement of courses being offered and also for research by the faculty and students. The infrastructure caters to the needs of the diverse range of students. There are special provisions for the physically challenged students which includes ramps and wheel chairs, special toilets and books in Braille.

6.3.6 Human Resource Management

The faculty and other staff are given facilities as per their designation and job responsibility. Clean, congenial and safe work atmosphere is ensured for the employees of the institution. The problems of the faculty are conveyed to the Principal by the staff secretary .The grievances redressal cell attends to the problems of female employees. Free medical facility in Physiotherapy department, free uniform to class four employees, group insurance scheme for willing employees are some of the welfare measures taken up to ensure faculty and staff well being.

6.3.7 Faculty and Staff recruitment

At the end of the academic session IQAC informs the principal of the tentative requirement of faculty and non-teaching positions. Following this, recruitments for the posts are made in a definite and set procedure. Recruitments of regular faculty – both Govt. aided and management funded- are done as per UGC norms and university directives. Temporary faculty is also selected almost in the same manner but only for a certain term.

Appointments of part-time and temporary faculty are need based. Much before the commencement of the session, the IQAC demands from the academic council, the detail of the workload of various classes and requirement of teachers and conveys the same to the Principal. An advertisement in this regard is published in leading newspapers. Selection is done on the basis of an interview conducted on a set date, with the interview panel consisting of a member of the management committee, Principal and the head of the related department. Selected temporary faculty is given a consolidated salary whereas the salary of the regular faculty is subject to UGC/DPI norms.

The workload assigned to the temporary faculty is the same as assigned to the regular faculty. Part time faculty, when recruited, is given salary in accordance with their work load.

6.3.8 Industry Interaction / Collaboration

To make learning more effective and easy students interaction with industry is ensured. This also informs the student as well as the faculty of the requirements of the industry. Visits to the industrial set ups and interactions with people from industry provide students firsthand knowledge of the things. The institution collaborates with local industry and entrepreneurs for the training of the commerce students of the college. The Department of Physiotherapy has its collaboration with a number of hospitals of repute where the students of the department go for internship. The institution has collaborated with Punjab and Sind Bank Hockey academy for promotion of the national sport.

6.3.9 Admission of Students

The college informs its prospective students of admission dates through admission notice published in the leading newspapers of the region and also through its website. The College prospectus contain details of range of courses offered, admission dates, eligibility conditions, fee structure, scholarships etc. In addition to this, information brochures are also published for dissemination of student related information among the students.

The admission cell helps students in admission process. Counseling is provided to the students regarding choice of the right course. Guidance and assistance is provided in admission procedure and documentation pertaining to it. The Admission hall has been provided with computer and printer with internet facility for result verification.

6.4 Welfare schemes for

| | |
|---------------------|---|
| Teaching | Loan as advance against salary Flexible timings on medical reasons Contributory Provident Fund Medical Facility Group Insurance Maternity Leave Fee concession to children of the staff |
| Non teaching | Loan as advance against salary Uniform for support staff Contributory Provident Fund Medical Facility Group Insurance Maternity Leave |

| | |
|-----------------|---|
| | Fee concession to children of the staff |
| Students | Provision of placement cell to train students for particular jobs and to provide them suitable job opportunities Wellness Centre for dealing with emergency situations Concessional Bus Passes in collaboration with the State Transport Agency Liberal concessions to outstanding students Free hostel and mess facility to player students of the college |

6.5 Total corpus of fund generated

Rs. 183298935.00

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 | No | NA | Yes | IQAC |
| Administrative | No | NA | Yes | IQAC |

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The College has an active alumni association which develops and regularly updates a database of all the alumni with information about their employment, their employers and nature of their present work, contact addresses, phone numbers and e-mail IDs. Such information is helpful for the present students in contacting the alumni for suitable guidance and suggestions. The association organizes alumni meet on 5th December every year where the old students of the college not just interact with the current students but also provide the institution feedback on curriculum and their suggestions regarding the growth and development of the institution. The alumni association helps the needy and deserving students financially too.

6.12 Activities and support from the Parent – Teacher Association

The institution does not have a well formed PTA but it welcomes feedback from the parents on curriculum, teaching learning, institutional infrastructure facilities and on other aspects of the institution.

