
Annual Quality Assurance Report (AQAR) of the IQAC for the year 2013-14**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. Gurbinder Singh Samra

Tel. No. with STD Code:

0181-2241466, 67

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(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:

Web-link of the AQAR:

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

15-12-2004

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

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

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

III. AQAR for 2011-12 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.

Autonomy by State/Central Govt. / University	<input type="text" value="NO"/>		
University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="YES"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="YES"/>
UGC-Innovative PG programmes	<input type="text" value="YES"/>	Any other (Specify)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="3"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="2"/>

2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/> Faculty <input type="text" value="3"/>
	Non-Teaching Staff <input type="text" value="2"/> Students <input type="text" value="2"/> Alumni <input type="text" value="2"/> Others <input type="text" value="---"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="04"/> International <input type="text" value="----"/> National <input type="text" value="---"/> State <input type="text" value="---"/>

Institution Level

04

(ii) Themes

1. Quality Concerns in Teaching : A workshop for New Entrants in Teaching
2. Effective Counseling and Guidance Activities
3. Teaching and Learner Types
4. Basic Training Session on e-Learning

2.14 Significant Activities and contributions made by IQAC

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

1. The IQAC acting as a policy making, implementing and monitoring agency, finalized the action plan for the institution, reviewed its progress and drafted the action plan for the next year. It closely monitored the institutional activities and streamlined them.
2. In consultation with the Academic Council, it devised and implemented the academic and co-curricular activities calendar for the session.
3. 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. It ensured that such programmes are crisp and target oriented.
4. The IQAC organized an institution level quality related seminar in which teachers with less than three years of experience were informed of quality concerns in teaching. Apart from this, seminars on 'Effective Counseling and Guidance Activities' and on Teaching and Learner Types were organized for the faculty members in general. The IQAC also organised a Basic Training Session on e-Learning.

5. The IQAC ensured that relevant information such as time table and University admission dates and exam dates reached the students in time. It ensured timely display of time table much before the commencement of the session to facilitate the new entrant students.

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 bring improvement in academic , co-curricular and student support activities by bringing relevant changes in institutional processes	The college witnessed improvement in the institutional activities such as student support and Counseling services. The Counseling cell was strengthened by adding teachers from other departments also than those already being represented . This was done in order to help the students seeking admission in determining their choice of subjects. The placement cell of the college successfully procured placement of college students in companies such as Axis Bank, IBM, ICICI, UNIT NEXUS, GENPACT, HPCL, I-MATRIX.
To check the scope for new and viable courses with potential for rewarding career opportunities	The college planned to enter into linkage with different Universities abroad. It procured necessary information in regard to introducing courses with potential for rewarding career opportunities. It had also been decided that the college would apply for various vocation based courses. The college successfully applied to the UGC for following two courses

	<p>1.B.Voc (Printing Technology)</p> <p>2.B.Voc(Software Development)</p>
<p>To chalk out an effective policy for the optimum utilization of institutional infrastructure</p>	<p>A rational policy for the optimum utilization of the institutional infrastructural was devised and adopted. It was decided to form separate committees of different streams which will provide their feedback to the Principal regarding infrastructural optimization. For example, in case of library, a four member Library Infrastructure Committee was formed to ensure optimum and effective utilization of library infrastructure. It included the following members :</p> <ol style="list-style-type: none"> 1. Ms. Jasreen Kaur (Convener) 2. Ms. Amandeep Kaur (Librarian) 3. Ms. Sukbir Kaur 4. Ms. Ranjit Kaur <p>The committee decided library usage policy to benefit maximum number of students at one given time. The In-charge Academic Planning was asked to draft time table in such a way as to utilize the lab infrastructure optimally. Similar policy was adopted for drafting house exams date sheet also.</p>

To seek financial assistance from the funding agencies to conduct research activities	In accordance with this resolution, useful information regarding research funding was provided to the teachers. A meeting was conducted wherein the teachers interested in carrying out research were briefed about various UGC and ICSSR schemes about research funding. A number of teachers applied for such schemes and were able to benefit from the same. The PG Department of Economics organized one day ICSSR sponsored seminar on the topic of 'Role of High Potential Agriculture in Polarization of Rural Economy of Punjab State '. The PG Department of Geography organized a UGC sponsored Seminar on Solid Waste Management'.
To develop college playgrounds	Development of college playgrounds were carried out by shifting the games . Stairs, as spectator's stands were constructed along the adjoining sides of hockey and football stadiums. The stage for conducting sports functions was repaired and roofed. Provision of lights and fans was also made on the stage. Net fencing was fixed outside the hockey ground.

****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	16	NIL	4	
UG	13	NIL	8	
PG Diploma	5	NIL	5	
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	2	---	2	---
Certificate	4	--	4	--
Others	---	---	---	---
Total	40			
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	40
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 added***

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

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

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
89	61	28	-	-

2.2 No. of permanent faculty with Ph.D

31

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
1	38	-	-	-	-	-	-	1	38

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	10	104
---	----	-----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	6	44	
Presented papers	4	37	
Resource Persons			

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

- The concept of E-sharing of knowledge content was formally introduced and promoted. Teachers were given training on e-sharing of knowledge content in the Basic Training Session on e-Learning.
- It was made compulsory for Physiotherapy students to remain present in physiotherapy OPD group wise during treatment sessions to make them understand physiotherapeutic treatment modules.
- Practical exposure was provided to the students through visits and trips relevant places.
- Activity based learning was promoted
- Special tests and tasks were designed for outstanding students

2.7 Total No. of actual teaching days during this academic year : 185

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. It was passed this year to introduce answer sheets having same information pattern as one used by the university so that the students may not get confused in final exams.

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

18	20
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2.10 Average percentage of attendance of students 79.2

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction (Nos.)	I	II	III	Pass %
Under Graduate Degree						
BA III	138	-	4	51	35	65
BSC(MEDICAL)III	10	-	3	6	1	100
BSC(NON-MEDICAL)III	20	2	3	8	7	90
BSC(BIOTECH)III	57	2	35	17	5	100
BSC(ECONOMICS)III	27	3	6	9	12	100
BSC(CS)III	52		11	37	4	100
BSC(IT)III	49	2	11	33	2	94
BCA	85		24	59	2	100
B.Com	204	5	40	103	47	93
B.Com(prof)	250	3	53	76	51	72
BBA	63		9	31	23	100
BPT	24	14	21	2	0	96
DCA	31	2	6	0	12	58
DCM	28		8	2	1	39
POST GRADUATE DEGREE						
MA(English)	47	1	4	10	14	60
MA(Punjabi)	17	1	7	4	4	88
MA(Geography)	11	6	6	2	1	82
MA(History)	24	6	10	8	4	92
MA(Political Science))	18		7	6	2	83
MA(Economics)	36		11	13	7	86
M.Sc.(Chemistry)	26	2	13	10	0	88.46
M.Sc.(Physics)	28	2	11	6	0	60.7
M.Sc.(Biotech)	25	3	14	11	0	100
M.Sc.(CS)	32		24	6	0	94
M.Sc.(IT)	60	4	37	4	3	73
M.Sc.(NPD)	22	3	17	1	0	82

M.Com	128	7	99	10	0	85.15
MTM	11	5	10	0	0	90.9
PGDCA	83	5	48	12	0	72
PGDWD	32	3	24	3	0	84
PGDBM	31		13	15	0	90
PGDMM	11		2	4	0	64
PGDPMIR	5		2	0	0	40

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. Acting as an intermediary between the administration and the teaching and support staff to result in student welfare.
2. Formation of policies regarding right operation of institutional activities
3. Ensuring timely recruitment of temporary and permanent faculty and support staff
4. Motivating teachers to undergo research activities by providing them information about various research schemes, funding agencies and research activities in the surroundings in order to improving teacher quality.
5. Implementation of Academic Calendar
6. Ensuring justified augmentation and maintenance of infrastructural for smooth conduct of academic and co-curricular activities.
7. Collecting and analyzing the feedback of students and faculty
8. Analysing academic results and forwarding relevant suggestions to the Principal for needed actions

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	7
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	5
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	6
Others (Short term course/workshops less than a week duration)	3

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	42	19	-	112
Technical Staff	9	1	-	15

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

- Ensuring that the research infrastructure is procured, augmented, maintained and remains ready for use for research purposes.
- Encouraging faculty to organize or participate in seminars, conferences and workshops
- Encouraging faculty to participate in refresher courses, orientation programmes and other short term courses that result in their research orientation.
- Encouraging faculty to undergo research activities by seeking financial assistance from various funding agencies and providing them information about various research schemes.
- Seeking scope for collaborations in relation to research
- Ensuring that the research centers established in the institution conduct research activities regularly
- Informing the faculty about new research in their respective domains so as to motivate them
- Encouraging student participation in research activities such as workshops, conferences and seminars

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	-	-	-
Outlay in Rs. Lakhs	254000			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	24	16	1
Non-Peer Review Journals	2	2	1
e-Journals	3		
Conference proceedings	10	9	2

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-		
Interdisciplinary Projects			--	
Industry sponsored			--	
Projects sponsored by the University/ College	Two years	Management	17000	10000/-
Students research projects (other than compulsory by the University)	One year	Management	20000	10000/-
Any other(Specify)	One year	Management	10000/-	5000/-
Total			47000/-	25000/-

3.7 No. of books published i) With ISBN No.

9

Chapters in Edited Books

7

ii) Without ISBN No.

2

3.8 No. of University Departments receiving funds from

UGC-SAP

N.A

CAS

N.A

DST-FIST

N.A

DPE DBT Scheme/funds

3.9 For colleges : Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			01	02	06
Sponsoring agencies			Management	Management	Management

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

3.13 No. of collaborations: International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
12			01			11

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 3.19 No. of Ph.D. awarded by faculty from the Institution

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level National level International level

3.22 No. of students participated in NCC events:

University level State level National level International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum NCC

NSS Any other

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

To sensitize students towards their social responsibilities the Social 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 activities were done in this context:

- A Poster Making and Slogan Writing Competition on Blood Donation, Tree Plantation, and Water preservation was organized on 10th Aug 2013.
- As a part of Independence Day celebrations a programme *Unity in Diversity* was organized on 14th Aug 2013. Students participated in patriotic Songs, Poems, Speeches, Choreography and one play *Main Phir Aawanga*. The play *Main Phir Aawanga*, Speech by Ajay Kumar and Song by Gurleem Singh Sohal bagged 1st, 2nd and 3rd prize respectively.
- A Blood donation camp was organised in collaboration with N.S.S unit of the college on 28th Oct 2013.
- Festival of Lights Diwali and Bandi Chord Diwas was celebrated with great fervor, with participation of students in songs and dances. Students lighted candles and Diyas and decorated the campus with beautiful Rangolis to deliver the message of Smoke and Pollution free Diwali by celebrating Green Diwali.
- Punjab Day was celebrated on 1st Nov 2013.
- To foster a sense of communal harmony and national integration among students Communal Harmony Campaign week was organised from 19th to 25th Nov 2013. Students wrote essays and poems.
- A student-police meet *Police Naal Saanjh* was organised on 19th Dec. 2013 to provide latest information about our rights and duties and to develop cordial relation between Police and Public. Police commissioner Jalandhar S. Ishwar Singh delivered a detailed and informative talk. S.P. Sukhdev Singh Dist. Community Policing Officer and Inspector Karamveer Singh Incharge Community Policing also addressed the students. Noted Social Activist Mrs. Parminder Beri was also present on the occasion.
- Lohri Festival and Maghi Utsav were celebrated on 13th Jan 2014 in traditional Punjabi style.

