Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

Part – A

1. Details of the Institution

1.1   Name of the Institution

> Lyallpur Khalsa College

1.2 Address Line 1

> GT ROAD, Jalandhar

Address Line 2

>

City

> Jalandhar

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. Gurpinder Singh Samra

Tel. No. with STD Code:

> 0181-2241466, 67

Mobile:

> 9878822140

Name of the IQAC Co-ordinator:

Hariom Verma

Mobile:

9592795030

IQAC e-mail address:

iqaclkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/56/RAR/74/16/09/2009

(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 2010-11submitted to NAAC on 12-10-2011)

I.   AQAR for 2010-11 submitted on 03-01-19

II.   AQAR for 2011-12 submitted on 03-01-19

III.   AQAR for 2012-13 submitted on 03-01-19

III.   AQAR for 2013-14 submitted on 03-01-19

IV.   AQAR for 2014-15 submitted on 03-01-19

III.   AQAR for 2015-16 submitted on 03-01-19

IV.   AQAR for 2016-17 submitted on 03-01-19

1.9 Institutional Status

University   State NA Central NA   Deemed NA   Private NA

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 √

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.   NO

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NA   UGC-CPE   Yes

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   YES

2. IQAC Composition and Activities

2.1 No. of Teachers

| 5 |

2.2 No. of Administrative/Technical staff

| 2 |

2.3 No. of students

| -- |

2.4 No. of Management representatives

| 1 |

2.5 No. of Alumni

| 1 |

2. 6 No. of any other stakeholder and

    community representatives

| -- |

2.7 No. of Employers/ Industrialists

| -- |

2.8 No. of other External Experts

1

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders: No. | 2 | Faculty | 3 |

Non-Teaching Staff | 2 | Students | 2 | Alumni | 2 | Others | --- |

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

   If yes, mention the amount | **NA** |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 07 | **International** | ---- | **National** | --- | **State** | --- |

Institution Level | 07 |

   (ii) Themes

1. Student Centric Teaching : A Seminar for New Entrants in Teaching
2. Workshop on Basic Communication Skills for Faculty
3. Workshop on Effective Teaching
4. Workshop on Spoken English for Support Staff
5. Seminar on Intellectual Property Rights for Researchers
6. Seminar on Avoiding Plagiarism in Research
7. Seminar on Ethics in Teaching

2.14 Significant Activities and contributions made by IQAC

The IQAC plans, gives a direction to and monitors various 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 played the dual role of driving force as well as monitoring agency in context of all institutional activities.
2. Acting as a policy making and implementing agency, it finalized the action plan for the institution, ensured its implementation and reviewed its progress and drafted the action plan for the next year.
3. In consultation with the Academic Council, it devised and implemented the academic and co-curricular activities calendar for the session.
4. The IQAC conducted an academic and administrative audit of the institution. The four member team inspected the institutional facilities, activities and achievements and also gave suggestions for improvement.
5. Like previous years the IQAC, in consultation with the academic council, organized an orientation week for the entry level students to bridge the gap between their previous knowledge and new course.
6. The IQAC organized six institution level quality related seminars for teachers and one for support staff.
7. The IQAC ensured that relevant information such as time table and University admission dates and exam dates reached the students in time. It also ensured that activities like exams, seminars, alumni meet etc took place on time.
8. The IQAC supplemented the existing system of Counseling and Guidance with mentor system.

9. Acting as an intermediary between the administration and the staff, it ensured that benefits and facilities were accessible to the staff.

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 track the academic performance, particularly in newly implemented courses.	Heads of the departments where new courses were implemented took care that the student performance in newly implemented courses was up to the expectations. Teachers were asked to identify weak students and take remedial measures for the same. The output was satisfactory.
To implement allotted new courses and to find scope for new courses at certificate, diploma and degree level	The subject of Journalism and Mass Communication was implemented in BA classes as an optional subject. It received a good response from the students.
To complete the construction of the new auditorium	The construction of the new auditorium could not be completed in the session due to technical reasons and design changes.
To make the campus wi-fi	The college campus was made wi-fi. Necessary infrastructure was provided for the purpose.
To make the campus eco-friendly by finding out and implementing pro-	Eco Friendly practices were promoted in the college campus awareness was spread among students regarding recycle, reuse and replenish motto through various

environment measures 6. To beautify the surroundings of the institution, in collaboration with the municipal corporation.	activities by Eco-navigators club of the institution.
7. To conduct 5 yearly external academic audit (for the term 2012-17)	The IQAC for technical and administrative reasons revised the term for 5 yearly external academic audit academic audit as 2013-18. However the internal academic audit was done in routine.
8. To start bio oil extraction units	As a move towards consultancy and social service, the institution set up a bio oil extraction unit. The unit extracts oil from the leaves of the eucalyptus tree. The oil is highly useful in getting relief from joint pain.
9. To make the college website more interactive and informative	The work on the new college website started. The new website is proposed to be more interactive and will aim at providing online facilities to students.
To apply for new courses	The institution planned to introduce new job oriented courses and for this reason it applied to the university for 1) Certificate course in Urdu 2) Psychology as a subject in BA 3) Diploma in Computer Animation.

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	14	NIL	4	
UG	16	NIL	8	02
PG Diploma	5	NIL	5	
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	2	---	2	---
Certificate	4	--	4	--
Others	---	---	---	---
Total	41			
Interdisciplinary				
Innovative	01			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	41
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* | Alumni √ Parents √

Employers √ Students √

  (On all aspects)

 Mode of feedback   :   Online ☐ Manual √ Co-operating schools (for PEI) ☐

Annexure II attached

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

The syllabus implemented in the institution is designed by the university and the institution being an affiliate college cannot revise or update the syllabi on its own. There were minor changes in syllabi this year and the changes mainly of the nature of general additions and deletions in the existing syllabi of some of the courses only, as decided by the university.

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

 Journalism and Mass Communication as a subject was introduced in BA Classes.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	21	68	--	--

2.2 No. of permanent faculty with Ph.D | 59 |

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
-	40	-	-	-	-	-	-	-	40

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | 7 | 110 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	63	
Presented papers	2	45	
Resource Persons	1	2	8

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

- Slow and advanced learners were identified and assessed by the teachers and strategies were planned to deal with these learner types. Slow learners were given extra help whereas advanced learners were given extra tasks.

- Library orientation was organized for the first semester post graduate students to familiarize them with library usage. Visits to library were also held for the students of undergraduate classes to develop in them a habit of library consultation.

- Extra classes were held for underperforming students and for NCC cadets player students who missed their classes due to participation in camps and competitions

- Innovative method for teaching learning were implemented, activity based learning was promoted.

- Chart making and model making contest on study topics were organized by departments to make the students understand the concepts.

- Opinions of students were taken about teaching strategies to be adopted for better output. They were analysed by the head of the department and implemented.

2.7   Total No. of actual teaching days during this academic year **:** | **183** |

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

Being an affiliated College the institution has limited liberty to introduced examination and evaluation reforms as regards university exams. However it tries to bring need based changes in internal examination and evaluation process.

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

18	26	

2.10 Average percentage of attendance of students

80.2

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division 2017-18				
		Distinction nos.	I %	II %	III %	Pass %
Under Graduate Degree						
BA III	85	1	5	21	0	57
BSC(MEDICAL)III	40	3	21	4	0	63
BSC(NON-MEDICAL)III	64	3	17	13	0	47
BSC(BIOTECH)III	37	2	16	0	0	66
BSC(ECONOMICS)III	35	3	6	11	1	51
BSC(CS)III	33	-	4	8	0	36
BSC(IT)III	30	2	9	8	1	36
BCA	89	2	4	16	5	25
B.Com	366	1	85	90		62
B.Com(prof)		-				
BBA	61	1	7	15	8	49
BPT	78	-	22	1		62
DCA	50	-	28	5	0	66
DCM	18	6	2	2	0	22
POST GRADUATE DEGREE						
MA(English)	19	-	2	8	3	68
MA(Punjabi)	20	2	9	6	0	75
MA(Geography)	16	10	14	0	0	87
MA(History)	28	-	10	8	0	64

MA(Political Science))	33	5	20	9	1	91
MA(Economics)	25	-	4	9	1	56
M.Sc.(Chemistry)	22	10	15	6	0	95
M.Sc.(Physics)	23	2	18	4	0	96
M.Sc.(Biotech)	16	10	16	0	0	100
M.Sc.(Math)	67	1	12	15	13	60
M.Sc.(CS)	11	-	11	0	0	100
M.Sc.(IT)	16	-	10	3	0	81
M.Sc.(NPD)		-				
M.Com	97	2	52	25	5	85
MTM	22	9	21	1	0	100
PGDCA	81		62	1	0	17
PGDWD	11	2	9	0	0	82
PGDBM	30	2	26	1	1	93
PGDMM	7		6	0	0	85
PGDPMIR	5	2	3	0	0	60

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. The IQAC sees to it that course objectives and outcomes are properly communicated to the students
2. It also ensures that students are informed about curriculum transaction plan in the form of time wise distribution of syllabus and examination and evaluation blue print are made available to the students.
3. It designs an academic and co- curricular activities calendar in advance, and ensures that the same is followed actually.
4. It ensures that quality knowledge content is transferred to the students. For this reason it lays emphasis on recruitment of qualified faculty.

5. To minimize the loss of time for studies , it ensures Ensuring timely recruitment of temporary and permanent faculty and support staff
6. It ensures that supportive infrastructure remains available for effective teaching learning process.
7. It collects and analyzes the feedback of students and faculty on course contents and forwards the same to the university through teachers who are members of curriculum designing bodies of the university.
8. It analyses students' results of in-house and university exams and forwards 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	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	6
Summer / Winter schools, Workshops, etc.	9
Others (Shotr term course/workshops less than a week duration)	23

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	31	30	-	112
Technical Staff	3	-	-	17

Criterion – III
3. Research, Consultancy and Extension

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

- Providing research oriented infrastructure to the faculty and the students
- Ensuring easy availability , timely maintenance and optimal utilization of research facilities
- Creating a research ambience in the institution by encouraging faculty awareness regarding research activities by informing them about seminars, conferences and workshops being held in surroundings, and motivating them to participate in the same.
- Facilitating organization of seminars , conferences and workshops in the institution
- Informing the faculty about research schemes and funding agencies
- Encouraging faculty to participate in refresher courses, orientation programmes and other short term courses that result in their research orientation.
- Informing the faculty about new research in their respective domains so as to Encouraging teaching departments to publish research journals
- motivate them
- Encouraging student participation in research activities such as workshops, conferences and seminars and providing them needed guidance.
- Honoring faculty members with significant research contributions and

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			4	
Outlay in Rs. Lakhs			--	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	22	12	
Non-Peer Review Journals		04	
e-Journals			
Conference proceedings		05	

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	2015-18	UGC	13.52	2.24
Minor Projects	--	--	--	--
Interdisciplinary Projects				
Industry sponsored			7000/-	7000/-
Projects sponsored by the University/			18000/-	12000/-

College				
Students research projects (other than compulsory by the University)			7000/-	4000/-
Any other(Specify)			12000/-	7000/-
Total			44000/-	2.53 lacs

3.7 No. of books published   i) With ISBN No. [08]   Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [N.A]   CAS [N.A]   DST-FIST [N.A]

DPE [N.A]   DBT Scheme/funds [N.A]

3.9 For colleges : Autonomy [No] CPE [Yes] DBT Star Scheme [No]

INSPIRE [Yes] CE [No] Any Other (specify) [ICMR, DST FIST]

3.10 Revenue generated through consultancy [239770]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	01	01	-	07
Sponsoring agencies	-	ICSSR	Management	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons 14

3.13 No. of collaborations: International ☐ National 02 Any other

3.14 No. of linkages created during this year: 01

3.15 Total budget for research for current year in lakhs :

From Funding agency 32615 From Management of University/College 105875

Total 138490

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
09			01			08

3.18 No. of faculty from the Institution who are Ph. D. Guides 01

and students registered under them 02

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

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

JRF NA   SRF NA   Project Fellows NA   Any other NA

3.21 No. of students Participated in NSS events:

University level ☐   State level 580   National level ☐   International level ☐

3.22 No. of students participated in NCC events:

University level ☐   State level 43   National level 06   International level ☐

3.23 No. of Awards won in NSS:

University level 08   State level 02   National level ☐   International level ☐

3.24 No. of Awards won in NCC:

University level ☐   State level 16   National level 04   International level ☐

3.25 No. of Extension activities organized

University forum ☐   College forum 12   NCC 26

NSS 12   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 Sensitization 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. Following is the list of key activities done in this context:

- To relate students to their cultural roots, the club organized competitions on Jhula decoration, Jewellary Designing and Mehndi Designing on the occasion of Teej on 28th July, 2017.