6.13 Development programmes for support staff

The principal remains in touch with the support staff in order to know their problems issues and grievances. There are two staff representatives from the staff who communicate the issues of the entire to the management on the former's behalf. To develop English language skills of the support staff special workshops are organized twice a year. Similarly computer orientation programmes are organized to ensure computer literacy in support staff.

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

The College lays stress on informing students about environment protection. For this green campus initiative has been launched. In this campaign, tree plantation has been done in the empty area of the institution has been done by the students. The institution is in the process of devising an exact plan for solid waste management. The administrative office has made efforts to create an ambience for paperless working. Rain water harvesting is being introduced in college grounds.

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.

1. Introduction of New Course: Keeping in the mind the need for introducing job oriented courses, the institution this year planned to apply for a new postgraduate degree course Masters in Travel in Tourism. Having a usual duration of two years the course includes an internship programme which will provide the students an exposure to the tourism industry.
2. Examination Reforms: To deal with the grievances of the students regarding evaluation in house exams , a system of reevaluation has been introduced. This system will be on the pattern of university system in which two more examiners will re-evaluate the paper and the mean of the closest two will be considered.

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

- It was decided by the IQAC that the institution would undergo NAAC inspection. Preparations were made in this regard and the College underwent Assessment and accreditation by the NAAC. The Visit of the Peer Team took place in July 2011 and after assessment and evaluation, the institution was ranked as A grade college with a high CGPA of 3.74
- It was passed to encourage the faculty for productive research output and to introduce more research oriented courses in the institution to encourage teachers for research the IQAC had passed to honour the teachers excelling in the research achievements. In line with this decision 8 teachers were honored on the occasion of the Annual Prize Distribution Function for their outstanding contribution to research.

- On the basis of its immense all round growth and progress over the last few years, the college had decided to apply for autonomous college status in the near future. The ideas was discussed in the meetings of the IQAC but in the lack of consensus was dropped
- As a step towards introduction of more vocation oriented courses, the College planned to start Master's degree program in Travel and Tourism. Necessary formalities for the course were done.
- To ensure quality sustenance, the IQAC had deliberated over starting start a new course concerning Environment Science. After discussions, it was concluded that M.Sc in Environment Science was not a very much viable course as it had thin career opportunities at least in the region. So the idea was suspended till the next session.

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

1. **Research:** One of the key objectives of the institution is to promote research activities among the faculty so as to enhance their knowledge about the specific areas of study and to bring to use the benefits of the research for the betterment of the society.

For the purpose it has made necessary arrangements such as providing needed infrastructure consisting of ultra modern labs, computer systems with internet facility, a rich library with linkages with other libraries and access to online information resources in addition to a constructive research ambience and these things have been implemented successfully.

Apart from this the institution allows faculty members to use well equipped ultra modern College labs for their research work. The DELNET linked central library having over 100000 books on different subjects, connected to more than 1000 national and international libraries and having subscription of national and

international level journal; and the rich departmental libraries provide the researcher with abundant source material.

Financial Aid of various types is also allowed to teachers for research activities. For example financial aid in the form of registration fee for seminars and conferences, for organizing seminars, conferences and workshops, for publication of research journals of different departments of the institution is allowed by the institution.

Teachers are provided guidance on initiating research activities. In informative sessions organized by the IQAC the faculty is informed about various funding agencies, funding schemes, and mechanism of applying for financial assistance. Special training sessions are organized to equip teachers with computer skills for research activities.

The institution has established four research centers for promotion of research: Centre for the Shri Guru Granth Sahib Studies, Centre for Historical Studies and Punjab Centre for Migration Studies and S. Balbir Singh Centre for Science. Each of the centres is headed by incharge faculty members and conducts relevant research activities.

2. Sensitizing students towards the needs of the society: One of the objectives of the institution is to create individuals with a sense of social responsibility. For this it tries to sensitize students towards societal needs. To achieve this end a number of activities are conducted by it. This includes awareness marches and rallies, slogan writing and poster making competitions, in regard to problems like drug abuse, over population, ailments like cancer and aids etc. Debates and declamation contests are organized on social and current issues. Through NSS camps and *nukkad nataks* people are made aware of different social problems. Environment conservation is an important issue that concerns almost everybody. To sensitize students towards it Environment Science as one full paper has been introduced in all graduation courses. The institution has a department of

environment science to conduct and coordinate these activities. The institution celebrates Green *Diwali* and Green *Holi* each year.