- A seminar of National Voters Day was organised on 25th January and the students were made aware of their voting right.
- A colourful programme was organised to mark the Republic Day celebrations. Students participated in Songs, Poems, and Speeches and were awarded certificate of participation.
- A Seminar on *Domestic Violence and Sexual Violence on Women and Children* was organised on 6th Feb 2014. Chief guest S. Tejinderbir Singh, honorable Chief Judicial Magistrate delivered a detailed talk on this burning issue. Mr. Jagan Nath, Additional District Attorney informed the students and teachers about the various schemes run by the government.
- To educate and motivate the students to follow traffic rules and thus to curb road accidents, Social Sensitization Society organized a seminar on 'Traffic Rules and Safety Measures'. S. Dalbir Singh Buttar A.C.P (Traffic) the chief guest delivered a detailed talk on traffic rules. Students were informed about traffic rules through audio video aids.

Criterion – IV**4. Infrastructure and Learning Resources****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 Acres	--	---	28 Acres
Class rooms	80	--	--	80
Laboratories	30	3	UGC	33
Seminar Halls	3	--	--	3
No. of important equipments purchased (\geq 1-0 lakh) during the current year	1			
Value of the equipment purchased during the year (Rs. in Lakhs)				1191555
Others				

4.2 Computerization of administration and library

The administrative block of the college is computerized. Fee collection, record maintenance, payments and receipts, institutional functioning all is done in computerized form. There are 15 computer systems in administrative and accounts office to ensure effective working. Accounts maintenance, salary related documentation, auditing, all are done in computerized forms.

The Central Library of the college is also computerized. It 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. The computerization of the college library enables one to search books offline from the library. The library has bar-coding facility for issue and return of the books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	76129	11291239	15	2700	76144	11293939
Reference Books	1046	270814	2	6350	1048	277164
e-Books						
Journals	31	29660			31	29660

e-Journals	Through NList programme			16500		16500
Digital Database						
CD & Video	195	Free	27	Free	222	-
Others (specify)						

4.4 Technology up gradation (overall)

Annexure III attached

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

- To inform students on the topic the Department of Computer Science organized a Guest Lecture on *Cloud Computing* by Mr. Madhu Sudan, Senior Project Manager on 3 D Calling on Skype, Microsoft, USA on 11 Novemeber, 2013. Around 145 students attended this lecture.
- The Department of Computer Science organized a Guest Lecture on *Latest Trend in IT* by Mr. Pawan Kumar, Project Manager, Adobe, Gurgaon on Dated December 17, 2013. Over 130 student attended this lecturer.
- A three day workshop on Information Security Cyber Forensics was organized by the Department of Computer Science in collaboration with Cybercure Technologies, New Delhi, The resource person Mr. Sangeet Chopra of Cybercure Technologies informed the students about network security , hacking and password security and management. On the concluding day of the workshop, 150 student participants of the workshop were awarded certificates and tool kits. The department also conducted basic training sessions for faculty and support staff on computer skills

As the administrative office is computerized, e-governance is in practice in the institutional working. Accounts office is also computerized. Every departmental office is equipped with a Computer System and Internet facility through LAN. The college library is also computerized.

4.6 Amount spent on maintenance in lakhs :

i) ICT	320725
ii) Campus Infrastructure and facilities	120452
iii) Equipments	69992
iv) Others	
TOTAL	511169

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

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

It facilitates the formation of student support committees and cells such as Social Sensitization Cell, Anti Ragging Committee, Counseling and Guidance Cell , Competitive Exams and personality Development Cell, Placement Cell Students Grievances Redressal Cell. It 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. These facilities are made known to students formally as well as informally. IQAC encourages these committees to conduct activities to make students aware about themselves and take their advantage.

5.2 Efforts made by the institution for tracking the progression

Class teachers maintain a record of the outgoing students and track their progression by staying in contact with them as much as possible. The alumni association is one key body that keeps a record of outgoing students and students that have already left the institution. 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 administrative office maintains the key data base about the number of outgoing students and keeps information about students progressing to higher studies.

5.3 (a) Total Number of students: 5114

UG	PG	Ph. D.	Others
3918	1196	Nil	Nil

(b) No. of students outside the state

(c) No. of international students

Men	No	%		Women	No	%
	3086	60			2028	40

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
4438	624	04	309	2	5377	3755	931	05	423	0	5114

Demand ratio Dropout %

5.4 Details of student support Coaching for competitive exams

The institution has well defined and developed mechanism of student support for competitive exams. 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 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.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

Counseling and guidance is provided to students according to their needs and priorities. Students coming for admission are provided counseling regarding the choice of the appropriate course.

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 . Counseling is provided to the women students by the Grievances Redressal Cell formed for the purpose.

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
09	414	310	-

5.8 Details of gender sensitization programmes

The Grievances Redresal Cell and the Social Sensitization Cell organize gender sensitization programmes on their own and in collaboration. 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. Departments also conduct gender sensitization activities by involving students. 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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports:

State/ University level National level International level

Cultural:

State/ University level National level International level

5.10 Scholarships and Financial Support

		Number of Students	Amount
Financial support from institution		159	3545470
Financial support from Government	SC/ST Scholarship	635	18864332
	Minority scholarship	65	350000
	Other Govt. funded benefits	21	451550
Financial support from other sources		18	32000
Number of students who received International/ National recognitions		3	15000
		1	10,00000

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:

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

6.2 Does the Institution has a Management Information System

The institution has developed a management information system for meeting its different requirements. The Administrative Office, accounts office, library have specific software and programs for creating databases. Admission process, student personal data , leave record maintainance, examination process , fees and results data staff salary and other details are computerized. Reports or needed information can be generated or procured whenever necessary. As the IQAC office and departments are computerized, much of the information is easily available and accessible.

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

Though the college, being an affiliate institution, has only an indirect role in curriculum development , it aims at providing a such a curriculum to its students that caters to their needs, side by side developing requisite skills in them. 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 M.Sc. NPD, the curriculum has been developed by the institution itself, in consultation with the university.

6.3.2 Teaching and Learning

The institution has a student centric approach as far as teaching learning approach is concerned. Teaching schedule is drawn before the commencement of the session in the form of an academic calendar. The teaching plan of the papers pertaining to each department is prepared by the head of department concerned in consultation with the departmental faculty and in accordance with academic calendar. The teaching plan and the academic calendar are duly conveyed to the students through the main and departmental notice boards. The institution has developed a mechanism of identifying learner types and then dealing with them accordingly. Strategies are planned for slow learners and advanced learners. For slow learners extra classes, extra practical sessions, regular written and verbal class tests, simplified study material are the different strategies adopted by different departments. The students showing the tendency for advanced learning are provided with additional advanced supportive material such as reference books, research/review articles in addition to exposure to discussions, debates, quiz and aptitude tests etc. To make teaching- learning process a practical experience, projects works, field works assignments and internship are assigned to the students. Efforts are made to integrate ICT in curriculum transaction. Apart from this, use of maps and charts to make teaching learning interesting, tours and visits are to historical places, industry, and also to places of general scientific information, interactions with experts of the field guest lectures etc are some of the other strategies employed for effective teaching.

6.3.3 Examination and Evaluation

Being an affiliate institution the institution is bound to follow the university rules in examination and evaluation process of university exams. However the institution has liberty in establishing and implementing in these things in case of house exams and tests. In accordance with the prescribed norms, 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. The college also accommodates University Evaluation Centre for the evaluation of the University answer sheets. The eligible teachers of the college and from other colleges come to evaluate the answer sheets here. The performance of the students is also assessed through project works, learning activities and other academic activities like seminars, presentations and subject quiz.

6.3.4 Research and Development

The institution provides infrastructural and ethical support to the faculty for various research activities. The institution has a 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 of the college 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. 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 are 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.

6.3.6 Human Resource Management

For healthy environment of the college and proper working of administration of the college there are multiple facilities given to employees according to their position. The college provides a clean, transparent, safe and comfortable working environment to all its staff members, both teaching and non teaching. The staff has its elected representatives which act as intermediary between the management and the employees. The Grievance 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 check up camps, financial aid to 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.

6.3.7 Faculty and Staff recruitment

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 in front of interview panel which consists of members of the Managing Committee, Principal and the head of the related department.

The regular faculty is paid salary according to UGC / DPI norms and the selected temporary faculty is given consolidated salary and part time faculty is given salary according to their workload.

6.3.8 Industry Interaction / Collaboration

Keeping minds the needs of the job market and to develop requisite skills in students, the latter's interaction with industry is ensured. Visits to the industrial set ups and interactions with the people from industry provide students firsthand knowledge of the things. The institution collaborates with local industry and entrepreneurs for the training of the commerce students of the college. Feedback of industry on course is also recorded to create opinion about the course contents. Experts from the industry are invited to interact with students. 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. The institution has collaborated with Punjab and Sind Bank Hockey academy for promotion of the national sport.

6.3.9 Admission of Students

The admissions start every year in the month of May and lasts till the dates prescribed by the affiliating university. The prospective students are informed through admission notice in form of advertisements in the leading newspapers of the region. The college website also displays the admission notice, admission procedures, various courses offered etc. 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. In addition to the prospectus, the college also publishes information brochures from time to time. To help the students selecting the right course, the college sets up admission cell for the students. Proper guidance is provided to students for admission process. 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 various scholarships that they can avail of during the year.

6.4 Welfare schemes for

Teaching	Loan as advance against salary Flexible timings on medical reasons Contributory Provident Fund Medical Facility Group Insurance Maternity Leave Fee concession to children of the staff DELNET and INFLIBNET facility for research Permission to pursue higher or additional study Study leave as per rules Provision of housing in staff colony
Non teaching	Loan as advance against salary Uniform for support staff Contributory Provident Fund Medical Facility Group Insurance Maternity Leave Fee concession to children of the staff Permission to pursue higher studies Provision of housing in college campus
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. 255320268.00**

6.6 Whether annual financial audit has been done Yes No

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

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

6.8 Does the University/ Autonomous College 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

The support staff is essential for proper functioning of the college. For skills 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 college believes that it is its responsibility to keep the surrounding clean and green and it leaves no stone unturned in ensuring such an environment for its employees. Regular tree plantation drives are held inside the campus as well as outside. The staff and students are motivated to help in safeguarding the environment. Periodic sessions and activities are organised on important issues of environment. Open Rainwater harvesting and paperless working culture are two key initiatives taken by college in this regard.