- Rangoli Competition was organized on 11th August, 2017 with patriotism as theme for Independence Day celebrations.

- Essay writing competition was organized to create awareness on Swatchh Bharat Abhiyan on 6th Sept, 2017.

- The club organized a seminar on Breast Cancer Awareness on 17th October 2017 wherein Dr. Anubha Bharthuar, Medical Oncologist and Hematologist, Patel Hospital delivered a very informative knowledge on the topic.

- Rashtriya Ekta Diwas was celebrated on 31 October 2017 to commemorate the Birth Anniversary of Sardar Vallabhbhai Patel. A Pledge taking ceremony was duly organised to mark the occasion.

- The club organized paper reading, slogan writing and poster making competitions on 25th January 2018 on the eve of National Voters Day.

- One week Yoga camp was organized from 18 January to 25 January 2018 to generate awareness regarding mental and physical fitness.

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	86	--	--	86
Laboratories	36	--	--	36
Seminar Halls	04	--	--	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year		02		02
Value of the equipment purchased during the year (Rs. in Lakhs)				4978072
Others				

4.2 Computerization of administration and library

The college has computerised system of administration. The administrative block of the college is computerized in it working. Fee collection, record maintenance, payments and receipts, institutional functioning all is done in computerized form through computer systems in administrative and accounts office. Accounts maintenance, salary related documentation, auditing, is also done in computerized form. As all the departments have

at least one computer system each , much of the inter departmental and intra-institutional correspondence takes place in computerized format.

The Central Library of the college is also computerized. Books can be easily searched with the help of an e-catalogue working in place of card catalogue. Issue and return processes are also comuterised. The library is connected online to more than to 1966 libraries (1945 Regional and 21 Overseas) through DELNET for resource sharing in addition to subscription to INFLIBNET through which a huge number of information resources are available to the faculty. It has an internet section where students can search books and study content online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	76371	11392402	126	62824	76497	11455226
Reference Books	1048	277164	-	-	1048	277164
e-Books						
Journals	26	36800			26	36800
e-Journals	Through NList programme			17250		17250
Digital Database						
CD & Video	288	Free	18	Free	306	-
Others (specify)						

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.)

- The College campus has been made Wi-Fi to ensure easy access to internet
- The institutional working is computerized. All the departmental offices are also computerize. Internet access through LAN has been provided to all the departments.
- The Central Library of the college is also computerized and has internet access. It through its subscription to INFLIBNET provides the faculty access to a huge number of information resources.
- As departmental offices , offices of other institutional bodies, administrative and accounts office are computerised, most of the official work and correspondence is done in e-format, thus actualizing e-governance.
- The faculty not familiar with computers is given training for the same by particular training sessions organized by the department of Computer Science. Similar training sessions are held for support staff also.
- This facility is also given to students. Students lacking proper knowledge about using internet for searching relevant information are given tips and training in the special programmes organized by their respective departments, in which the teachers of the Computer Department guide them in this regard.

4.6 Amount spent on maintenance in lakhs :

   i) **ICT**

86405

   ii) **Campus Infrastructure and facilities**

   iii) **Equipments**

17950

   iv) **Others**

            TOTAL

104355

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC aims at ensuring quality assurance and quality sustenance in all domain of institutional working, student support services being one of them. Believing that student is the end user and beneficiary of support services, it makes efforts to inform students about various support services available to them and how they can take benefit of them. The information about various bodies formed for student support (such as Social Sensitization Cell, Anti Ragging Committee, Counseling and Guidance Cell , Competitive Exams and personality Development Cell, Placement Cell Students Grievances Redressal Cell) is provided to the students through college prospectus and college website. Information about bodies not covered in these two media is conveyed through notice boards. Students are informed about the relevance and importance of the activities of these bodies verbally also by class teachers, by members and in-charges of these bodies in interactive sessions. These support services performed by respective bodies which have their own administrative structure which functions to make the students aware about these bodies and their functions.

IQAC also ensures that students make most of the governmental welfare schemes and for the reason it assigns specific duties to faculty members such as Bus Pass Incharge, NSS Programme Officers, Youth Incharge Services. The Counseling and Guidance Cell is assigned extra duty of providing counseling to the students at the time of admission, helping them in the choice of an appropriate academic course. Apart from guiding them about career opportunities.

To promote managerial skills in students, there is an effective setup of departmental student bodies as another form of support system. Each of the departments has constituted a departmental students' body. Managed by students these bodies work for students. As students organize a number of activities on their own, they learn managerial skills too.

5.2 Efforts made by the institution for tracking the progression

The institution maps the progression of it students. There are multiple ways to track the progression of the students from one course to another higher one. Class teachers also maintain a record of the outgoing students and track their progression by staying in contact with them as much as possible. The administrative office maintains the key data base about the number of outgoing students and keeps information about students progressing to higher studies. The placement cell of the institution also maintains a record regarding progression of students into job sector. Scholarships procured for the students are another way of tracking their progression. The alumni association is a significant body that keeps a record of outgoing students and students that have already left the institution . Alumni meets provide a right opportunity to track progression of the students.

5.3 (a) Total Number of students : 4649

UG	PG	Ph. D.	Others
3601	1048	Nil	Nil

(b) No. of students outside the state   59

(c) No. of international students   Nil

Men	No	%		Women	No	%
	2477	53.2			2172	46.8

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen .	SC	ST	OBC	Physically Challenged	Total
2979	1412	04	552	0	4947	2734	1413	08	895	0	4649

Demand ratio ☐   **Dropout %** ☐

5.4 Details of student support mechanism for

Coaching for competitive examinations is an effective support system for students and the institution has well defined and developed mechanism for it. Special sessions are organized by the counseling and guidance cell to inform students about various competitive exams. The class teachers in their interactive session inform the students on this issue. Free classes are also held to guide students on engineering and medical entrance tests.

The Centre for Competitive Exams and Personality Development of the institution prepares young students of the institution for competitive exams. The cell organizes coaching classess with nominal fees for competitive exams such as Banking, SSB, and for recruitment by various other government agencies. It engages faculty members of the college and the experts from outside as resource persons for coaching purposes. It conducts drills like mock tests etc. the to familiarize students with exam pattern. It also organizes personality development programmes for students to enable them to inculcate in them interview skills.

The centre for Communication Skills and Training trains students in their communication skills so that they may perform better in interview sessions. The placement Cell of the College also organizes seminars focusing on preparation for competitive exams.

No. of students beneficiaries   305

5.5 No. of students qualified in these examinations

NET 07   **SET/SLET** 03   **GATE**   **CAT** 01

IAS/IPS etc   **State PSC** -   **UPSC** -   **Others** 142

5.6 Details of student counseling and career guidance

The IQAC being sensitive to students needs deems counseling and guidance as a significant support service offered to students. As different students have different and individualized needs, counseling and guidance are provided to the students according to their needs and priorities. Students coming for admission are provided counseling regarding the choice of the appropriate course, depending upon their academic performance.

Class teachers, being in direct contact with students, provide them counseling of different types. Career Counseling is provided to the outgoing students by class teachers in class room discussions. The Placement Cell organizes lectures and workshops to train students on resume building. The Centre for Youth Services and Centre for Competitive Exams and Personality Development Training organize interactive sessions to inform students on interview skills, the latter particularly providing coaching to the students for competitive exams. Personal counseling is provided to the student by individual teachers. Personal Counseling is provided to the women students by the Grievances Redressal Cell formed for the purpose.

In this year the IQAC instituted a more personalized system of counseling and guidance in the form of Mentor system. This system will supplement the existing system and will gradually replace it.

No. of students benefitted   355

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
11	330	240	Nil

5.8 Details of gender sensitization programmes

The institution tries to ensure gender sensitization through its well defined and working mechanism for gender sensitization. There are support bodies specially made for the purpose which organize gender sensitization activities solely or in association with teaching departments or governmental bodies. The Grievances Redresal Cell and the Social Sensitization Cell organize on their own and in collaboration activities that sensitize students on gender issues. Skits, nukkad natak, Slogan writing, poster making, poetic symposia, story writing and special lectures and seminars concerning rights of women, women health and other women issues are organized for girls' students as well as women employees of the institution. For this reason it organizes a number of gender sensitization activities. Select posters and slogans are displayed on the college wall magazine and select writings are published in the college magazine. The legal aid club of the college organizes informative interactive sessions on legal rights and assistance available to women against problems like gender discrimination and domestic violence. International Women's Day is celebrated each year on 8th March where seminars and lectures on Women Empowerment are organized.

5.9 Students Activities

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

State/ University level 134   **National level** 62   **International level** 07

No. of students participated in cultural events

State/ University level 122   **National level** 35   **International level** 12

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

State/ University level 55   **National level** 19   **International level** 04

Cultural:

State/ University level 67 **National level** 12 **International level** 04

5.10 Scholarships and Financial Support

		Number of Students	Amount
Financial support from institution		473	8120891
Financial support from Government	**SC/ST Scholarship**	1175	37369020
	Minority scholarship	82	410000
	Other Govt. funded benefits	3	89250
Financial support from other sources		24	60000
Number of students who received International/ National recognitions		2	10000

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

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 latent talents and abilities.

6.2 Does the Institution has a Management Information System

Computerization of various services is in the various wings of the institution such as Administrative Office, accounts office and library, has facilitated effective management system whereby information is processed through specific software and programs and remains easily available. Services like Admission process, student personal data, leave record maintenance, examination process , fees and results data staff salary and other details are computerized. Reports or needed information can be generated or procured whenever necessary. The IQAC office and departments are also computerized. The college prints it annual report every year which contains information on key developments and achievements regarding institutional activities.

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

6.3.1 Curriculum Development

The college has an indirect role in curriculum development as it is an affiliate institution and the curriculum for most of the courses is designed by the university. The college takes regular feedback from the students, teachers, alumni and other stake holders on curriculum and the analysis is communicated to the University through those teachers of the college who are the members of the curriculum developing bodies of the University, such as the Board of Studies. They convey these suggestions in the meetings of these bodies and contribute to curriculum development. However in some specific courses such as B.Voc Courses, the curriculum has been developed by the institution itself, in consultation with the university.