Students are also involved in community welfare activities through NSS camps , health check up camps and tree plantation drives conducted in neighborhood society

7.4 Contribution to environmental awareness / protection

The institution believes in sensitizing students towards environment protection and for this reason Environment Science as one full subject /paper has been introduced in all graduation courses. Besides, many activities focusing on environment protection are organized in the institution which include slogan writing , poster making, debate and declamation contests, plantation drives, awareness march and rallies in addition to seminars and lecture on the topic.

The institution has a department of environment science to conduct and coordinate these activities. The students of the college celebrate Green Diwali and Green Holi each year. Students are also motivated to avoid the use of plastic.

7.5 Whether environmental audit was conducted?

Yes

No

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

| STRENGTHS | WEAKNESSES |
|--|---|
| <ul style="list-style-type: none"> Ideally located campus, easily approachable to students coming from urban as well as rural area, situated on GT Road, walking distance from the main bus | <ul style="list-style-type: none"> Lack of infrastructure for water games Poor research guidance score due affiliating university's rules |

| | |
|---|---|
| <p>terminal and a railway halt station, two kilometers from the city railway station</p> <ul style="list-style-type: none"> • Safe and secure beautiful campus • Excellent physical infrastructure, scientific laboratories, provision of modern teaching learning facilities • A widest variety of courses supported by state -of -the -art infrastructure for teaching and research in context of • Non interfering , visionary and supportive Governing Council • Coordination between different levels of administration to ensure smooth functioning of the institution. • Dedicated support services • Excellent performance in academics , cultural and sports activities • Special emphasis on women education • Wide range of over 40 games for participation at inter-college and inter-varsity level • | |
| OPPORTUNITIES | CHALLENGES |
| <ul style="list-style-type: none"> • Scope for more physiotherapeutic services • Making faculty and students benefit more from UGC schemes | <ul style="list-style-type: none"> • Increasing the range of courses • Retaining the university sports championships • To meet the rising expenses without increasing the fees |

8. Plans of institution for next year

- a) To initiate the process of Academic Audit in order to promote self evaluation by the institution and to ensure improvement in the quality of teaching as well as learning.
- b) To attend to the infrastructural needs in the first half of the session and to attend to the maintenance of the existing infrastructure in the second half.
- c) To promote and encourage maximum participation of the institution in co-curricular activities like the youth festivals.
- d) To boost up extension and sensitization activities on a priority basis.
- e) To stimulate and support innovation in teaching learning activities.
- f) To initiate the procedure of appointment of Quality teachers.

Annexure I

Semester wise Academic and Extra Curricular Activities Calender for (2011-12)

| ODD SEMESTER (JULY TO DECEMBER) | | |
|--|---|---------------------------|
| SN. | Event | Tentative Schedule |
| 1. | Commencement of the Session | 01 July, 2011 |
| 2. | Registration, selection and Admission dates | First week of July |
| 3. | Bridge courses for the entry level classes | Second week of July |
| 4. | Talent hunt for University Youth Festivals | First of August |
| 4. | Independence Day Celebrations | 14 August, 2011 |
| 7. | Submission of University Admission Forms | Last week of September |
| 8. | House Exams | First week of October |
| 9. | Declaration of House exams results | Second week of October |
| 10. | University Zonal Youth festival | Last week of October |
| 11. | University Inter Zonal Youth festival | First week of November |
| 12. | Special classes for the slow learners | Second week of November |
| 13. | Annual Alumni Meet | 05 Dec, 2011 |

| | | |
|-----|--------------|---------------------|
| 14. | Winter Break | 08 Jan-15 Feb, 2012 |
|-----|--------------|---------------------|

| EVEN SEMESTER (JANUARY TO MAY) | | |
|---------------------------------------|------------------------------------|---------------------------|
| SN. | Event | Tentative Schedule |
| 1. | Commencement of Teaching | 16 Feb, 2012 |
| 2. | IT-Plasma-2015 | 04, February 2012 |
| 3. | Spectrum-15 | 6 February, 2012 |
| 4. | Synergy-2015 | 11-12 February, 2012 |
| 5. | Annual Convocation | Second week of February |
| 6. | Annual Prize Distribution Function | Last week of February |
| 7. | Placement Drive | Last week of February |
| 8. | Farewell to the outgoing classes | First week of March |
| 9. | University Exams | First week of April |
| 10. | Summer Break | 08 May-01 July, 2012 |