Criterion – VII**7. Innovations and Best Practices****7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

- The institution for the first time underwent internal academic and administrative audit as a quality assurance measure. The audit was done by a four member committee consisting of Mr. JS Rana, Mr. Manohar Singh, Mr. Ahuja Sandeep and Dr. Arun Dev Sharma. The audit report was prepared and submitted to the IQAC. The auditors expressed satisfaction at the performance of the institution and submitted useful suggestions as quality sustenance and assurance measures. The institution will undergo five year external academic and administrative audit in 2018.
- The College signed an MOU with National College of Ireland for student and faculty exchange. Under the MOU the eligible students of the College will get a wider range of courses- particularly in Information Technology, Economics and Business Management- along with teaching by international experts, greater placement opportunities, exclusive scholarships and many other academic benefits. Another MOU has been signed with Woosuk University, South Korea for student exchange programme. This will provide students greater opportunities to enhance their skills.

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

- It has been planned by the IQAC to bring improvement in the institutional performance in student support and counseling activities. The Counseling cell was strengthened by adding teachers from other departments also than those already being represented. This was done in order to help the students seeking admission in determining their choice of subjects. Counseling regarding study problems, problems faced while being in college, and career counseling was provided to students apart from personal counseling wherever needed. In the same way placement of the students in companies of repute like Axis Bank, IBM, ICICI, UNIT NEXUS, GENPACT, HPCL, I-MATRIX was ensured.
- The college made preparations to enter into linkage with different Universities abroad. It procured necessary information in regard to introducing courses with potential for rewarding career opportunities. It also applied to the UGC for following two advanced and career oriented courses B.Voc (Printing Technology) and B.Voc (Software Development)
- For optimum utilization of the institutional infrastructure committees dealing with each stream were formed, having members from each department. The committees were asked to ensure that infrastructure was used to its optimum level. Similarly for library, a Library Infrastructure Committee was formed to ensure optimum and effective utilization of library infrastructure. The responsibility of the committee was to decide the maximum usage of library infrastructure including reading material. The Incharge Academic Planning was asked to draft time table in such a way as to utilize the lab infrastructure and classrooms optimally. Similar policy was adopted for drafting house exams date sheet also.
- Effective information regarding research funding was provided to the teachers. Upon the initiative of the IQAC, a meeting was conducted by the Principal wherein the teachers interested in carrying out research were briefed about various UGC and ICSSR schemes about research funding. A committee of teachers having ongoing or completed research projects was made to guide the teachers desirous of applying for research projects. The PG Department of Economics organized one

day ICSSR sponsored seminar on the topic of 'Role of High Potential Agriculture in Polarization of Rural Economy of Punjab State. The PG Department of Geography organized a Seminar on Solid Waste Management.

- The IQAC in the action plan had passed to develop the college playgrounds. Leveling of the grounds was done in time. Audience stands were constructed along the adjoining sides of hockey and football stadiums were also made. The main stage as pavilion was reconstructed, giving it a roof and lighting and fans arrangement. The college playgrounds remain open for neighborhood community for fitness purposes which sometimes result in poor upkeep of grounds. It was decided that some kind of effective policy would be formed to ensure the maintenance for playgrounds also for their effective use. Plantation of flowering plants and trees was done in the empty area in the surroundings of the playgrounds.

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

Promotion to Sports

The college is dedicated to give the youth of the region a platform to showcase their talent and to develop their skills. With this objective the college provides the best facilities not only in education but in co- curricular activities and sports also.

The institution has a very dynamic and active Sports Department which works tirelessly to offer best facilities and opportunities to its students. The institution offers a range of over 40 games to its students to choose from. Facilities are also arranged for the player students accordingly. The college has

- One well-maintained playground for Hockey
- One well maintained playground for Football
- One Astro-turf laid mini hockey ground

- One standard Court for Basketball, Volleyball, Handball
- Play Ground for Kho-Kho, Kabaddi
- A standard track for Athletics
- One Boxing Ring
- Well-equipped gym for physical fitness of player students

With the initiation of the admission process, prospective and desirous students are informed about sports trials through Trials Notice in the leading newspapers and also through the college website. On the fixed days trials are held and students are short listed and later finalized subject to conditions. Selected students are given concession and are admitted to the college against a nominal fee. Student seeking hostel facility are given free hostel and mess facilities. Enrolled player students are given coaching by the renowned coaches of Olympics levels even.

For the students who suffer from the sports injuries there is a provision of immediate and free medical treatment in the physiotherapy department of the college. The college has established a tie up with Punjab & Sind Bank Hockey Academy to promote the national game in the region.

To deal with sports affairs efficiently, to keep an account of players and the documentation related to them and to facilitate the sports persons the Physical Education and Sports department of the College has been given extra support staff which includes on field and off field staff both. In order that the studies of the player students do not suffer due to their sports activities, special classes are held for them.

The college also has an LKC Sports Promotion Club which organizes various sports events to promote sports in the region like Cross Country Races, Sports Oriented Days and many other events. To inculcate the value of sports in all college students, the college

also organises Annual Sports Meet in which non player students of the college participate.

The outcome of this practice is too obvious. The college has produced many players of national and international repute like *Padamshree* Ajit Pal Singh and Pargat Singh the former captains of the national hockey team, *Arjuna* Awardees Surinder Singh Sodhi, Baljeet Singh, Jagjit Singh for Hockey, Jaspal Singh for Boxing, Bagicha Singh for Athletics, *Dhyan Chand* awardees Varinder Singh for Hockey, Sushil Kumar Kohli for swimming, *Dronacharya* Awardees Gurmail Singh, Jagdev Singh, Harpreet Singh, Jasleen Singh and Gagandeep Singh for Hockey. The players of the College have won medals in national and international competitions held in India and abroad. The college has won the overall Sports championship of Guru Nanak Dev University, for 20 times out of which it has been won 11 times consecutively.

SCHOLARSHIPS AND CONCESSIONS

The founders of the institution established it with a philanthropist aim of providing value based education to the students of the region at nominal cost to in order to educate the young generation. Even after a century of its establishment, the institution stands true to this ideal. With an objective to promote education and make it accessible to all, it provides financial concessions to the deserving and the needy students and also tries to procure scholarships for its brilliant students for higher studies.

Students coming to the college are given a number of relaxations and facilities in financial terms. Students with excellent academic performance and high score are given concession which may range from half fee to full fee depending upon the student performance. Similarly students performing excellently in the cultural activities like youth festivals are also given half fee to full fee concession. Player students of the college are enrolled at a nominal fee and are offered free hostel and mess facility. Students with weak financial conditions are also given concession. Part payment facility is also allowed to the students who are unable to pay their fee all at once.

The institution also procures scholarships for the needy and the deserving students. There are many scholarship schemes such as Jat Sikh Scholarship, Sihota Scholarship, Scholarship from Manav Sewa Sahyog Society, in addition to scholarship schemes instituted by some of the departments. The English department runs two scholarship schemes: one for the university topper student of the department and the other for the college topper student of BA Ist year.

One student of the Computer department of the college is selected year for Michael Sehgal Scholarship for higher Studies in Computers at UK. The scholarship is worth Rupees 10 lacs each year.

The college provides full support to the students of reserve categories through the Post-Matriculation Scholarship Scheme of the Government. The college support staff helps the students seeking the scholarships in applying for this scheme.

7.4 Contribution to environmental awareness / protection

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

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

7.5 Whether environmental audit was conducted?

Yes No

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

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Ideal location of 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 • State of the art infrastructure for teaching and research • Wide range of courses of certificate UG and PG degree and UG and PG Diploma level from five streams • Provision of evening classes • Well qualified faculty committed to quality education • Student centric teaching learning process • Smart Classrooms in each block • Liberal concessions • Departmental libraries in addition to computerized central library housing over 90,000 books • Wide range of over 40 games for participation at inter-college and inter-varsity level • Ultramodern hostels • Opportunities for students to reveal their creative potential and talent 	<ul style="list-style-type: none"> • Lack of financial support from the government in faculty recruitment • Absence of co-education in Graduation (Arts) classes • Absence of infrastructure for water games such as swimming and water polo.

<ul style="list-style-type: none"> • Dedicated support staff 	
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> • Scope for introducing new academic programmes vocational in nature. • Academic and Research tie us with foreign institutions • Enhancing consultancy by the faculty in its respective fields 	<ul style="list-style-type: none"> • Appointment of quality permanent and temporary faculty and other staff through its own resources • Retaining excellence in sports and in academics • Preparing students according to the needs of the job market

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

- To seek financial assistance from the funding agencies like the UGC and ICSSR to organize faculty development programmes
- To apply for new courses
- To ensure proper and effective implementation of newly introduced programmes
- To improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals.
- To retain the University Sports Championship.

Annexure I
Semester wise Academic and Extra Curricular Calendar for the Session 2013-14

ODD SEMESTER (JULY TO DECEMBER)		
SN.	Event	Tentative Schedule
1.	Commencement of the session	4 July, 2013
2.	Registration, selection and Admission dates	First week of July
3.	Bridge courses for the entry level classes	Second week of July
4.	Independence Day Celebrations	14August
5.	Talent hunt for University Youth Festivals	First week of August
6.	Submission of University Admission Forms	Last week of September
7.	House Exams	First Week of October
8.	Declaration of House exams results	Second Week of October
9.	Spectrum-13	20Oct 2013
10.	University Zonal Youth festival	Last Week of October
11.	IT-SPARK	29,30 October2015
12.	University Inter Zonal Youth festival	First Week of November

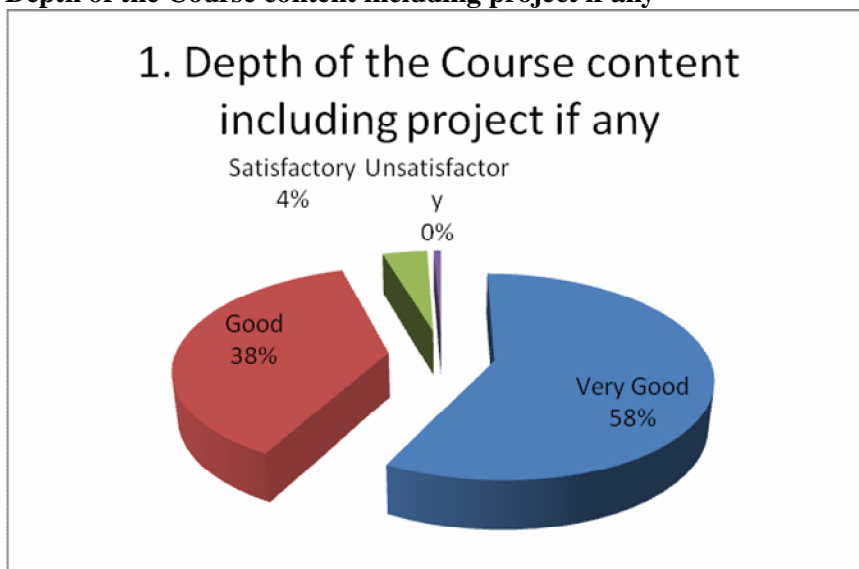
13	Special classes for the slow learners	Second Week of November
14.	University examinations	Third Week of November
15.	Annual Alumni Meet	05 Dec, 2013
16.	Winter Break	23 Oct, 2013- 04 Jan, 2014