6.3.2 Teaching and Learning

The institution believes in making teaching learning process student centric in order to provide maximum benefit of it to the students and it tries to ensure participative learning for its students. Devising of academic calendar much before the commencement of the session ensures a well planned strategy for curriculum transaction and effective teaching and learning. Teaching schedule is decided in departmental meetings and is conveyed to the students verbally and through departmental notice boards. 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 duly conveyed to the students through the main and departmental notice boards. Examination and evaluation blueprint are also made available to the students.

The DELNET linked and INFLIBNET subscribed rich central library of the institution houses over 90000 books along with book bank facility. Besides, there are departmental libraries also in most of the departments.

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 and 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 lecturers etc. are some of the other strategies employed for effective teaching.

6.3.3   Examination and Evaluation

Being an affiliate institution the institution is bound to follow the university rules in examination and evaluation process as far as university exams are concerned. However the institution has liberty in establishing and implementing innovations in case of house exams and tests. The college assesses the learning outcomes of the students in form of periodic tests, house exam, oral presentations and *Viva Voce* (wherever applicable). Periodic tests in class by subject teachers are a regular feature. The students are regularly updated about new developments and modifications in syllabus and examination patterns.

In-house examinations are based on University pattern and are taken to prepare students for the University exams. They are held once in each semester and prove helpful to students in assessing their own performance and aid teacher in knowing the level of understanding by the students. The college also accommodates University Evaluation Centre for the evaluation of the university exams answer sheets.

The performance of the students is also assessed through project works, learning activities and other academic activities like seminars, presentations and subject qui

6.3.4   Research and Development

The institution has a policy of promoting research by faculty and students and for this reason it provides infrastructural, monetary and ethical support to the faculty and students. The institution has a competent and state of the art infrastructure for supporting research activities. DELNET linked and INFLIBNET subscribed central library of the college housing more than 90000 books caters to research related requirements of the faculty. Through DELNET, it is connected to 1966 libraries (1945 Regional and 21 Overseas Libraries) and offers access to millions of Library records for Reference and borrowing purposes. 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. The Resources include more than 2100 ejournals, 5100 e-books and a bibliographic database called MathScinet containing more than two million reviews of research articles in Mathematics. Reprographic services are also available in the library. 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 and the libraries for their research work.

Research grants are procured from the UGC and other funding agencies for research purposes. For this, faculty members are informed about various funding agencies and their funding schemes. They are encouraged to apply for conduct of seminars, conferences, research projects etc. 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. This greatly helps faculty in their research activities. To provide publication opportunities to the faculty engaged in research the institution publishes three research journals one each in computer science, commerce and Biotechnology. These journals publish quality research articles to give right exposure to researchers.

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. Each of the college blocks has a smart classroom with ICT facility.

The institution has infrastructure matching with the requirement of courses being offered and also for research by the faculty and students. There is an ample number of labs, apparatus and computer systems to conduct the practical sessions for 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.

Apart from academic activities, infrastructure is procured for other activities: for cultural and other co-curricular activities open air theatre, activity halls are there , and for sports activities, there is specialized infrastructure in the form of playgrounds.

The computer department has staff efficient to deal with technical problems. Same is the case with departments which have technical equipment like Biotechnology, Physics, Chemistry, Geography, Zoology and Botany.

6.3.6 Human Resource Management

IQAC facilitates multiple facilities for the employees to ensure their maximum efficiency. This is effected by ensuring a congenial work atmosphere in the institution, by creating a coordination between management, administration and the staff. The institution has requisite and appropriate infrastructure for effective working and well being of its employees. The college provides a clean, transparent, safe and comfortable working environment to all its staff members, both teaching and non teaching. Pollution free, neat and clean green campus, proper sitting arrangement, provision of electricity back up through power generators, clean drinking water are some of the physical facilities for the teaching and other staff. The Grievances Redressal Cell attends to the problems of the employees. Facilities like free medical facilities in Physiotherapy Department, free uniform to class IV employees, free medical checkup camps, financial aid to the needy employees, free parking in college campus etc are provided to all staff members. Efforts are made to retain quality staff. Temporary faculty is reemployed and increments in salary are allowed on the basis of performance. The staff has its elected representatives which act as intermediary between the management and the employees and present the issues concerning the latter before the management. There is provision of adjustable timetable and ground floor classes for the faculty needing these facilities on medical grounds. For physically challenged employees there is a provision of special washrooms, ramps and lift.

Under swapping system of university exams teachers are allowed to opt for a duty station of their choice and convenience. In house exams , sets of teachers are assigned morning and evening duties alternatively and sometimes adjustments are made keeping in mind their preferences.

There is also provision of a crèche for young children of college employees.

6.3.7 Faculty and Staff recruitment

The institution recruits faculty on temporary basis almost at the same time each year whereas faculty on permanent basis is recruited according to the vacancy. However, while recruiting faculty of any kind the focus is always on quality. After the completion of the academic session the IQAC informs the Principal about the requirement of faculty and other staff. Recruitments are made according to definite and set procedures. An advertisement in this context is published in the newspaper and Recruitments of regular faculty both government aided and management funded are done as per UGC norms and University regulations. The selection of temporary and part time faculty is done according to a set procedure. The IQAC demands the details of workload of various classes and the requirement of teachers from the Academic Council, this information is then conveyed to the Principal. and interviews for various posts are conducted on predetermined date and time. Interviews are held by an interview panel which consists of members of the Managing Committee, Principal and the head of the related department. The non teaching staff is also recruited on permanent and temporary basis through advertisement in the newspapers and through a fair selection procedure.

6.3.8 Industry Interaction / Collaboration

To develop appropriate skills in students as required by the job market the institution ensures the former's interaction with industry. This is effected by visits to the industrial set ups and interactions with the experts from industry. The institution collaborates with local industry and entrepreneurs for the training of the commerce students of the college. Feedback of industry on course is also recorded to create opinion about the course contents. The teachers of Biotechnology department hold interactive sessions with the farmers of the region to inform them of disease resistant varieties of crops. The Department of Physiotherapy has its collaboration with a number of hospitals of repute where the students of the department go for internship. Students of Masers in Travel and Tourism also have to undergo internship.The institution has collaborated with Punjab and Sind Bank Hockey academy for promotion of Hockey in the region. The students pursuing B.Voc courses are also given training by the people from industry.

6.3.9 Admission of Students

The institution tries to make admission process simple quick and transparent. The prospective students are informed about admission dates through admission notice in the leading newspapers and the college website. The college publishes every year two prospectuses – one dealing with computer courses and the other dealing with all other courses. These documents includes the detail of courses offered, admission dates, eligibility conditions, fee structures, scholarships, general rules and regulations of the college. The counseling and guidance cell helps students in selecting the right course. The college also provides facilities of computers, printers and internet for helping the students in securing documents for admission. The admission cell also advises students about concession conditions and scholarship schemes that they can avail of during the year.

6.4 Welfare schemes for

Teaching	Loan as advance against salary
	Contributory Provident Fund
	Medical Facility
	Group Insurance
	Maternity Leave
	Fee concession to children of the staff
	DELNET and INFLIBNET and Internet facility for research
	Permission to use college labs for research work
	Permission to pursue higher or additional study
	Study leave as per rules
	Provision of housing in staff colony
	Flexible timings on medical reasons
	Allotment of ground floor classes on medical grounds

	Permission to visit abroad
	Crèche facility
Non teaching	Loan as advance against salary
	Uniform for some of the support staff
	Contributory Provident Fund
	Medical Facility
	Group Insurance
	Maternity Leave
	Fee concession to children of the staff
	Permission to pursue higher studies
	Provision of housing in college campus
	Permission to visit abroad
	Crèche facility
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. 166496657.00**

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	Cumulative will be done	Standard Panel	Yes	IQAC
Administrative	Cumulative will be done	Standard Panel	Yes	IQAC

6.8 Does the University/ Autonomous College declare 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.

A good number of college alumni are settled abroad and they pay a visit to the institution on their visit to country and provide feedback regarding institutional activities.

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

For skills and personality development of the support staff various programs are organized from time to time. Language orientation programmes, personality development programmes, computer orientation programs are a regular feature to prepare them with the ever changing world. There are two representatives in the management from the staff who communicate the issues of the entire staff to the management.

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

The institution makes efforts to sensitize its students towards environment protection. As a step in this direction, strategies are planned and implemented to keep the campus green and eco friendly. The system of paperless office is attempted to be implemented as much as possible. The faculty and staff are asked to park their vehicles in the parking area only and bring them inside the campus only under special conditions. Regular tree plantation drives are held inside the campus as well as outside. Activities and events focusing on eco-friendly campus are organized to spread awareness on this issue. Leaves fallen off the trees and plants are collected and sent to the composting pits near playgrounds. Use of plastic bags is discouraged in the campus. No-Plastic Weeks are observed at least twice a year to sensitize students towards plastic hazards.

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. The college successfully introduced and implemented the subject of Journalism and Mass Communication in BA. Required infrastructure for the same was setup as well. The college recruited three highly proficient and experienced teachers in the subject of music. There was a very good response to the course from the students

2. In this year the IQAC instituted a more personalized system of counseling and guidance in the form of Mentor system. This system will supplement the existing system and will gradually replace it.

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

1. The IQAC had proposed in the action plan to track the academic performance, particularly in newly implemented courses. Therefore the Heads of the departments was assigned the responsibility of taking care that the student performance in newly implemented courses was up to the expectations. Teachers dealing with the newly implemented courses were asked to identify weak students and take remedial measures for the same. The output was satisfactory.

2. It was passed to implement allotted new courses and to find scope for new courses at certificate, diploma and degree level. The subject of Journalism and Mass Communication was implemented in BA classes as an optional subject. It received a good response from the students.

3. The action plan proposed to check the scope and apply for new courses. The institution planned to introduce new job oriented courses and for this reason it applied to the University for 1) Certificate course in Urdu 2) Psychology as a subject in BA 3) Diploma in Computer Animation. The courses will commence from the next session.

4. It was passed to ensure the completion of the construction of the new auditorium. But the construction of the new auditorium could not be completed in the session due to technical reasons and design changes. The contractor was given instructions to finish the job as early as possible.

5. The action plan included making the campus wi-fi. Therefore necessary infrastructure was provided and the college campus was made wi-fi.

6. It was decided to make the campus eco-friendly by finding out and implementing pro-environment measures. As a result eco-friendly practices were promoted in the college campus. Awareness was spread among students regarding recycle, reuse and replenish motto through various activities by Eco-navigators club   of the institution. The Administrative Block was declared No –Plastic zone.

7. The action plan included beautification of the surroundings of the institution, in collaboration with the municipal corporation. A green belt alongside the college boundary was constructed and was decorated with granite work.

8. It was passed to conduct five yearly external academic audit (for the term 2012-17). But the IQAC, for technical and administrative reasons, revised the term for five yearly external academic audit as 2013-18. However the internal academic audit was done in routine.

10. The action plan included setting up of bio oil extraction unit. Therefore, the institution set up a bio oil extraction unit. The unit extracts oil from the leaves of the eucalyptus tree. The oil is highly useful in getting relief from joint pain.