ANNEXURE II

Feedback Summary

Feedback was taken from the alumni, parents and students in both written as well as in verbal form. Suggestions were sought from the alumni on the instructional working and academic and co-curricular aspects. A big majority of the alumni lauded the institutional efforts for quality infrastructure , for offering wide range of courses and for effective teaching. Similarly feedback was also taken from parents of the students in informal and formal sessions, mainly verbally who commended the physical facilities available in the institution , its learning resources and its overall ambience. Feedback was also taken from the students most of whom showed their satisfaction with the curriculum contents and quality of teaching. Suggestions of students regarding library facilities were forwarded to library committee for their comments.

Annexure III
Technology Upgradation 2011-12

Technology Up gradation

2011-12

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Computers in Administrative Office | Computers in Departments | Computers in Other Offices | Software Upgradation | Server up gradation | LCD Projectors etc | Others |
|----------|-----------------|---------------|----------|------------------|------------------|------------------------------------|--------------------------|----------------------------|----------------------|---------------------|--------------------|--------|
| Existing | 255 | 07 | 5 mbps | 01 | 01 | 06 | 05 | 01 | 05 | 02 | 03 | 07 |
| Added | 0 | 0 | 0 | 0 | 0 | 01 | 01 | 03 | 02 | 01 | 02 | 02 |
| Total | 255 | 07 | 5 mbps | 01 | 01 | 07 | 06 | 04 | 07 | 03 | 05 | 09 |

Annexure IV**Action Taken Report on Action Plan 2011-12****Action Taken Report 2011-12**

1. It was decided by the IQAC that the institution would undergo NAAC inspection. Preparations were made in this regard and the College underwent Assessment and accreditation by the NAAC. The Visit of the Peer Team took place in July 2011 and after assessment and evaluation, the institution was ranked as A grade college with a high CGPA of 3.74
2. It was passed to encourage the faculty for productive research output and to introduce more research oriented courses in the institution to encourage teachers for research the IQAC had passed to honour the teachers excelling in the research achievements. In line with this decision 8 teachers were honored on the occasion of the Annual Prize Distribution Function for their outstanding contribution to research.
3. On the basis of its immense all round growth and progress over the last few years, the college had decided to apply for autonomous college status in the near future. The ideas was discussed in the meetings of the IQAC but in the lack of consensus was dropped
4. •As a step towards introduction of more vocation oriented courses, the College planned to start Master's degree program in Travel and Tourism. Necessary formalities for the course were done.
5. To ensure quality sustenance, the IQAC had deliberated over starting start a new course concerning Environment Science. After discussions, it was concluded that M.Sc in Environment Science was not a very much viable course as it had thin career opportunities at least in the region. So the idea was suspended till the next session.

Annexure V

Minutes of IQAC Meetings

2011-12

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the IQAC office on 09-07-2011 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. Jaspal Singh Randhawa

1.1 Attendance

Members Present

1. Dr. Jaspal Singh Randhawa(Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Dr. SK Sood
4. Professor Surinder Kaur
5. S. Jaspal Singh Waraich
6. Mr. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar

1.2 Agenda

1. To discuss the action plan for this session, as chalked out in the final IQAC meeting of the previous session held on. The proposed action plan was along the following lines:

- To undergo NAAC inspection.
 - To encourage faculty for productive research output and to introduce more research oriented courses in the institution which shall be very useful for the faculty as well as the students.
 - On the concrete basis of self-study and having witnessed an immense all round growth and progress over the last few years, the college plans to apply for autonomous college status in the near future.
 - To check the scope of more vocation oriented courses, The College aims to start a breakthrough master's degree program in travel and tourism to provide much needed exploration on this subject that the region requires.
 - To address to the issue of environment awareness, The College intends to start a new course concerning environment science.
2. To review preparations for the forthcoming NAAC inspection.
3. To approve the tentative academic and co-curricular activities calendar of the institution for the session 2015-16
4. To discuss any other matter relevant to the quality concerns of the institution

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson.