EVEN SEMESTER (JANUARY TO MAY)		
SN.	Event	Tentative Schedule
1.	Commencement of Teaching	05 Jan, 2014
2	Annual Convocation	First week of February
3.	IT-Plasma-2014	Last Week February
4.	Annual Prize Distribution Function	Last Week of February
5.	Synergy-2014	First Week of March
7.	Farewell to the outgoing classes	Last Week of April
8.	University Exams	First Week of May
9.	Summer Break	23 May-03 July, 2014

Annexure II a

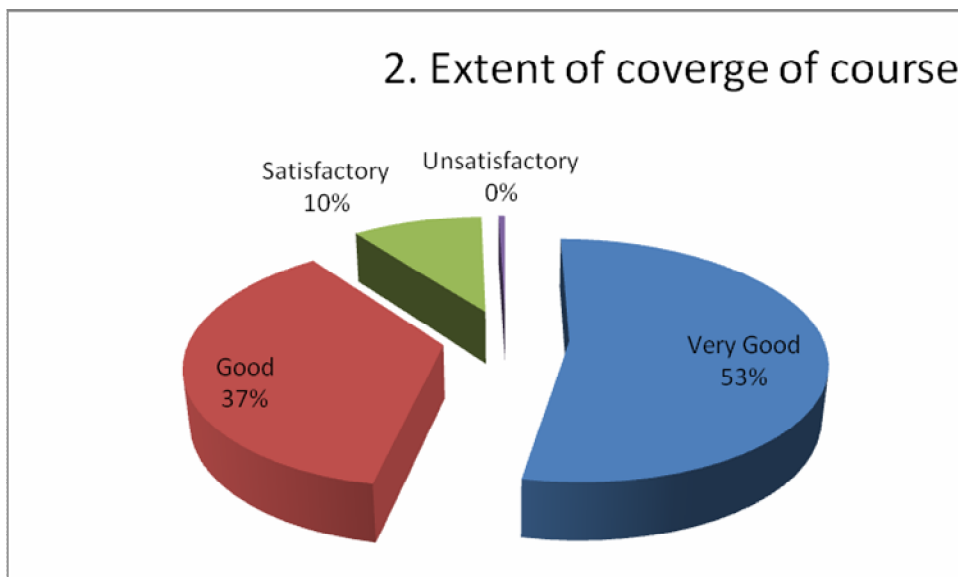
Student Feedback on Course (2013-14)

1. Depth of the Course content including project if any-



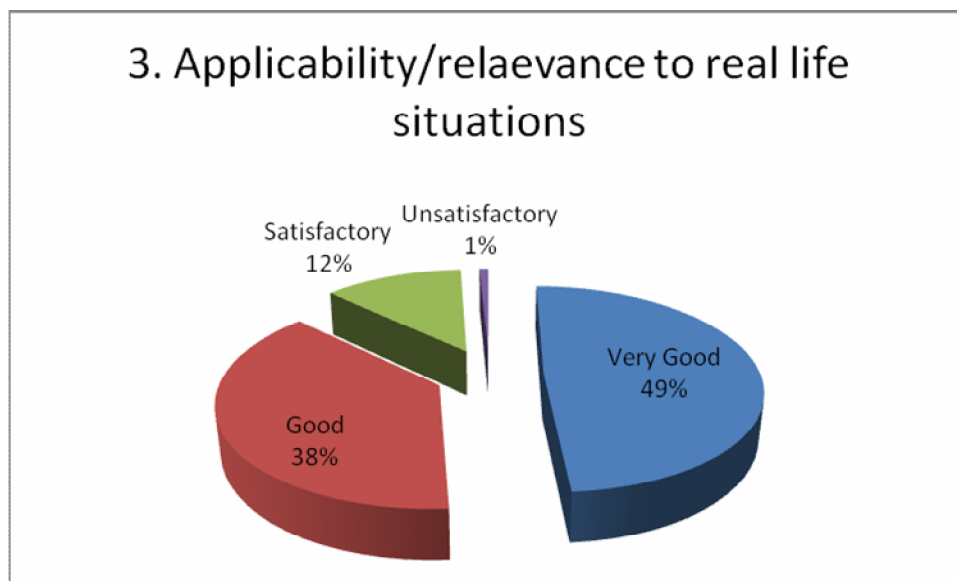
58% students appreciated the depth of the course content and ranked it very good. 38% students marked it good. Satisfactory rank was given by 4% and 0% said it was unsatisfactory.

2. Extent of coverage of course-



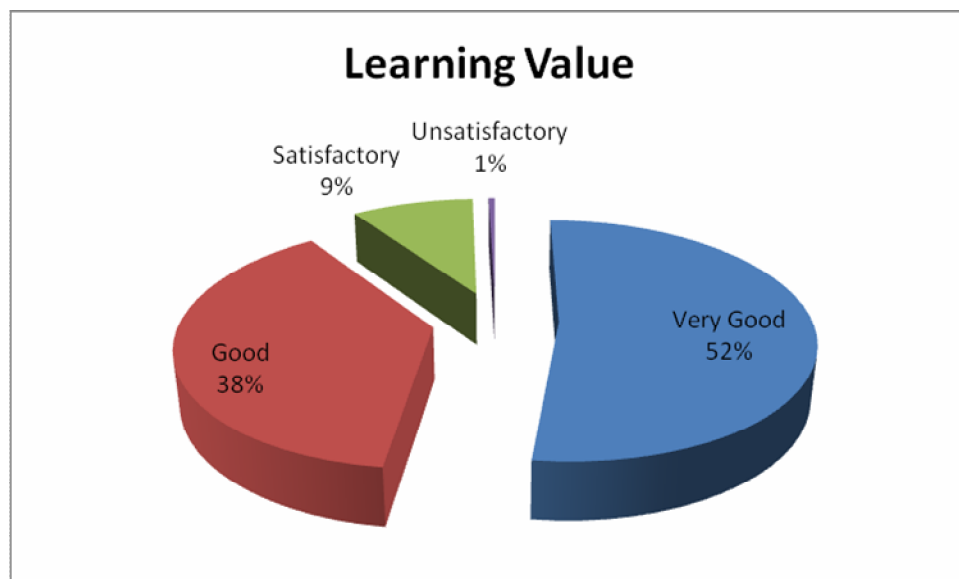
53% students said the course was covered in a very good way. 37% students said it good. 10% students marked it satisfactory and 0% said it unsatisfactory

3. Applicability/relevance to real life situations-



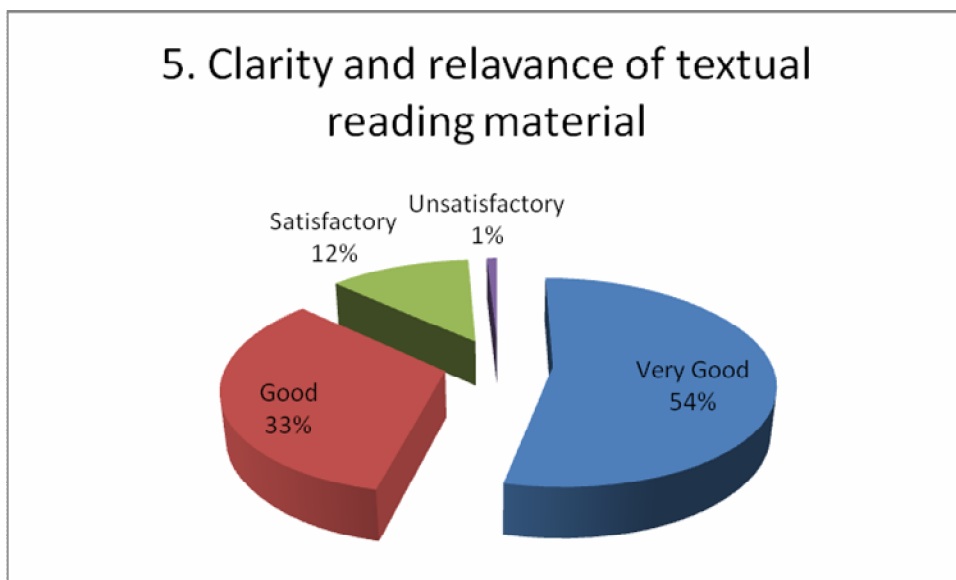
49% students said the course was very good. 38% students called it good, 12% called it satisfactory and only 1% ranked it unsatisfactory.

4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives)-



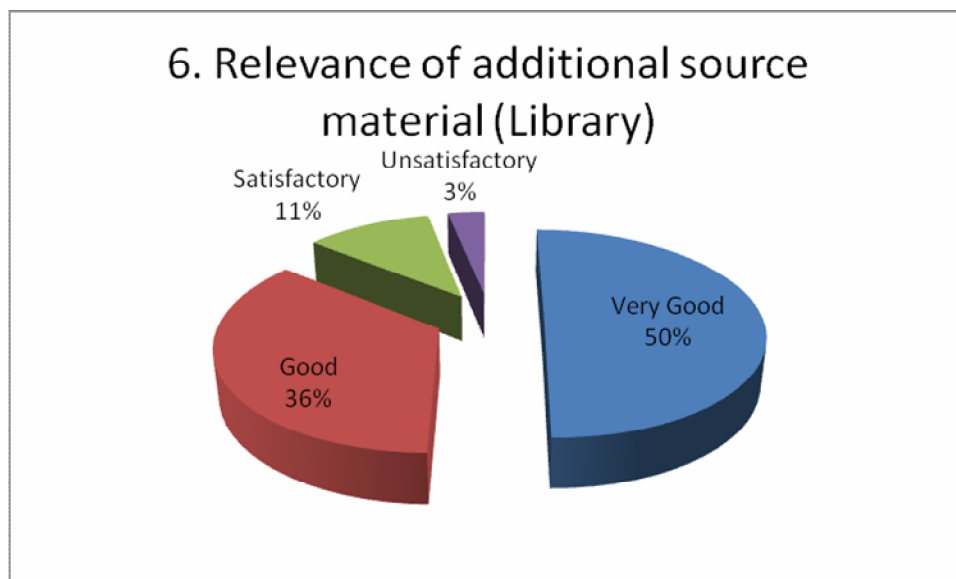
52 % students said the course they chose was highly valuable and ranked it very good. 38 % students said it was good. 9% marked it satisfactory and only 1% said it was unsatisfactory.