11. It had also been passed to make the college website more interactive and informative. The work on the new college website started. The new website is proposed to be more interactive and will aim at providing online facilities to students.

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

1.   Inculcating cultural, ethical and spiritual values in students

A holistic education must aim at inculcation of ethical values in students besides imparting formal education. With this objective, the institution gives particular emphasis on inculcation of ethical and spiritual values in its students. This is effected through a number of activities organized within the college campus. The institution has in practice a code of ethics and conduct for its teachers and support staff and for students too. To make students aware of their moral responsibilities their visits to orphanages, old age homes Andhvidyalya etc. are organized by support bodies like Centre for Youth Affairs, NSS and Social Sensitization Cell, apart from the teaching departments. In addition to this, students participate in awareness rallies and marches, poster making, slogan writing contests against evils and menaces like drug abuse, AIDS, dowry etc. To relate them to their cultural roots, festivals like Lohri, Basant, Holi, Baisakhi, Teej and Deepawali are celebrated with lead participation of students.

There is a Gurudwara building within the campus where recitation of the Holy *Gurbani* takes place every day. Spiritual values are instilled in students through celebration of Guruparbs. Invocation to the Almighty is done with the beginning of session in the

month of July when the Path of Sri Sukhmani Sahib is held. In the month of November, Guruparab marking the Parkash Utsav of Sri Guru Nanak Dev Ji is celebrated. Parkash Utsav of Sri Guru Gobind Singh ji is celebrated in the month of January. On these occasions *langar* is served to all. The martyrdom day of Sri Guru Arjan Devji is celebrated in the month of June where *Chabeel* is served. These events are organized with active participation of students which fills the sense of *Sewa* (service) in them. The College offers its students participation on over 40 games. This participation in sports results in promotion of senses of unity, obedience, cooperation and leadership in students.

Synthesis of Traditional and Modern Education: The objective of the institution is to create a potent human resource for the country. With this thing in view,   the college offers a widest variety of over 40 courses of certificate, diploma and degree level to its students. These courses reflect an excellent synthesis of traditional and modern education. The institution offers education in traditional streams like Humanities Sciences and Commerce through time tested courses like B.A, B.Sc. B. Com MA and M.Sc. At the same time it offers education in modern streams like Computers, Biotechnology and Physiotherapy. The institution is one of the pioneer institution in Punjab as regards computer education. It offers a huge variety of computer based courses which range from Graduation level BCA, BSc. Computer Science and BSc IT to most modern Bachelor in Multimedia, Bachelor of Design, Diploma in Computer Animation, B. Voc. Courses in Printing Technology and Software Development. In the similar vein, the institution is also one of the pioneer institutions in the region to have offered Bachelor in Physiotherapy and B.Sc. and M.Sc. Biotechnology.

Attempt is made to ensure that the course curriculum of the courses is also according to the needs of the job market. Besides almost each of the degree level course has interdisciplinary elements in them as English and Punjabi are taught as compulsory subjects in all graduation courses. Similarly Mathematics and Computers are also offered as one of the elective subjects in BA.

This range and variety of courses is offered to cater to the needs of the diverse range of students and also the deal with the demands of the job market and it results in student satisfaction, their better success rate as is evident from the feedback collected from the students and the alumni.

7.4 Contribution to environmental awareness / protection

The institution attempts to sensitize students towards the societal needs. Following this aim, it tries to fill in them a sense of responsibility towards environment protection. As a strategy for the same purpose, environment science as one full subject /paper is taught in all graduation courses. In addition to this, many activities focusing on environment protection are organized 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 also organizes Cleanliness Drives under Swachh Bharat Abhiyan campaign to sensitize students in this direction.

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. Paperless working is promoted in official work. Students are informed against the threats of plastic waste and are the use of plastic in campus is discouraged.

As an energy saving initiative, traditional florescent tubes and CFLs are being replaced with LED lights.

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
• 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 terminal and a railway halt station, two kilometers from the city railway station • Safe and secure beautiful campus ensuring conducive environment for academic pursuits • State of the art 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 • Participative learning approach for students • Non interfering , visionary and supportive Governing Council • Coordination between different levels of administration to ensure smooth functioning of the institution. • Gender Equity • Dedicated support services • Excellent performance in academics , cultural and sports activities	• No direct contribution to curriculum structuring of majority of classes • Lack of infrastructure for water games • Poor research guidance score due affiliating university's rules

• Special emphasis on women education • Wide range of over 40 games for participation at inter-college and inter-varsity level • Liberal concessions to the deserving and the needy students • Excellent sports infrastructure • Well established working Alumni Association	
OPPORTUNITIES	**CHALLENGES**
• Availing Research funds from different agenciues • Increasing collaborations • Opting for more job oriented courses	• Retaining the university sports and cultural championships • To meet the rising expenses without increasing the fees

9. **Plans of institution for next year : The IQAC in its final meeting chalked out an action plan for the next session as given below**

1. To introduce new courses.
2. To conduct 5 yearly external academic audit
3. To get the institution assessed and accreditated by the NAAC for the third cycle
4. To apply to different agencies for financial assistance for research and development purposes.
5. To encourage students to get enrolled in free online courses through MOOC programme
6. To encourage faculty to apply for research projects
7. To start digitalization of library books
8. To make the campus more eco-friendly by introducing solar power
9. To beautify the college campus
10. To launch the new college website

ANNEXURE I

Tentative Academic and Co-Curricular Activities Calendar for the Session 2017-18*

ODD SEMESTER (JULY TO DECEMBER)	
EVENT	**TENTATIVE SCHEDULE**
Commencement of odd semester	11 July 2017
Principal's Address	11 July 2017
Course Orientation Programme	11 July 2017 to 18 July 2017
Library Orientation Progamme	20 July 2017 to 28 July 2017
Independence Day Celebrations	14 August 2017
Teej Celebration	Third week of August
National Sports Day	29 August 2017
Teachers' Day	5 September
Departmental Co-curricular activities	First week of September
Celebration of Hindi Diwas	14 September 2017
House Tests	Last Week of September
IT Spark	Second week of October 2017
Special classes for the slow learners and underperformers	15-31 October 2017
Hostel Night	18 October 2017
DST Inspired Science Internship Camp	First week of November 2017
Annual Convocation	First week of November 2017
Guruparab Celebrations	In November (Date to be notified later)
Semester Exams	Last Week of November
Alumni Meet	5 December 2017
NSS Camp	17.12.2017 to 26.12.2017
National Mathematics Day	22 December 2017
EVEN SEMESTER (JANUARY TO MAY)	
EVENT	**TENTATIVE SCHEDULE**
Commencement of even semester	05 January 2018
Guruparab Celebrations	05 January 2018
Lohri Celebration	12 January 2018
Voters' Day	25 January 2018
Republic Day Celebrations	25 January 2018
Plasma-2018	Last week of January 2018
Synergy-2018	First week of February 2018
Friendly Cricket Match between Teaching and Non-Teaching Elevens	First week of March 2018
Annual Sports Meet	Third week of February 2018

National Science Day	28 February 2018
International Women Day	8 March 2018
Annual Prize Distribution Function	Second week of March 2018
House Test	Third week of March 2018
Blood Donation Camp	Last week of March 2018
Special classes for the slow learners and underperformers	1-15 April 2018
Baisakhi Celebration	12 April 2018
Semester Exams	Last week of April / First Week of May

Some of the dates may change as per circumstances

Winter Break	18.12.2017 to 04.01.2018
Summer Vacations	Last week of May to the first week on July

Sports Trials	Fist Week of June 2017
Talent Hunt Competition –ECA Trials	First Week of August 2017

Activities of Departments and Clubs

* As per their schedules

Extension Lecture	As per Departmental Schedules

Important Dates

- Issuing of Roll Nos.   :   July 11, 2017
- Issuing of Time Table   :   July 11, 2017
- Regular Classes will begin   :   July 11, 2017

List of Holidays

- Independence Day   :   15.08.2017
- Janam Ashtami   :   15.08.2017
- Raksha Bandhan   :   07.08.2017

- Sodal Mela : 05.09.2017
- Gandhi Jayanti : 02.10.2017
- Dussehra : 30.09.2017
- Maharishi Balmiki Jayanti : 05.10.2017
- Diwali : 09.10.2017
- Vishwakarma Day : 10.10.2017
- Birthday of Guru Nanak Dev ji : 04.11.2017
- Matrydom Shri Guru Teg Bahadur Ji : 23.11.2017
- X-Mas Day : 25.12.2017
- Lohri : 13.01.2018
- Birthday of Guru Gobind Singh Ji : 05.01.2018
- Republic Day : 26.01.2018
- Guru Ravidas Jayanti : 31.01.2017
- Shivratri : 13.02.2018
- Holi : 12.03.2018
- Ram Navmi : To be notified later
- Martyrdom day of Guru Arjun Dev Ji : To be notified later

Annexure IIa
Student Feedback on Course (2017-18)

1. **Depth of the Course content including project if any-**
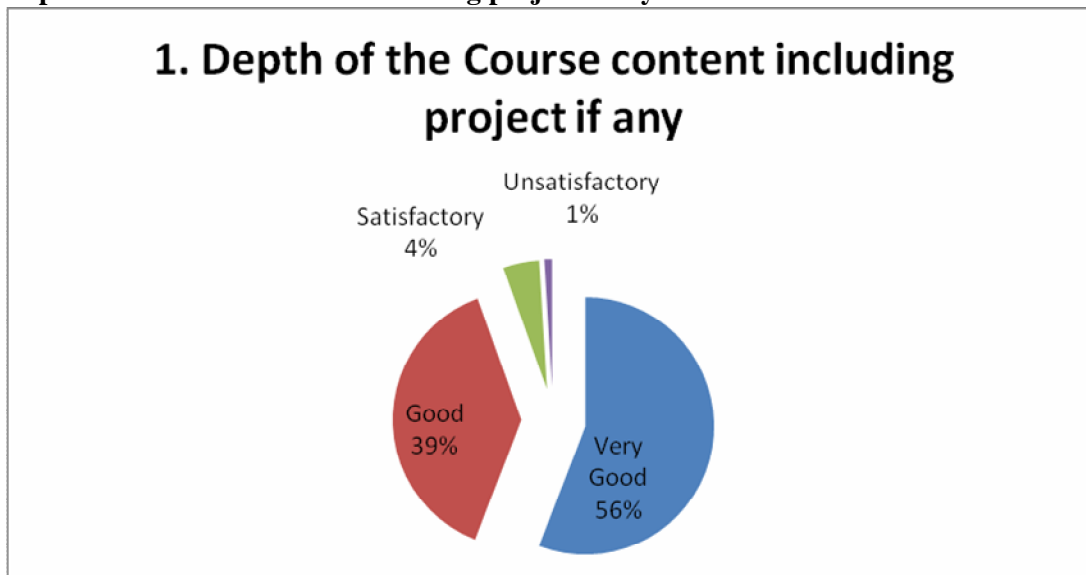
Depth of the course content was appreciated by 56% of the students and they ranked it very good. 39% students marked it good. Satisfactory rank was given by 4% and 1% students said it was unsatisfactory.