He informed the members of the achievements made by the institution in the

session 2010-2011. All the members expressed their consent. There after the discussion began on the key agenda which was discuss over, review and finalize the action plan for the session 2011-12 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. The cell collectively decided that more faculty development programs should be organized and that teachers should be motivated to participate in research oriented activities. Prof Ravil Kamal suggested that an atmosphere for research should be promoted in the college as it would help in the development of research aptitude in the teachers. Dr Jaspal Singh Randhawa opined that a special award must be designed for the best researcher. Brief discussion was done on this suggestion and it was jointly decided that towards the end of the session all the teachers who have successfully carried out research in their respective fields, would be honored.
2. The discussion in regard to the appointment of an autonomous status was conducted in this meeting. Prof Manohar Singh expressed his consent with the suggestion. Dr Raju Sharma challenged the decision by saying that the college might have to

face adverse consequences. The Principal convinced the members of the cell in this regard. The matter was left to be discussed later in the Heads meeting.

3. Dr SK Sood , Head of Department of Commerce informed the members of the cell that a proposal in regard to the introduction of the new course , MTM has been made and an application has been sent. He also informed the members that the course is likely to begin in the next session.
4. It was discussed to start the course, Msc EVS. However some of the members expressed their concern regarding the viability of the course. These members included: Dr Lakhvinder Singh, Prof Surinder Kaur and Prof Ravil Kamal. The Principal said the matter would be discussed later in the Heads Meeting.
5. The Academic calendar was unanimously passed by the members.

The meeting was adjourned thereafter. It was passed that the time and exact date of the next meeting taking place in December would be conveyed to the members later.

2. Mid Term Meeting of the IQAC

The mid term meeting of the IQAC of the college took place in the Principal's office on 16-12-2011 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. Jaspal Singh Randhawa.

2.1 Attendance

Members Present

1. Dr. Jaspal Singh Randhawa(Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Dr S.K Sood
4. Ms. Surinder Kaur
5. Prof Manohar Singh
6. Dr GS Samra
7. Prof Ravil Kamal
8. S. Jaspal Singh Waraich
9. S. Deepinder Singh Purewal

Members Absent

1. Mr. Rana Ralhan

2. Dr. JS Puar

3. Dr. MS Hundal

2.2 Agenda

1. Review of the goals to be achieved in the session 2011-12.
2. Discussion on completion of pending task.
3. Discussion on measures to be taken to enhance the quality in different areas.

2.3 Minutes

The review meeting began with a discussion of the institutional targets set in the beginning of the session. The members discussed the things point wise and in detail.

1. The cell equivocally expressed happiness at the award of 'A Grade' by NAAC to the college. It reiterated its commitment towards quality sustenance and quality enhancement. Discussion was held on various UGC schemes and projects. The Principal informed the members that a special provision of duty leave should be given to the teachers going for presenting papers in different areas of research. In this regard, Professor Ravil Kamal expressed her concern and asked who would cover up the syllabus on the behalf of the teacher busy with his/her paper presentation. The members

were conveyed that a substitute would be appointed on for that teacher to ensure that the students do not suffer. The cell expressed satisfaction at this decision.

2. The autonomous status for the institution was discussed in the meeting but there was no consensus. The cell collectively could not find a concrete solution as the members were divided in their opinions. Ultimately any decision in that regard was postponed until the next meeting.
3. Dr SK Sood informed the members of the cell that preparations for the MTM course had been done. The members were intimated that the course would hopefully start from the next semester. The outline of the syllabus had been arranged and assembled. The cell gave its approval on the start of this new course in the institution.
4. No favorable opinion in regard to starting the course, Msc EVS was given. Professor Hari Om Verma opined the cell that there were meager career opportunities for that course in Punjab. Dr SK Sood seconded his opinion. The Principal informed the members that discussion in regard to this matter shall be held in the next meeting after getting thorough information.

The meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 21-05-2012 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. Jaspal Singh Randhawa.

3.1 Attendance

Members Present

1. Dr. Jaspal Singh Randhawa(Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Dr GS Samra
4. Ms. Surinder Kaur
5. Prof Ravil Kamal
6. Dr Raju Sharma
7. S. JS Puar
8. Prof Rana Ralhan
9. Dr Lakhwinder Singh

Members Absent

1. S. Deepinder Singh Purewal
2. S. Jaspal Singh Waraich
3. Dr. MS Hundal
4. Prof Manohar Singh

3.2 Agenda

1. To finalize next year's action plan.
2. To review the various activities and achievements of the entire academic session.
3. To discuss the unresolved and incomplete issues.