5. Clarity and relevance of textual reading material-



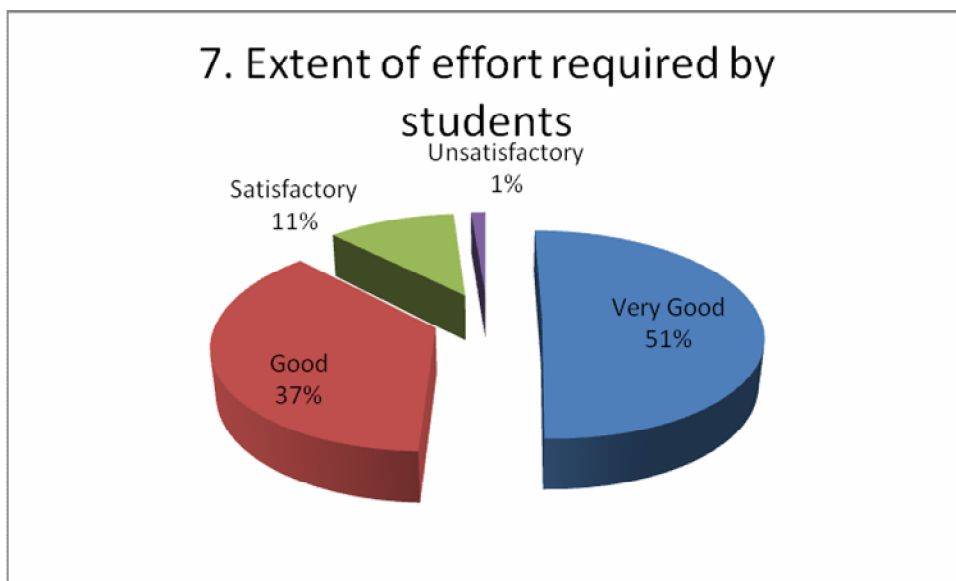
54% students said the textual reading material was very much relevant and they ranked it very good. 33 % students said it was good. Satisfactory rank was given by 12% and unsatisfactory given only by 1% students.

6. Relevance of additional source material (Library)-



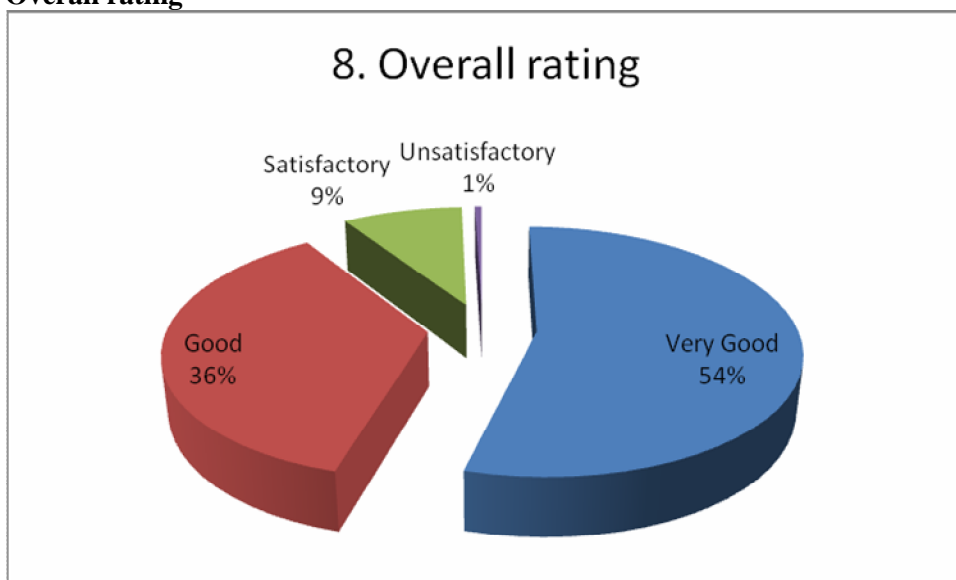
50% students said the additional source material was very good. 36% students marked it good. 11% students said it was satisfactory and only 3% said it was unsatisfactory.

7. Extent of effort required by students-



51 % students said they don't put extra efforts to cover the content and they ranked it very good. 37 % students said it was good. Satisfactory and unsatisfactory remarks were given by 11% and 1% respectively.

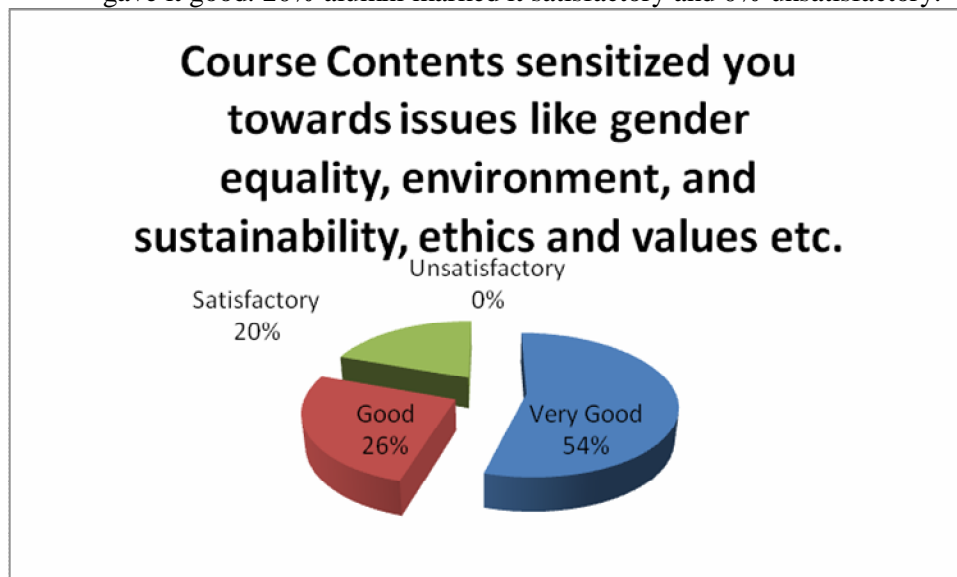
8. Overall rating-



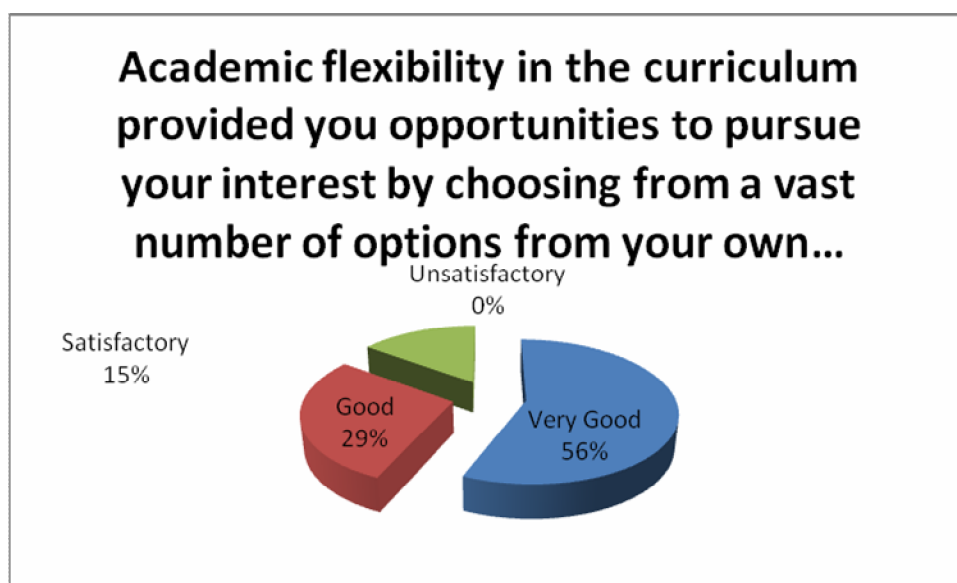
54% students said the overall course content was very good. 36% said it was good. 9% students ranked it Satisfactory and unsatisfactory rank was given by 1%.

Alumni Feedback on Course (2013-14)

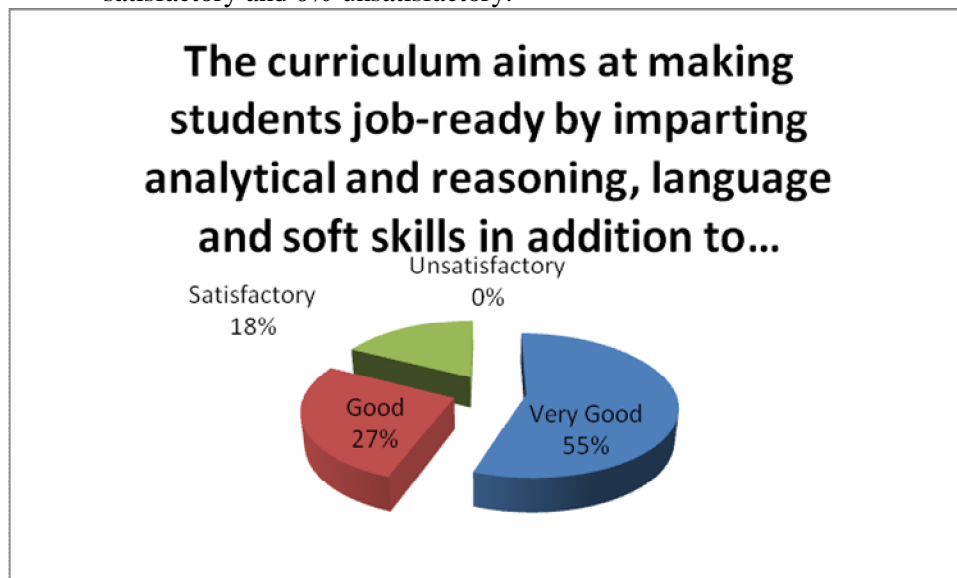
1. 54% of the Alumni felt that their course Contents sensitized them towards issues like gender equality, environment, and sustainability, ethics and values etc. They ranked it very good. 26% gave it good. 20% alumni marked it satisfactory and 0% unsatisfactory.