2. **Extent of coverage of course-**
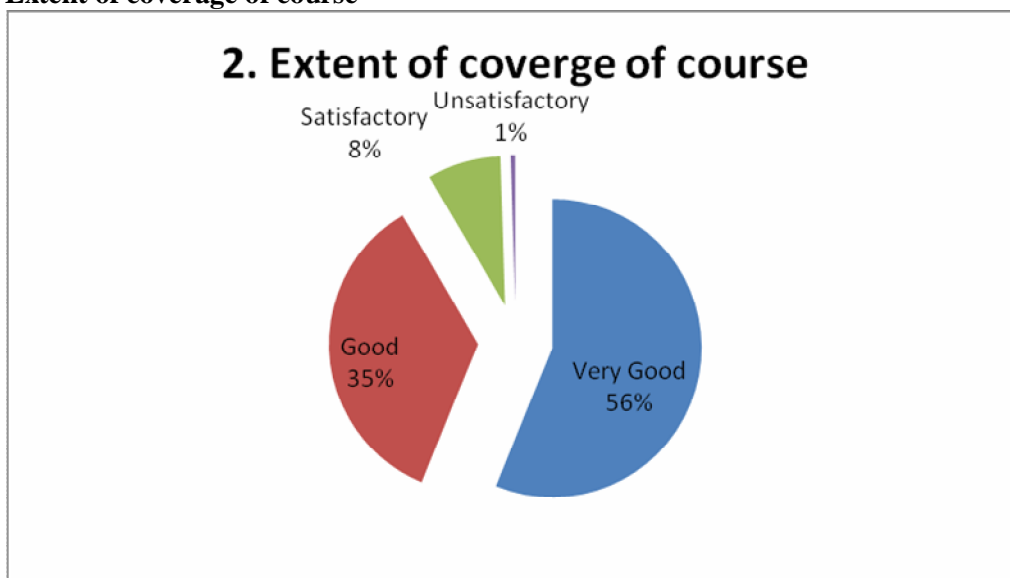
56% students said the course was covered in a very good way. 35% students felt good. On the contrary, 8% students marked it satisfactory and only 1% said it unsatisfactory.

3. **Applicability/relevance to real life situations-**
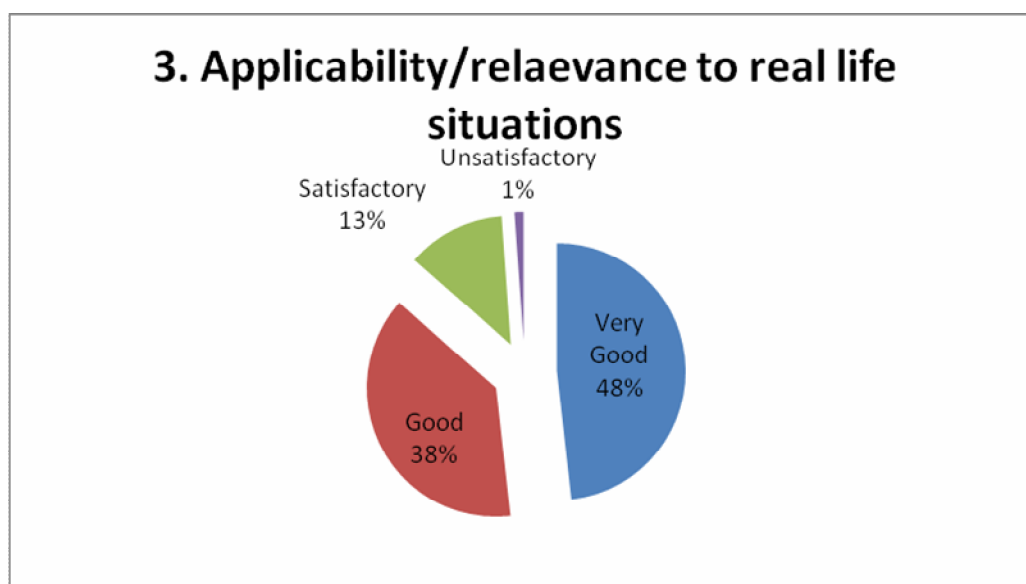
48% students said the course was very good and it was relevant to the real life situations. 38% students called it good and 13% called it satisfactory and only 1% ranked it unsatisfactory.

4. **Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)-**
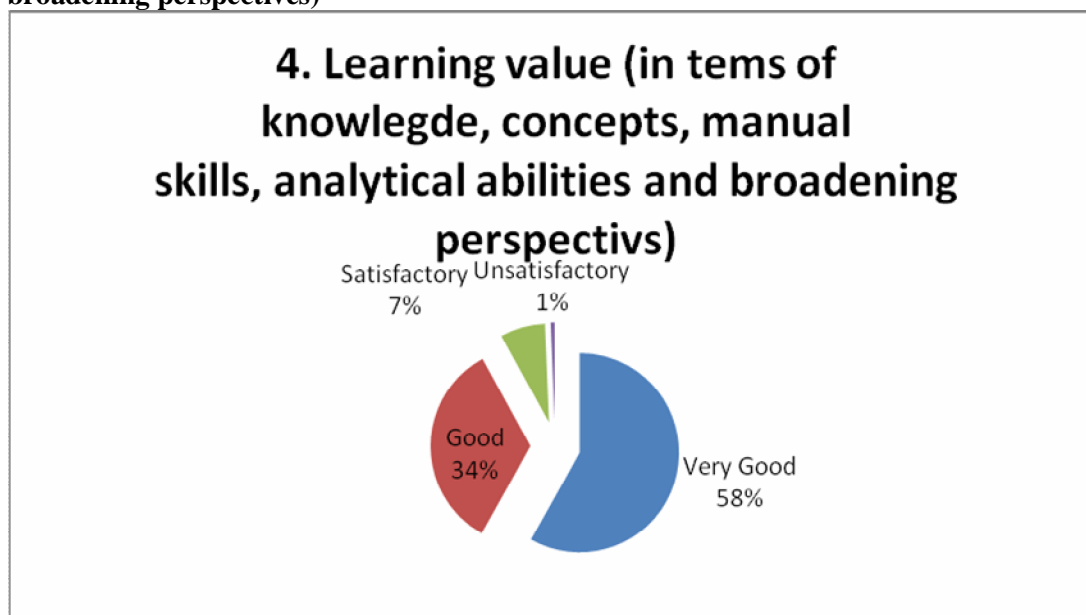
58 % students said the course they chose was highly valuable, particularly in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives. They ranked it very good. 34 % students said it was good. 7% marked it satisfactory and only 1% said it was unsatisfactory.

5. **Clarity and relevance of textual reading material-**

5. Clarity and relavance of textual reading material

Satisfactory
9%

Unsatisfactory
1%
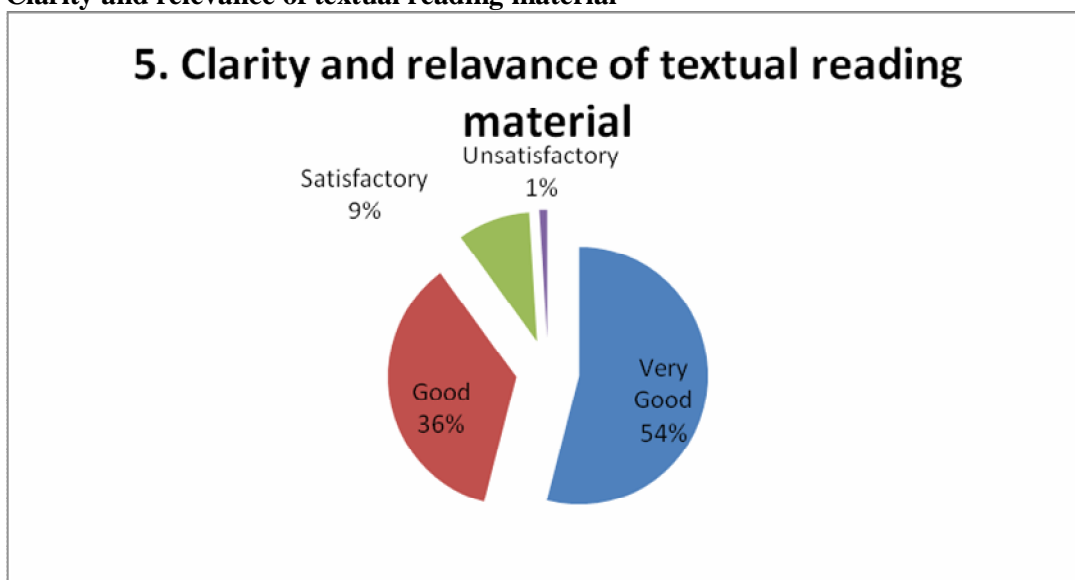
Good
36%

Very
Good
54%

54% students said the textual reading material was very much relevant and they ranked it very good. 36 % students said it was good. Satisfactory rank was given by 9% and unsatisfactory given only by 1% students.

6. **Relevance of additional source material (Library)-**

6. Relevance of additional source material (Library)

Unsatisfactory
8%

Satisfactory
16%
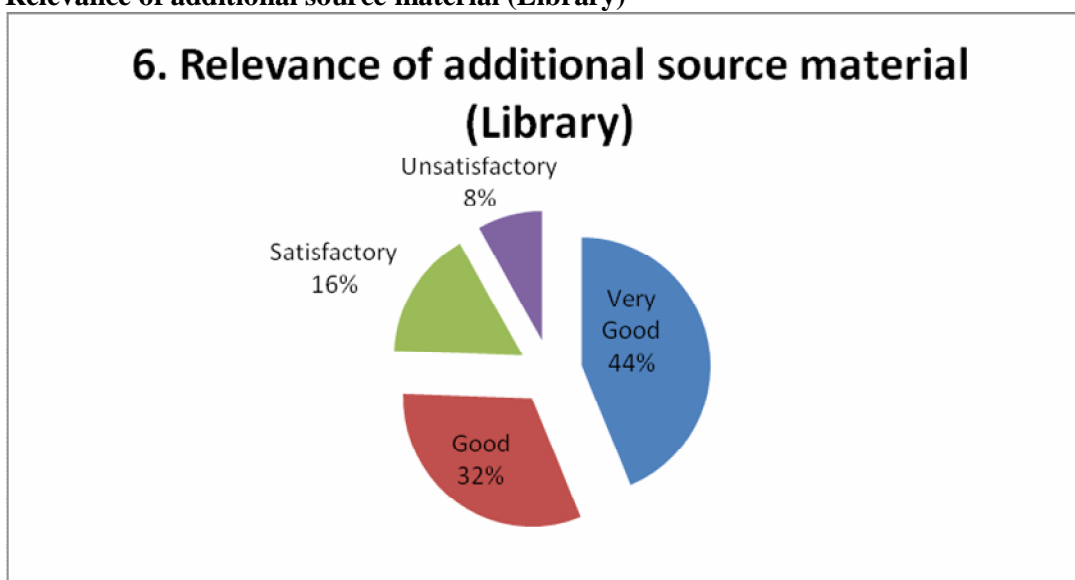
Very
Good
44%

Good
32%

44% students said the additional source material was very good, helpful and relevant. 32% students marked it good. 16% students said it was satisfactory and only 8% said it was unsatisfactory.