4.3 Minutes

The meeting started with the introduction of the agenda by the Chairperson of IQAC. The minutes of the meeting were read by the Coordinator of IQAC. The members approved the minutes. Soon after that the chairperson and the Principal Dr. Jaspal Singh Randhawa expressed his contentment at the achievements of the outgoing session. He briefly discussed the targets achieved by the institution in the session 2011-2012.

(The discussion was held along the following points and to chalk out the action plan):

I

1. Prof Ravil Kamal proposed that the institution should introduce new courses that are in compliance with the upcoming industry. She opined that this would accelerate the students' growth as they would be open to a number of job opportunities in different areas of demand according to the need of the hour. The Principal ventured that the college was planning to take feedback from industry as well as the society in context to such courses. She said that there was a need to ensure that these courses were in line with UGC policies. The members of the cell expressed their agreement to this decision.
2. Dr JS Puar propounded the idea of Academic and Administrative Audit. Prof Hariom Verma sided with Dr JS Puar in his view and said that such an audit would supplement both institutional as well as academic qualities. He further suggested that right steps must be taken keeping

in mind , observing how Academic and Administrative Audit was being carried out in its real sense in India and abroad. The members of the cell favoured the decision of Academic and Administrative Audit.

3. Professor Surinder Kaur suggested that a review of infrastructural needs must be conducted in the first half of the semester. She said maintenance of the college property should be of prime concern and that such a review would ensure all the infrastructural needs of the institution are met and taken care of. The Principal along with the members upheld and affirmed this idea.
4. Dr GS Samra remarked that steps must be taken to improve the performance of the institution in co-curricular activities like youth festivals. He suggested that students should be guided and reinforced to participate in cultural programs held at different levels. Dr Raju Sharma agreed with him and said that teachers must help the students to realize their talents and utilize them to their full potential. He further added that it will give them an opportunity to develop particular skills and exhibit their non-academic abilities.

5. Dr. Lakhvinder Singh suggested that the institution must lay greater stress on extension and sensitization activities. He said that that learning outside the classroom was just as important as learning within the classroom, and it was possible to enhance greatly students' academic performance with additional *extension activities*. He further added that in order to inculcate humanitarian values among the students, it was needed to make them they aware of the ongoing issues and problems in their surroundings. In unison, the cell abided by this decision.
6. Dr SK Sood expressed his belief that there should be innovation in teaching learning activities. He said that in order to make teaching effective and meaningful, teachers must experiment, introduce and apply new teaching methods and techniques in their respective classrooms. Dr GS Samra consented with him and said that such a practice would accelerate students' interest and would also make learning more stimulating for them.

7. Prof Surinder Kaur suggested that stress must be laid on setting up of the tentative academic calendar of the institution well ahead of the beginning of the new session. The members showed their agreement on this decision.
8. Prof Ravil Kamal suggested that in order to enhance the academic performance of the institution Quality teachers must be appointed. She said that the main idea behind the appointment of such teachers was to ensure maximum involvement and participation of the students in the class. This in return would positively affect their result. The members of the cell agreed with her.

Following the discussion in the meeting an action plan was chalked out along the following points:

1. To implement new courses.
2. To initiate the process of Academic Audit.
3. To conduct a review of infrastructural needs in the first half of the session.
4. To improve the performance of the institution in co-curricular activities like the youth festivals.
5. To lay greater stress on extension and sensitization activities.

6. To promote innovation in teaching learning activities.
7. To discuss the tentative academic calendar of the institution.
8. To initiate the procedure of appointment of Quality teachers.

II

The cell expressed its equanimity at the various achievements of the college in the outgoing session. The members of the cell were pleased with the progress of the institution. But a few of the members upheld their belief that the institution should consciously take measures to improve its performance in the co-curricular activities. They felt that the institution should move both at academic as well as the co-curricular front.

III

The idea of autonomous status for the institution was held in abeyance for the time being. It was collectively decided that the idea shall be re-considered after a few years until the institution made preparations for the same.

The meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting would be conveyed to the members later.