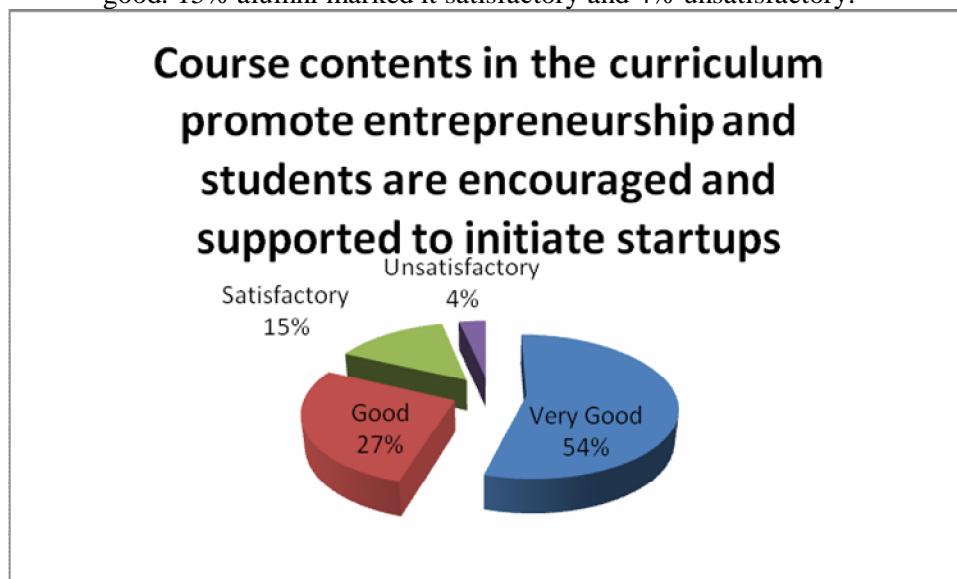
2. 56% Alumni felt that Academic flexibility in their curriculum provided them opportunities to pursue their interest by choosing from a vast number of options from their own area/specialization as well as from other areas. They ranked it very good. 29% gave it good. 15% alumni marked it satisfactory 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. 27% gave it good. 18% alumni marked it satisfactory and 0% unsatisfactory.

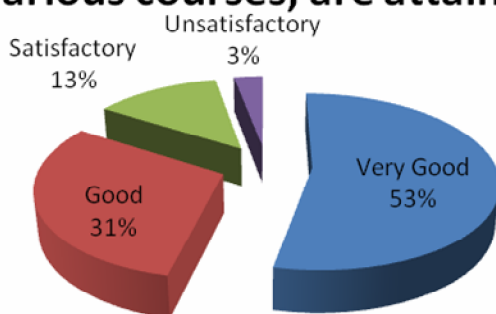


4. 54% Alumni realized that Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups. They marked it very good. 27% gave it good. 15% alumni marked it satisfactory and 4% unsatisfactory.



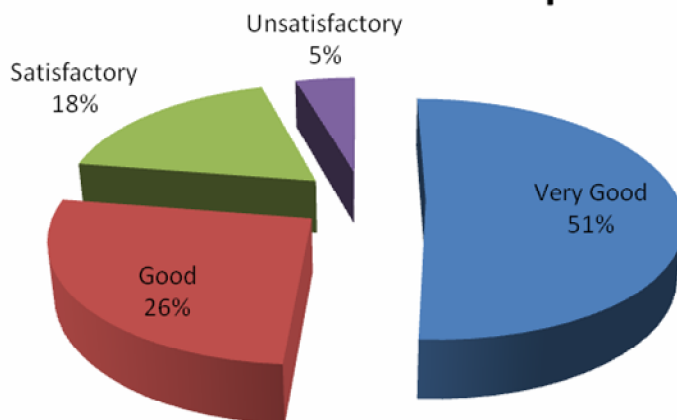
5. 53% alumni felt that the curriculum was outcome based and the expected outcomes, through various courses, are attained. They called it very good. 21% gave it good. 13% alumni marked it satisfactory and 3% unsatisfactory.

The curriculum was outcome based and the expected outcomes, through various courses, are attained

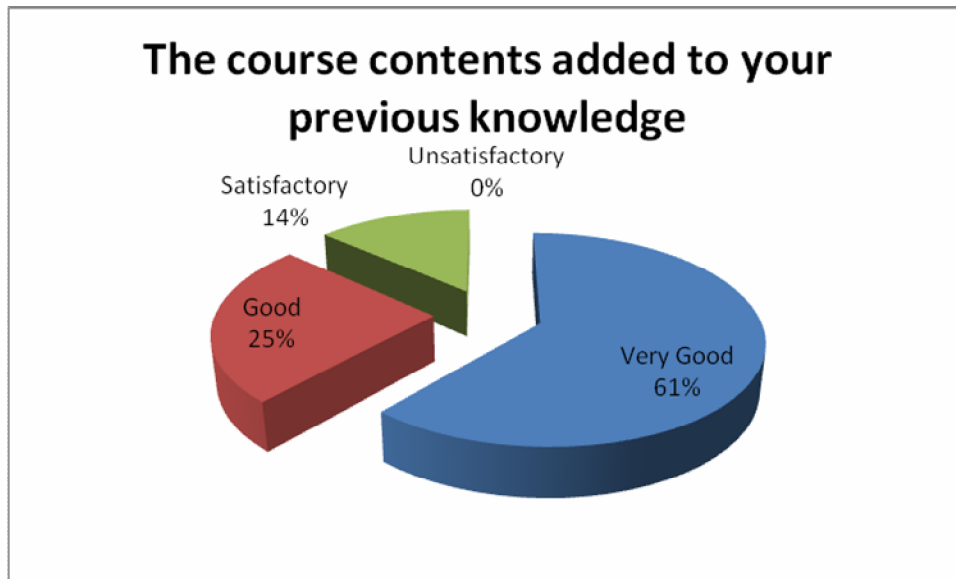


6. 51% alumni felt that the course contents were up to date. They ranked it very good. 26% gave it good. 18% alumni marked it satisfactory and 5% unsatisfactory.

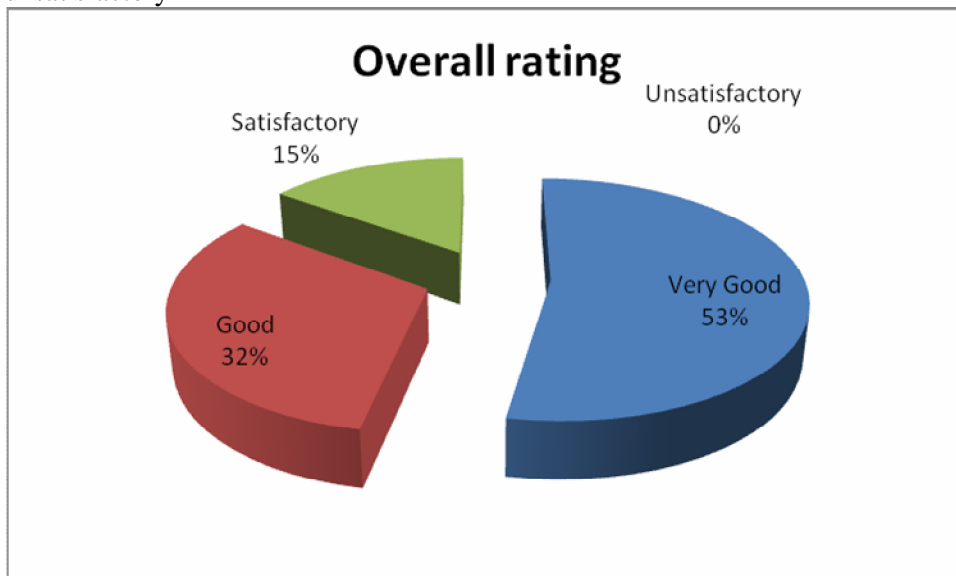
The course contents were up to date



7. 61% alumni felt that the course contents added to their previous knowledge. They called it very good. 25% gave it good. 14% alumni marked it satisfactory and 0% unsatisfactory.

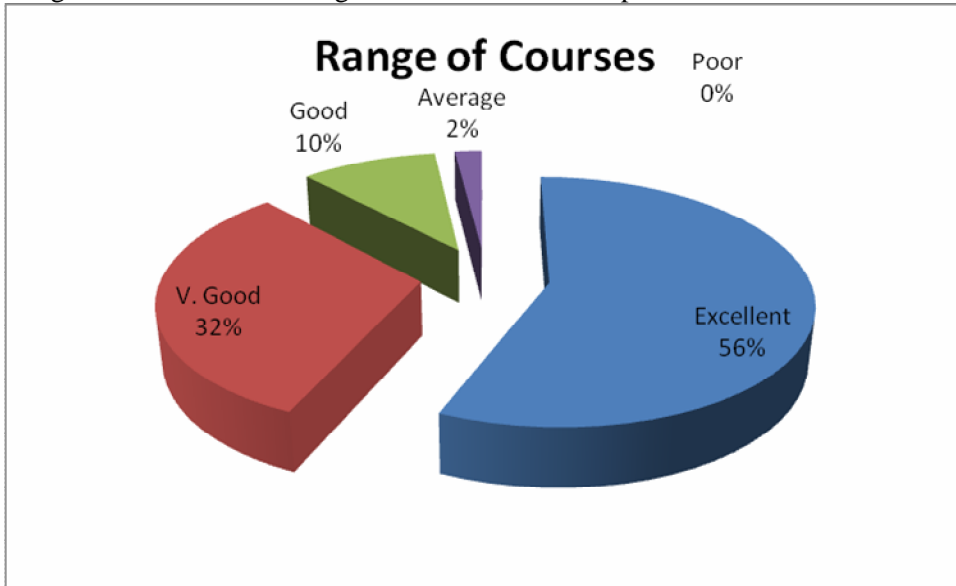


8. 53% Alumni gave their Overall rating in each and every aspect of their course and its content. They marked it very good. 32% gave it good. 15% alumni marked it satisfactory and 0% unsatisfactory

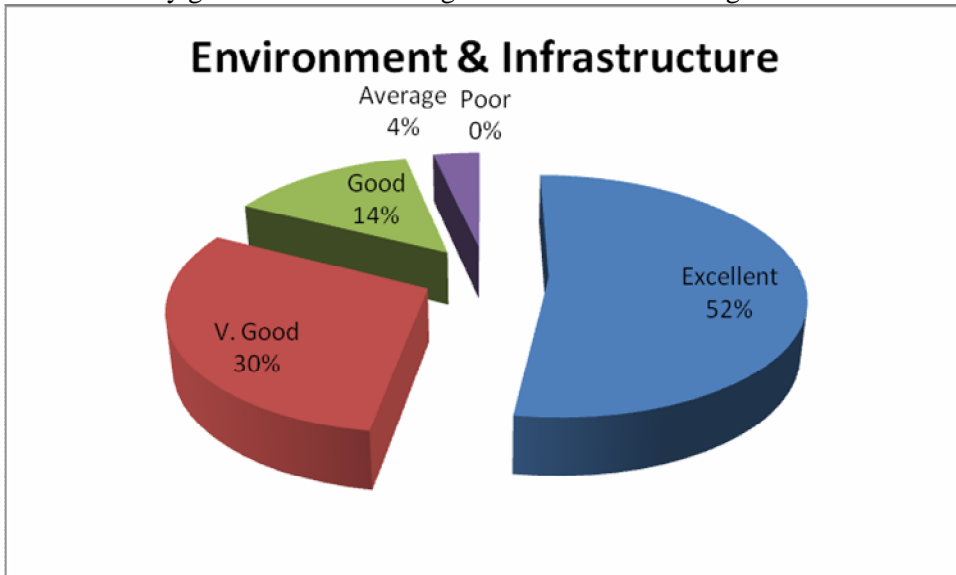


Alumni Feedback on other things (2013-14)