7. Extent of effort required by students-

7. Extent of effort required by students

Unsatisfactory
2%

Satisfactory
10%
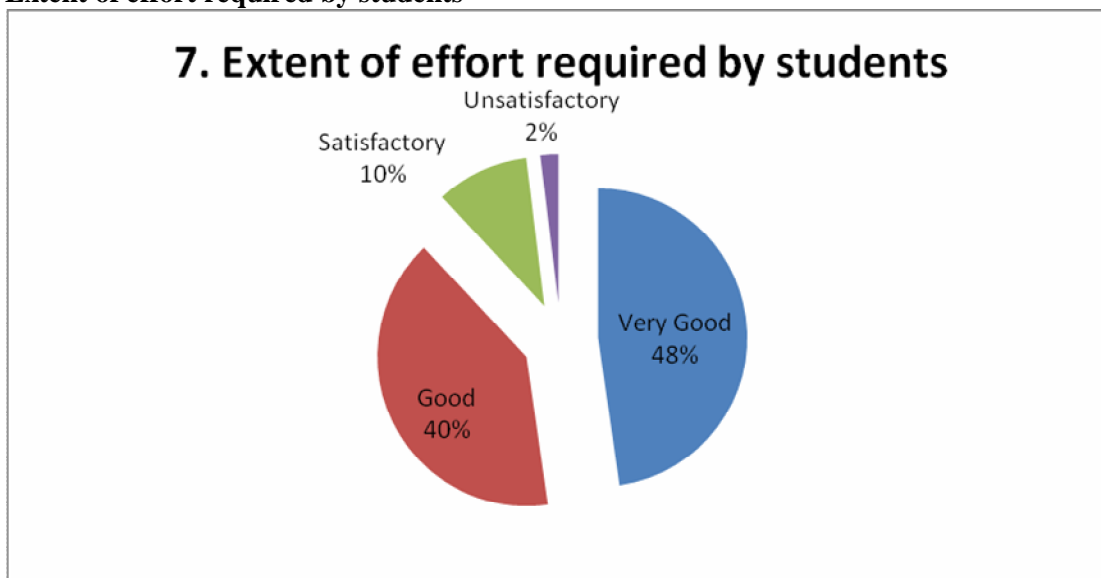
Good
40%

Very Good
48%

48 % students said they don't put extra efforts to cover the content and they ranked it very good. 40 % students said it was good. Satisfactory and unsatisfactory remarks were given by 10% and 2% respectively.

8. Overall rating-

8. Overall rating

Satisfactory
8%

Unsatisfactory
0%

Good
34%

Very Good
58%

58% students said the overall course content was very good. 34% said it was good. 8% students ranked it Satisfactory and none ranked it unsatisfactory i.e. 0%.

Alumni Feedback Form on Course (2017-18)

1. 53% of the Alumni felt that their course Contents sensitized then towards issues like gender equality, environment, and sustainability, ethics and values etc. They ranked it very good. 26% gave it good. 21% alumni marked it satisfactory and 0% unsatisfactory.
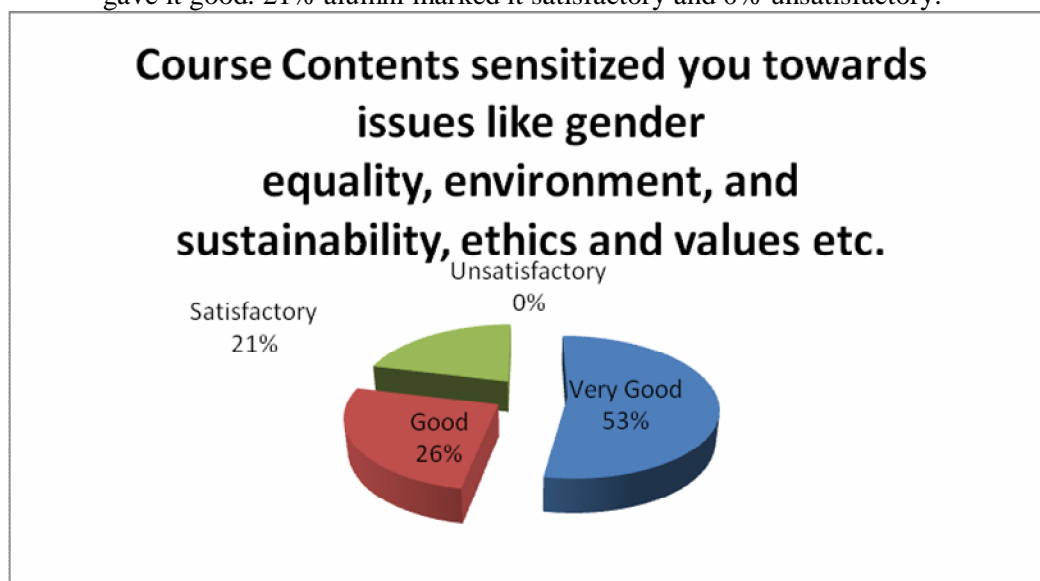
2. 57% Alumni felt that Academic flexibility in their curriculum provided them opportunities to pursue their interest by choosing from a vast number of options from their own area/specialization as well as from other areas. They ranked it very good. 28% gave it good. 15%alumni marked it satisfactory and 0% unsatisfactory.
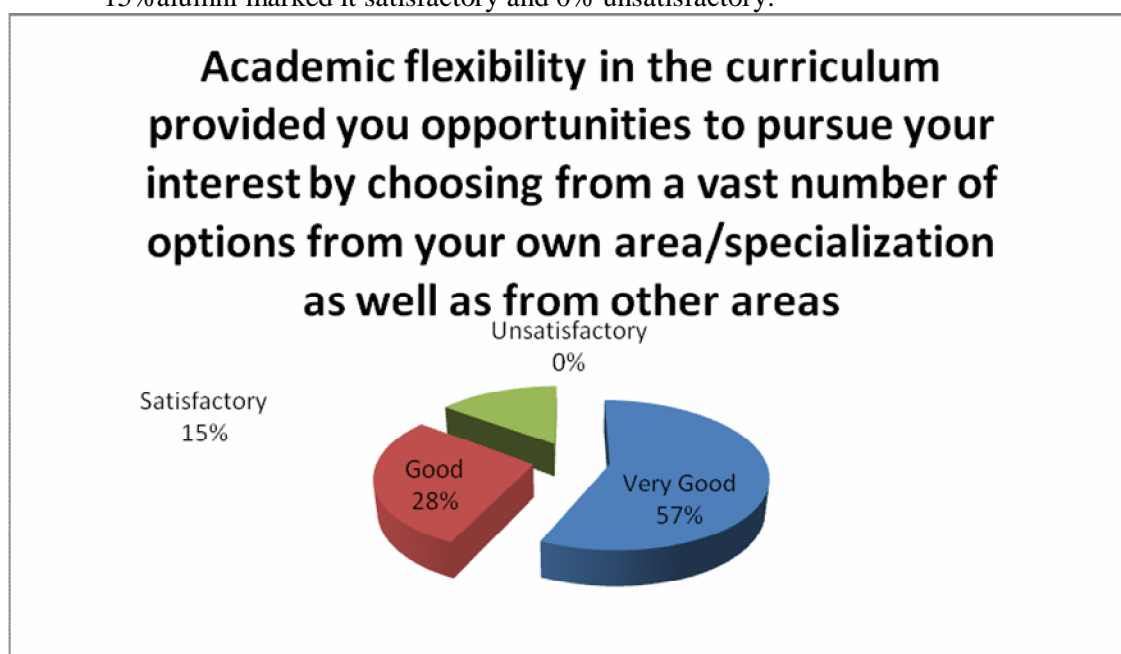
3. 55% Alumni considered the curriculum aims at making students job-ready by imparting analytical and reasoning, language and soft skills in addition to technical competencies, as demanded by the job market. They called it very good. 24% gave it good. 21% alumni marked it satisfactory and 0% unsatisfactory.
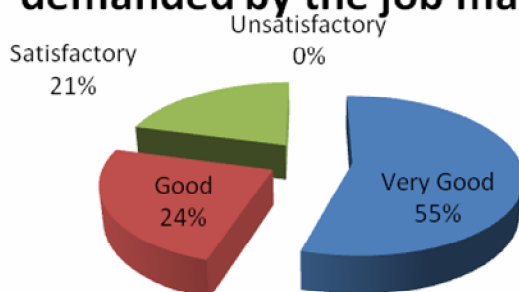
4. 52% Alumni realized that Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups. They marked it very good. 25% gave it good. 18% alumni marked it satisfactory and 5% unsatisfactory.
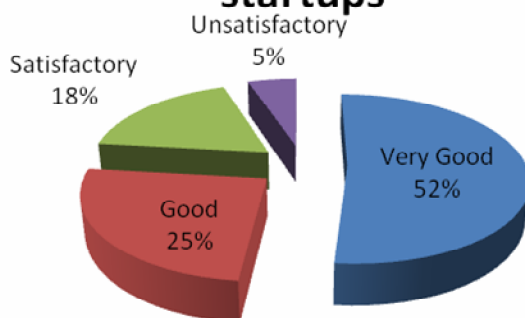
5. 52% alumni felt that the curriculum was outcome based and the expected outcomes, through various courses, are attained. They called it very good. 24% gave it good. 20% alumni marked it satisfactory and 4% unsatisfactory.

The curriculum was outcome based and the expected outcomes, through various courses, are attained
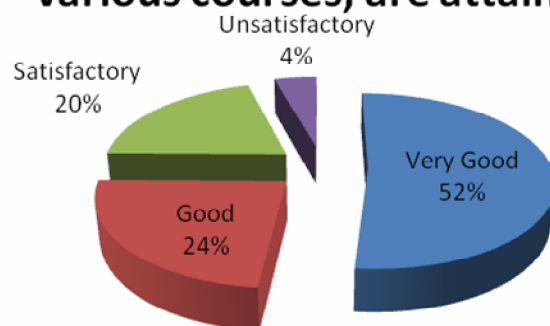
6. 43% alumni felt that the course contents were up to date. They ranked it very good. 22% gave it good. 29% alumni marked it satisfactory and 9% unsatisfactory.

The course contents were up to date
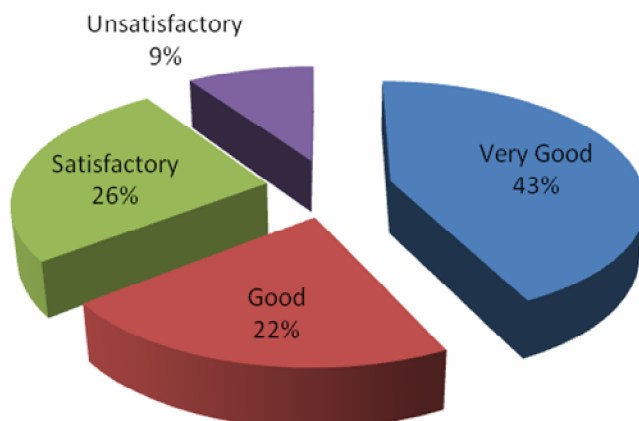
7. 62% alumni felt that the course contents added to their previous knowledge. They called it very good. 22% gave it good. 16% alumni marked it satisfactory and 0% unsatisfactory.
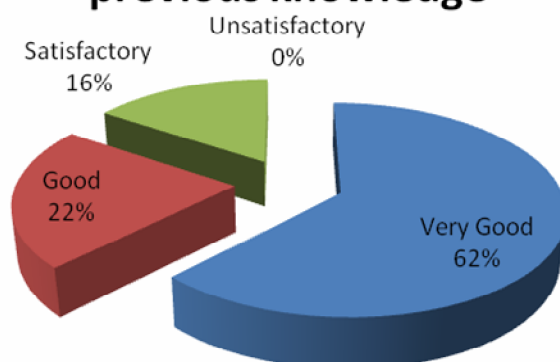
8. 53% Alumni gave their Overall rating in each and every aspect of their course and its content. They marked it very good. 25% gave it good. 22% alumni marked it satisfactory and 0% unsatisfactory.
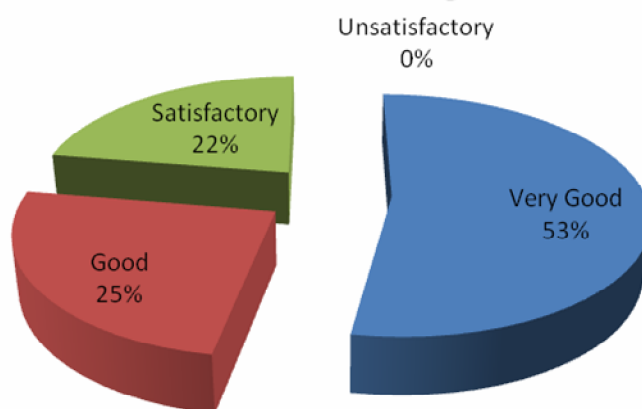
Alumni Feedback Form (2017-18) on other Aspects

1. 54% Alumni said the range of courses was excellent. 25% said it very good. 21 % ranked it good. 0% called it average and 0% mentioned it poor.

Range of Courses
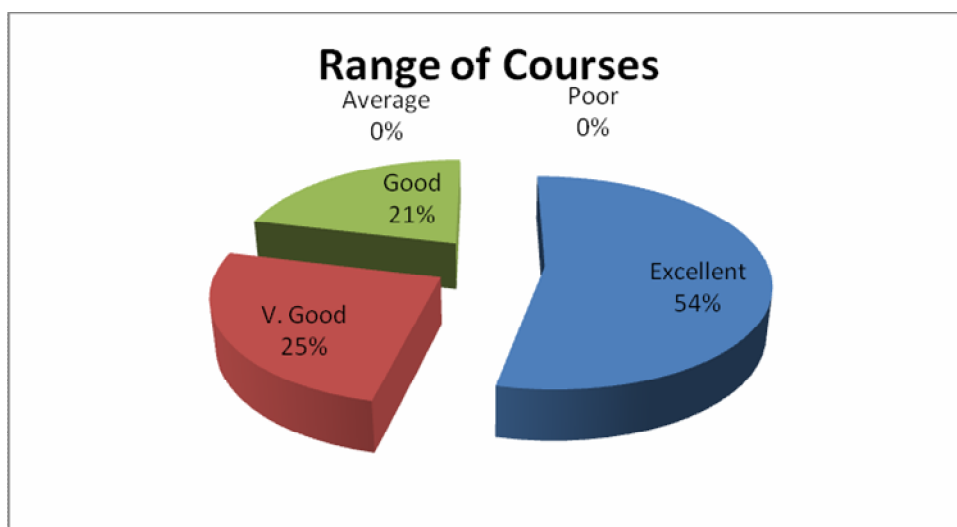
2. 53% alumni felt that the environment and infrastructure of the college was excellent. 22% said it very good. 16 % ranked it good. 9% called it average and 0% mentioned it poor.

Environment & Infrastructure
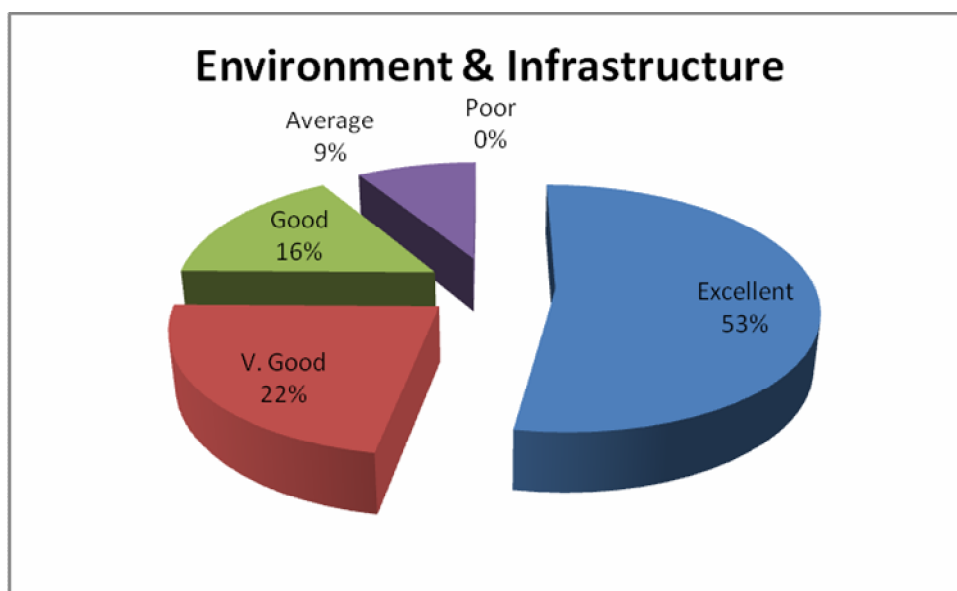
3. 53% alumni felt that the faculty of the college was excellent. 25% said it very good. 22 % ranked it good. 0% called it average and 0% mentioned it poor.
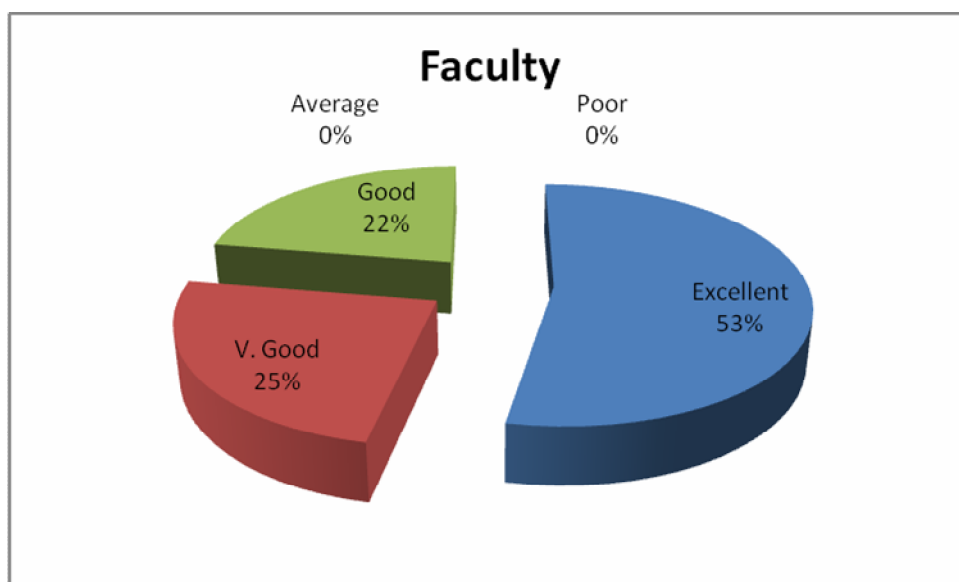
4. 51% alumni felt that the fee structure of the college was excellent. 24% said it very good. 17 % ranked it good. 8% called it average and 0% mentioned it poor.
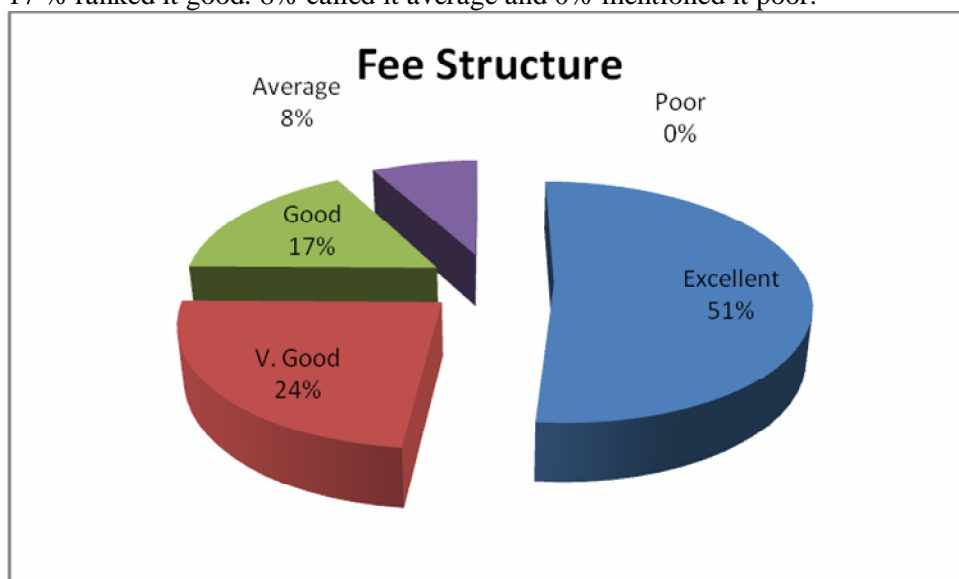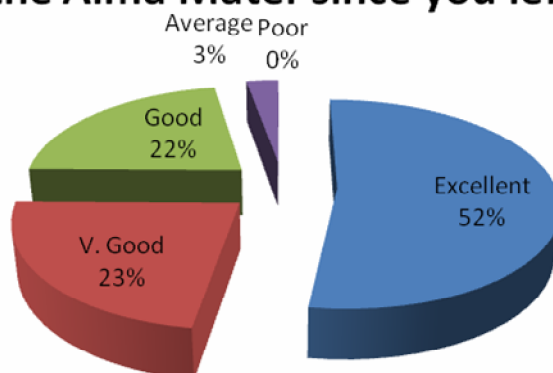

5. 57% alumni felt that the attitude of the institution towards alumni was excellent. 27% said it very good. 12 % ranked it good. 4% called it average and 0% mentioned it poor.

Attitude of the Institution towards Alumni
- Excellent 57%
- V. Good 27%
- Good 12%
- Average 4%
- Poor 0%
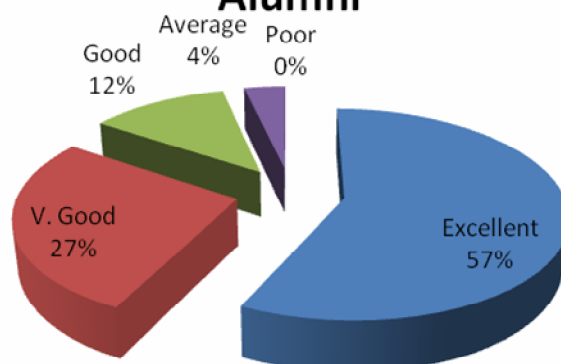
6. 52% alumni felt that the development and improvement of their alma mater since they left was excellent. 23% said it very good. 22 % ranked it good. 3% called it average and 0% mentioned it poor.