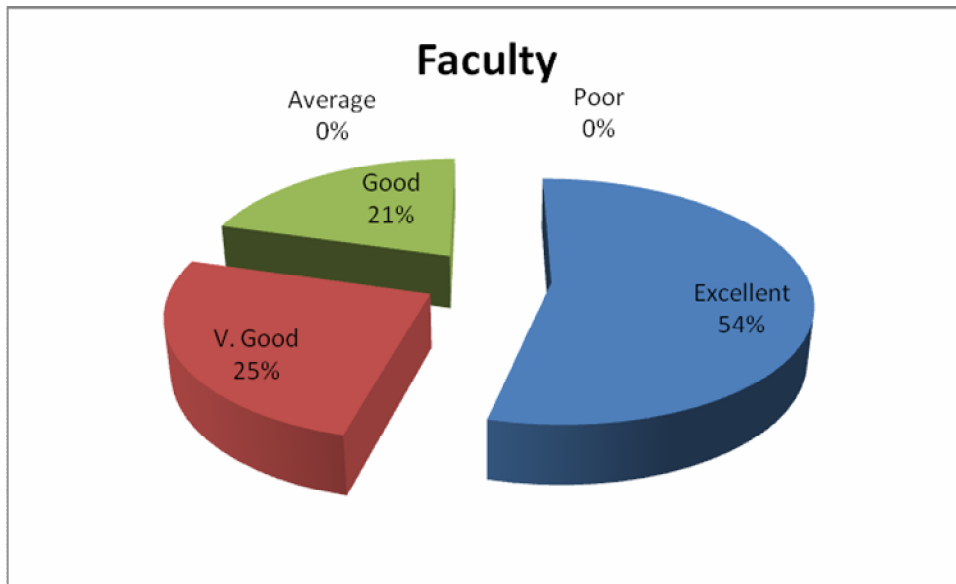
1. 56% Alumni said the range of courses was excellent. 32% said it very good. 10% ranked it good. 2% called it average and 0% mentioned it poor.



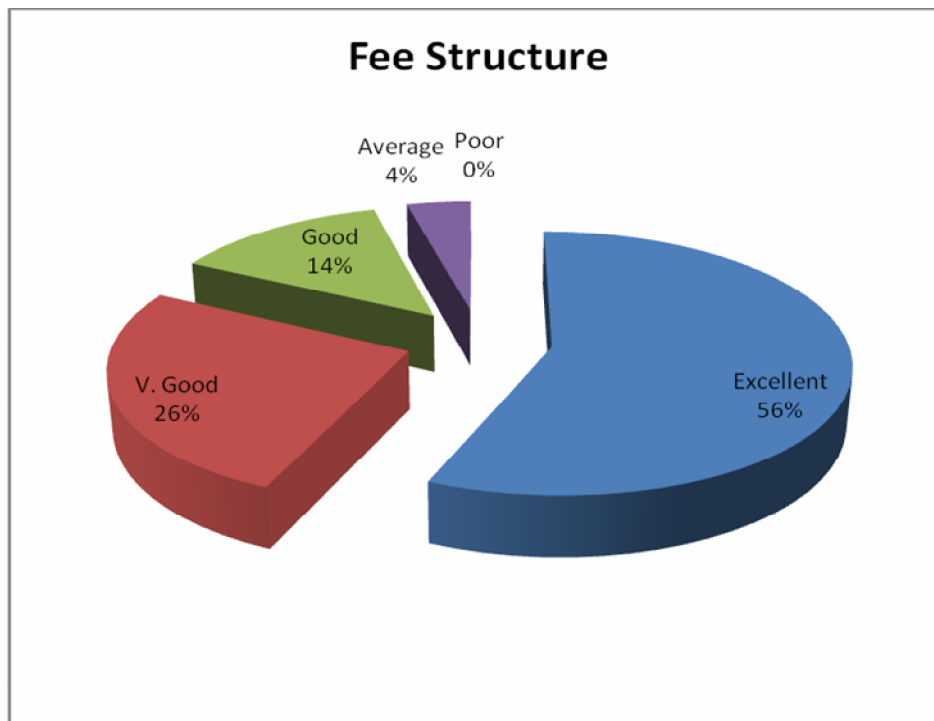
2. 52% alumni felt that the environment and infrastructure of the college was excellent. 30% said it very good. 14% ranked it good. 4% called it average and 0% mentioned it poor.



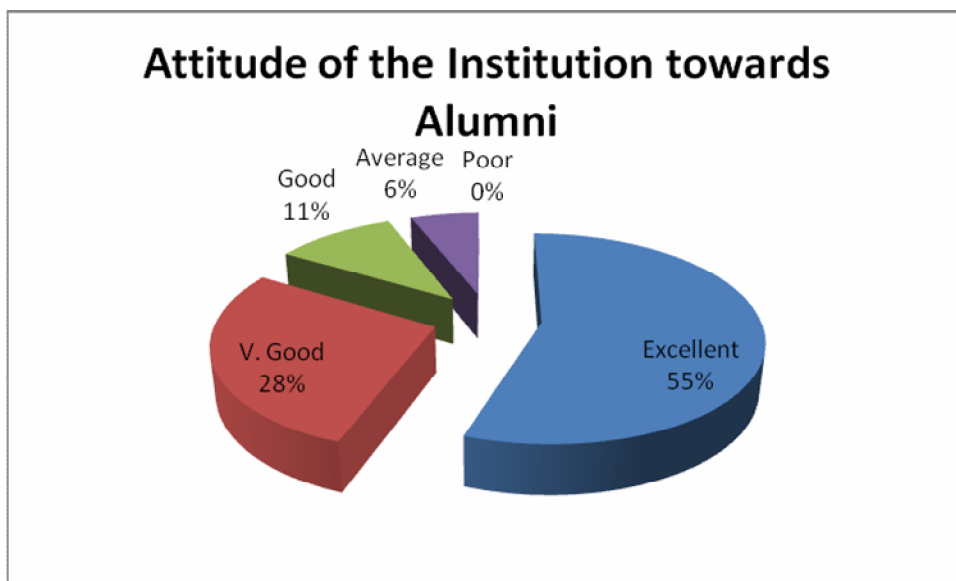
3. 54% alumni felt that the faculty of the college was excellent. 25% said it very good. 21 % ranked it good. 0% called it average and 0% mentioned it poor.



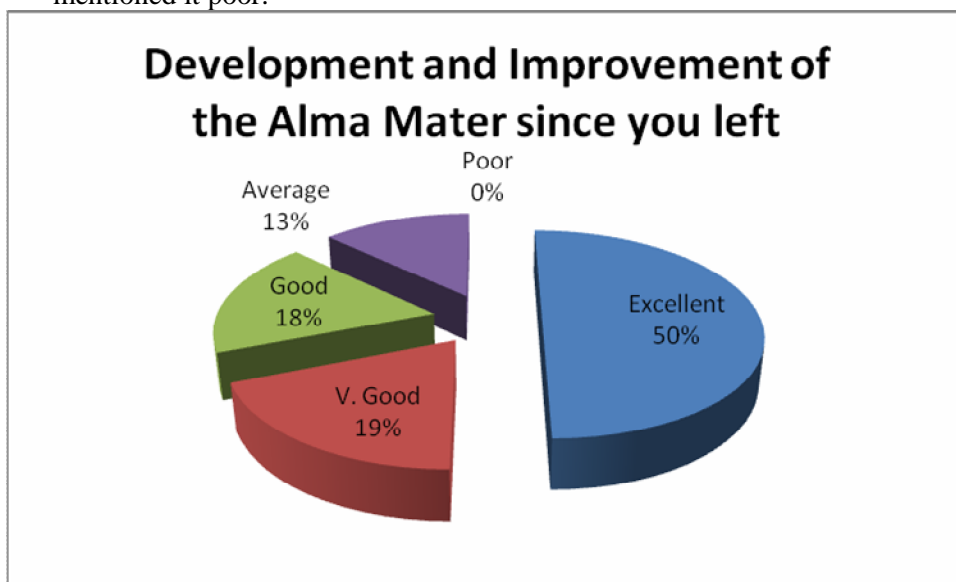
4. 56% alumni felt that the fee structure of the college was excellent. 26% said it very good. 14 % ranked it good. 4% called it average and 0% mentioned it poor



5. 55% alumni felt that the attitude of the institution towards alumni was excellent. 28% said it very good. 11 % ranked it good. 6% called it average and 0% mentioned it poor.



6. 50% alumni felt that the development and improvement of their alma mater since they left was excellent. 19% said it very good. 18% ranked it good. 13% called it average and 0% mentioned it poor.



Annexure II b
Summary of Feedback Analysis 2013-14

Students	Alumni	Parents	Employers
<p>The formal feedback of the students taken on curriculum and teaching - learning process reflects positive trends. From their feedback on teaching methodology and teacher quality, students largely seemed satisfied about the same. They responded in positive to all the parameters of the feedback on curriculum . Majority of them found their respective courses at both UG and PG levels as having proper depth in knowledge content, easily coverable length, right applicability to real life situations, relevant learning values, clarity and relevance of textual reading material, relevance of additional source material (Library) and extent of effort required by students were also answered in positive terms by the students.</p>	<p>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.</p>	<p>Feedback from the parents was taken on course contents and facilities and they also expressed satisfaction with the curriculum on various parameters established for rating the curriculum.</p>	<p>Feedback from the employers showed a general approval of the course contents.</p>

<p>The verbal feedback reflected that the students were contented with the institutional working yet some of them demanded more focused counseling and guidance services</p>	<p>The verbal feedback taken from the alumni during their visits to the institution. Almost all of them showed their satisfaction with way the institution was working, however some of them suggested academic tie ups with international institutions.</p>	<p>The verbal feedback received from parents in interactive sessions with them indicated their satisfaction with the discipline part of the institution.</p>	<p>The employers in their informal feedback suggested an equal emphasis on providing practical training as giving theoretical information.</p>
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Annexure II c
Summary of Action Taken

- It was decided to augment counseling and guidance services by incorporating almost each teacher in the process. The heads of the departments were asked to ensure this thing.
- The IQAC asked the academic council to look for the scope of international and national tie ups in the field of academics which initiated dialogue with different international institutions for the possibilities of the same.
- Teachers were asked to prepare suggestions regarding inclusion of practical work in most of the courses in order to provide the students practical training regarding their courses.
- Upon the verbal feedback provided by the alumni abroad, it was decided to set up an NRI chapter of the college Alumni Association, mainly based in USA
- Upon the verbal feedback of the students, participation of college students in greater number of co-curricular and cultural activities was ensured, particularly in youth festivals.
- Suggestions of the hostel inmates regarding hostel facilities were largely accepted.