Development and Improvement of the Alma Mater since you left
- Excellent 52%
- V. Good 23%
- Good 22%
- Average 3%
- Poor 0%

Annexure II b			
Summary of Feedback Analysis 2016-17			
Students	Alumni	Parents	Employers
The formal feedback of the students was mainly taken on curriculum and teaching - learning process. Students showed their contentment with the course contents. They found them to be having proper depth, long enough to be coverable in the term, greatly applicable to real life situations and having relevant learning values. They largely expressed their satisfaction with the teaching methodology and teacher quality; however a small section also demanded a variety of teaching methods.	The formal feedback from the alumni was taken on a number of points including course contents , facilities, infrastructure , range of courses etc. the alumni expressed a general satisfaction over these points however a section also demanded greater variety of job oriented course.	The formal feedback from the parents was taken on course contents and facilities and they also expressed satisfaction with the curriculum being taught to their wards. They were also of the opinion that more job oriented courses be introduced to cater to the needs of the students.	Employers' feedback highlighted overall agreement with the course contents yet it also suggested greater inclusion of technology training in course contents.
The verbal feedback reflected students' satisfaction with infrastructural facilities. However a good number of students demanded greater number of scholarship opportunities for them.	The verbal feedback taken from the alumni during their visits to the institution also showed their satisfaction with the institutional functioning.	The verbal feedback received from parents in interactive sessions with them indicated their satisfaction with the safe and secure environment within the campus for students.	--

Annexure II c
Action Taken on Feedback

- It was decided by the academic council to arrange more scholarships for students. Heads of departments were given responsibility inform students about various scholarship schemes.

- Relevant suggestions regarding need based changes in curriculum were forwarded to the university by the teacher members of the curriculum designing bodies.

- Infrastructure needed for newly implemented courses was procured.

- Upon the suggestions of students, students' parking was repaired. Hostel inmates' suggestions regarding maintaining cleanliness register was accepted.

- Following the suggestions of the alumni it was decided to introduce online feedback system

Annexure III

Technology Upgradation

2017-18

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Computers in Administrative Office	Computers in Departments	Computers in Other Offices	Software Up gradation	Server up gradation	LCD Projectors etc	Others
Existing	430	13	18 mbps	01	01	10	19	12	13	04	16	34
Added	15	01	0 mbps	0	0	02	06	02	03	0	02	02
Total	445	14	18 mbps	01	01	12	25	14	16	04	18	36

Annexure IV

Action Taken Report 2017-18

9. The IQAC had proposed in the action plan to track the academic performance, particularly in newly implemented courses. Therefore the Heads of the departments was assigned the responsibility of taking care that the student performance in newly implemented courses was up to the expectations. Teachers dealing with the newly implemented courses were asked to identify weak students and take remedial measures for the same. The output was satisfactory.

10. It was passed to implement allotted new courses and to find scope for new courses at certificate, diploma and degree level. The subject of Journalism and Mass Communication was implemented in BA classes as an optional subject. It received a good response from the students.

11. The action plan proposed to check the scope and apply for new courses. The institution planned to introduce new job oriented courses and for this reason it applied to the University for 1) Certificate course in Urdu 2) Psychology as a subject in BA 3) Diploma in Computer Animation. The courses will commence from the next session.

12. It was passed to ensure the completion of the construction of the new auditorium. But the construction of the new auditorium could not be completed in the session due to technical reasons and design changes. The contractor was given instructions to finish the job as early as possible.

13. The action plan included making the campus wi-fi. Therefore necessary infrastructure was provided and the college campus was made wi-fi.

14. It was decided to make the campus eco-friendly by finding out and implementing pro-environment measures. As a result eco-friendly practices were promoted in the

college campus. Awareness was spread among students regarding recycle, reuse and replenish motto through various activities by Eco-navigators club of the institution. The Administrative Block was declared No –Plastic zone.

15. The action plan included beautification of the surroundings of the institution, in collaboration with the municipal corporation. A green belt alongside the college boundary was constructed and was decorated with granite work.

16. It was passed to conduct five yearly external academic audit (for the term 2012-17). But the IQAC, for technical and administrative reasons, revised the term for five yearly external academic audit as 2013-18. However the internal academic audit was done in routine.

17. The action plan included setting up of bio oil extraction unit. Therefore, the institution set up a bio oil extraction unit. The unit extracts oil from the leaves of the eucalyptus tree. The oil is highly useful in getting relief from joint pain.

18. It had also been passed to make the college website more interactive and informative. The work on the new college website started. The new website is proposed to be more interactive and will aim at providing online facilities to students.

Annexure V

Minutes of Meeting of the IQAC

2017-18

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 12-07-2017 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

       Dr. G.S Samra (Chairperson and Principal)
       Mr. Hariom Verma (Coordinator)
       Ms. Jasreen Kaur
       Ms.Arunjit Kaur
       Mr. Manohar Singh
       Mr. Rana Ralhan
       S. Jaspal Singh Waraich
       Dr. Joginder Singh Puar

Members Absent

1. S. Deepinder Singh Purewal

1.2 Agenda

1. To finalise the action plan for this session, as drafted in the final IQAC meeting of the previous session.

3. To finalise and approve the tentative academic and co-curricular activities calendar of the institution for the session 2017-18

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 2017-2018. All the members showed their consent. There after the discussion began on the key agenda which was to discuss over , review and finalise the action plan for the session 2017-18 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution was passed by the members:

1. Prof. Manohar Singh suggested that new courses should be introduced to cater the needs of the students in different fields. Ms.Arunjit Kaur also said that focus must be given to the individual needs as per the students' academic level.

2. Mr. Hariom Verma raised a point that the website of the college should be more interactive and informative so that the students from different states or countries can get the desired information in a quick manner. It should also be friendly to use for the parents or guardians. Dr GS Samra also agreed with Mr.Hariom Verma and assured that the college will work on it.

3. Ms. Jasreen Kaur suggested that campus must be fully wi-fi so that the students take benefits of it to get more information through online educational channels and websites. Mr. Manohar Singh supported this and also put stress on it.

4. Ms.Arunjit Kaur suggested that the surroundings of the campus must be beautiful and to do so, we should collaborate with the municipal corporation to make this task more fruitful. Dr GS Samra also showed interest in it and gave his consent to utilize the space available outside the college to make it beautiful.

5. S. Jaspal Singh Waraich mentioned that the construction of the auditorium should be completed as soon as possible so that the students and the teachers take benefit of it to organize curricular and extra co-curricular activities. Mr. Hariom Verma agreed with this point and also gave stress to it.

6. Mr.Manohar Singh informed the gathering about the latest courses, their benefits to the college and the students and also said that to compete in this competitive time, the college needs to launch such courses. Ms. Jasreen Kaur also agreed with this point.

7. Principal Dr. GS Samra stressed on the point that the college campus must be eco-friendly, ragging free and it must have an amiable environment so that the students and the teachers feel at home while working here. Others present members also agreed with this point and assured to make the campus eco-friendly.

8. Mr. Hariom Verma raised a point to conduct 5 year external academic audit to strengthen and get more fruitful outcomes. Mr.Manohar Singh agreed with it and other members also said that this move can be very much helpful to get new updates in academics.

9. Ms.Jasreen Kaur raised a point that Bio oil extraction unit must be started as it is a move towards consultancy and social service. This oil is helpful in getting relief from joint pains. Other members also gave their consent to do so.

After the discussion following action plan was approved by the IQAC:

A. To track the academic performance, particularly in newly implemented courses.

B. To implement allotted new courses and to find scope for new courses at certificate, diploma and degree level

C. To complete the construction of the new auditorium

D. To make the campus wi-fi

E. To make the campus eco-friendly by finding out and implementing pro-environment measures

F. To beautify the surroundings of the institution, in collaboration with the municipal corporation.

G. To conduct 5 yearly external academic audit (for the term 2012-17)

H. To start bio oil extraction units

1. To make the college website more interactive and informative

2. The tentative academic and co-curricular activities calendar of the institution for the session 2016-17 was approved by the cell equivocally.

3. There was no pending matter of the previous meeting.

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. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on   18-12-2017 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Ms. Jasreen Kaur

5. Dr. Manohar Singh

6. Ms. Arunjit Kaur

7. Dr. JS Puar

8. Jaspal Singh Waraich

9. Rana Ralhan

Members Absent

  1. S. Deepinder Singh Purewal

2.2 Agenda

1. Review of the achievement of the action plan.

2. Review of institutional processes.

3. Discussion of tasks held in abeyance , if any, of last meeting

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. Principal Dr.GS Samra informed the gathering that the implementation of the new courses had been done and the university had given its consent for it. The heads of the different departments are informed about it. He also said that these courses were very much related to the present competitive age. Other members approved of this.

2. The Principal informed that Dr. Dinkar Sharma of Department of Maths had been assigned the task of making the college website more informative, interactive and student friendly. The present members appreciated the step.

3. Dr. Manohar Singh raised the point that the construction of the new auditorium was being delayed. The point was supported by Prof. Hariom Verma who said that that the construction should be complete as early as possible. The chairperson assured that this thing would be conveyed to the contractor.

4. The Chairperson informed the present that awareness among staff and students was being spread to make the campus eco friendly. Use of electronic media was being made to discourage paper use. Plastic free zones had been earmarked in the campus.

5. About the beautification project, the chairperson informed the members that the task of beautification of surroundings had been almost completed. The green belt along the outer side of the college had been developed with granite stone work.

6. To conduct 5 yearly external academic audit (for the term 2012-17)

7. It was informed by the chairperson that setting up of bio oil extraction unit was in process and it would be complete by the end of the session. He also informed that eucalyptus oil would be extracted and provided to staff students and neighborhood community at nominal price. The members expressed satisfaction over this.

The meeting was adjourned thereafter at 1.35 PM. 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 31-05-2017 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Ms. Jasreen Kaur

5. Dr. Manohar Singh

6. Ms. Arunjit Kaur

7. Dr. JS Puar

8. Jaspal Singh Waraich

9. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

3.2 Agenda

1. To chalk out action plan for the next year

2. To review and discuss the institutional activities and achievements of the outgoing session

3. To discuss any other pending /new issue

1. The coordinator of the IQAC reminded that the inspection of NAAC was to be given the first place in action plan for the next year. The college should be preparing for NAAC and should submit SSR to NAAC. The other members gave their consent for it and agreed with it.

2. Principal Dr. GS Samra announced that the university had approved new courses applied for by the college. BA with psychology would also be started in the coming new session.

Diploma in Urdu would also be started in the same session. It was included in the action plan to implement those courses effectively.

3. Dr. Manohar Singh enquired about the status of new college website. Principal and the chairperson Dr.GS Samra informed the gathering that the preparation of new website was in the process and in the next session a new version of it would be launched with many new facilities.

4. Ms. Jasreen Kaur brought into the notice of IQAC that the parking of two wheeler and four wheeler needed repair. Principal and the chairperson Dr.GS Samra formed a committee to look into the matter and submit a complete report of it so that the construction would be started as soon as possible.

5. The members unanimously passed a decision that efforts would be made to retain's overall cultural trophy of GNDU. Principal and the chairperson Dr.GS Samra assured the gathering that required steps would be taken for this thing.

After discussion the cell conceived of the following action plan for the year 2017-18:

1. To prepare and submit SSR of the College to the NAAC

2. To implement newly introduced courses

3. To launch new college website

4. To review and maintain infrastructural requirements

5. To defend university youth festival trophy

6. To introduce new courses

II. The members of Cell the agreed over the various achievements and the progress made by the college

Thereafter, the meeting was adjourned. 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 was left to be conveyed to the members later.

(Dr. Gurpinder Singh Samra)

Chairperson and Principal