Annexure III

2013-14

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Computers in Administrative Office	Computers in Departments	Computers in Other Offices	Software Upgradation	Server up gradation	LCD Projectors etc	Others
Existing	330	08	5 mbps	01	01	10	15	08	10	03	09	19
Added	0	02	0	0	0	0	01	01	0	0	0	02
Total	330	10	5 mbps	01	01	10	16	09	10	03	09	21

Annexure IV

Action Taken Report on Action Plan 2013-14

- It has been planned by the IQAC to bring improvement in the institutional performance in student support and counseling activities. The Counseling cell was strengthened by adding teachers from other departments also than those already being represented. This was done in order to help the students seeking admission in determining their choice of subjects. Counseling regarding study problems, problems faced while being in college, and career counseling was provided to students apart from personal counseling wherever needed. In the same way placement of the students in companies of repute like Axis Bank, IBM, ICICI, UNIT NEXUS, GENPACT, HPCL, I-MATRIX was ensured.
- The college made preparations to enter into linkage with different Universities abroad. It procured necessary information in regard to introducing courses with potential for rewarding career opportunities. It also applied to the UGC for following two advanced and career oriented courses B.Voc (Printing Technology) and B.Voc (Software Development)
- For optimum utilization of the institutional infrastructure committees dealing with each stream were formed, having members from each department. The committees were asked to ensure that infrastructure was used to its optimum level. Similarly for library, a Library Infrastructure Committee was formed to ensure optimum and effective utilization of library infrastructure. The responsibility of the committee was to decide the maximum usage of library infrastructure including reading material. The Incharge Academic Planning was asked to draft time table in such a way as to utilize the lab infrastructure

and classrooms optimally. Similar policy was adopted for drafting house exams date sheet also.

- Effective information regarding research funding was provided to the teachers. Upon the initiative of the IQAC, a meeting was conducted by the Principal wherein the teachers interested in carrying out research were briefed about various UGC and ICSSR schemes about research funding. A committee of teachers having ongoing or completed research projects was made to guide the teachers desirous of applying for research projects. The PG Department of Economics organized one day ICSSR sponsored seminar on the topic of 'Role of High Potential Agriculture in Polarization of Rural Economy of Punjab State. The PG Department of Geography organized a Seminar on Solid Waste Management.

- The IQAC in the action plan had passed to develop the college playgrounds. Leveling of the grounds was done in time. Audience stands were constructed along the adjoining sides of hockey and football stadiums were also made. The main stage as pavilion was reconstructed, giving it a roof and lighting and fans arrangement. The college playgrounds remain open for neighborhood community for fitness purposes which sometimes result in poor upkeep of grounds. It was decided that some kind of effective policy would be formed to ensure the maintenance for playgrounds also for their effective use. Plantation of flowering plants and trees was done in the empty area in the surroundings of the playgrounds.

Annexure V

**Minutes of IQAC Meetings
Session 2013-14**

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 16-05-2013 at 12:45 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Ms. Surinder Kaur
4. Dr. Lakhvinder Singh
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar
3. Dr. MS Hundal
4. Mr. Rana Ralhan

1.2 Agenda

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

- a) To bring improvement in academic , co-curricular and student support activities by bringing relevant changes in institutional processes
- b) To check the scope for new and viable courses with potential for rewarding career opportunities
- c) To chalk out an effective policy for the optimum utilization of institutional infrastructure
- d) To seek financial assistance from the funding agencies to conduct research activities
- e) To review the development of college play grounds

2. To plan the tentative academic and co-curricular activities calendar of the institution for the session 2013-14

1.3 Minutes

The first IQAC meeting began with a description of the objectives, activities and achievement of the IQAC in the outgoing session, by the Principal and the IQAC chairperson Dr. GS Samra in the session 2013-2014. All the details elaborated by the chairperson were, in general, agreed over by the members. After this discussion began on the key agenda of the meeting which was to chalk out an action plan for the session 2013-14. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. a) It had been pointed out in the previous meeting by Prof JS Rana that there was need for improvement in various institutional activities such as consultancy services, student support services and also in performance of students in co-curricular activities. The matter was once again taken up by Prof Rana who said that student support services like placement needed augmentation. This was endorsed and enhanced by other members – Prof Jasreen Kaur and Prof Tawinderpal Kaur. Mr. Hariom Verma opined that due recording and documentation of the institutional activities was needed to compare them with previous years at the end of

each session. He said that departments and committees needed to be made particular about thing. It was also discussed that seminar based teaching and academic activities should be promoted in the institution.

2. The chairperson and the Principal Dr. GS Samra said that it was the need of the hour to make available to the students a wide and updated range of courses so as to meet their requirements. He asked the members for their suggestions. It was suggested by Ms. Surinder Kaur that courses pertaining to technical education needed to be explored and for this reason experts of the field and if possible, industry, could be consulted. The view was approved by the chairperson who said that of committee of teachers of Department of Computer Science and IT and Department of Physiotherapy would be constituted for the purpose.

3. It was also decided to chalk out a rational policy for the optimum utilization of the institutional activities. Ms. Tawinderpal Kaur pointed out that library remained overcrowded in the early hours of the day and there was a

need to find out a solution to the problem. It was suggested by Ms. Surinder Kaur that the entry of the students be restricted to the library. To this Principal Dr GS Samra objected saying that library was the essential information source for the students and so it was not acceptable to impose any kind of restriction on library entry. It was suggested by S. Jaspal Singh Waraich that library timings could be determined for different classes however exemptions could also be given in special cases. The chairperson informed that the library committee would be asked to chalk out a system so that the effective and optimum utilization of library infrastructure could be made, though care would be taken that it did not keep any needy student away from the library.

4. The chairperson Dr. Samra said that enhancing research activities was the need of the hour so it was mandatory to inform teachers about the research funding schemes of UGC and other funding agencies. Mr. Hariom Verma suggested that

for that purpose informative sessions for the teachers could be conducted by the IQAC. The members agreed over this thing.

5. The development of sports playgrounds was reviewed in the meeting. The chairperson Dr. GS Samra briefed the members that stairs for audience were to be made along the adjoining sides of the hockey and football stadiums. Prof JS Rana suggested that retiring rooms for the players and coaches needed to be made. It was agreed over and accepted in principle by the cell.
6. The tentative academic and co-curricular activities calendar for the session 2013-14 was approved by the members.

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

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 19-12-2013 at 1:30 PM 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. Surinder Kaur
4. Mr. JS Rana
5. Ms. Tawinderpal Kaur
6. Ms. Jasreen Kaur
7. S. Jaspal Singh Waraich

Members Absent

1. S. Deepinder Singh Purewal
2. Dr. JS Puar
3. Dr. MS Hundal

4. Mr. Rana Ralhan

2.2 Agenda

1. Review of the targets and their achievement so far in the session 2013-14
2. Discussion of unfinished tasks, if any

2.3 Minutes

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

1. The Principal informed the members that two general meetings with the conveners of different committees formed for the smooth functioning of the institutional activities had been done in the period between first and second meetings of the IQAC and the conveners had been asked to augment the relevant activities focusing on student support. Further, the conveners had been advised to hold meetings with their

respective committee members so as to organize activities in an effective manner. Each convener was asked to present the detailed report of the activities of the committee by the end of the session.

2. The chairperson informed the members that suggestions regarding introduction of new courses had been demanded from the heads of the department in the meetings of the heads with the Principal. Heads had been requested to give detailed reports of in demand and viable courses. Emphasis was laid on introducing new courses in Humanities to give more programme options to students. Prof JS Rana gave the opinion that for introducing new courses UGC scheme also needed to be checked. The chairperson said that a meeting of with the UGC committee would be held to discuss the matter.
3. The members expressed their satisfaction at the way institutional infrastructure was being used. It was pointed out by Prof. Jasreen Kaur that some of the PCs issued to the departments were not functioning properly. The chairperson assured the members that orders will be issued to the maintenance staff to

check non functioning PCs and solve the problems. He also informed that seating arrangements were being altered to increase seating capacity and also make access of the students to books.

4. The members were informed by the chairperson that college teachers had been briefed by him about different UGC and ICSSR schemes about research funding. They had also been provided with links to useful sites for checking details of the schemes. A review meeting in this regard was being called before winter vacation.
5. The visit of the IQAC to the college playgrounds was organized one day before the meeting. Members in the meeting expressed their satisfaction at development work taking place in the college playgrounds. The chairperson informed the members that the campus beautification committee had been asked to plant flowering trees and plants on the periphery of the college playgrounds to make them appear beautiful.

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

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the IQAC office on 21-05-2014 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

4.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)
2. Mr. Hariom Verma (Coordinator)
3. Mr. JS Rana
4. Ms. Tawinderpal Kaur
5. Ms. Jasreen Kaur
6. S. JS Puar

Members Absent

1. S. Deepinder Singh Purewal

2. S. Jaspal Singh Waraich
3. Dr. MS Hundal

3.2 Agenda

1. To chalk out action plan for the next session that is 2014-15
2. To review the institutional activities taken place this year
3. To discuss pending matters, if any.

3.3 Minutes

The meeting started with reading of the minutes of previous IQAC meeting by the coordinator. The minutes were approved by the members after that the chairperson and the Principal Dr. G.S. Samra give a brief description of the achievement of the outgoing session by the IQAC He elaborated the targets achieved by the institution in the session 2013-2014.

There after the chairperson proceeded on the key agenda which was to chalk out an action plan for the session 2014-15 After all the discussion following resolution were passed by the members:

1. Realising the importance of research activities the cell demanded for greater involvement of teachers and students in research. It was decided that the teachers through their membership and participation in University Curriculum designing bodies will create pressure on the university to include research activities in curriculum of various classes, particularly post graduate classes. It was passed that the teachers would also asked to undertake research projects with financial assistance from various national and international bodies. The principal informed the members that there were good research facilities in the institution, and so effective and meaningful research could be done by the faculty members. S. Jaspal Singh Wraich said that teachers could be asked to apply to the UGC and other funding agencies for research projects. This was endorsed by the other members of the cell.

2. The Principal informed the members of the cell that keeping line with UGC and the instructions from the University, the institution had fulfilled all the necessary requirements to introduce the B.Voc programmes from the next session onwards.
3. It was passed to procure required infrastructure-such as buildings, equipments, labs- for newly introduced courses.
4. It was passed that Co-curricular performance of the institution especially at Youth Festival was to be given more emphasis in the coming session. The Principal informed the members of the cell that that a cultural committee would be formed where in each activity would be assigned a head who would lead that team.
5. It was passed to ensure the retaining of the University sports championship
6. Prof. Hariom Verma raised up the point that the evaluation process in house exams was a slow and teachers generally took more than needed time to submit award lists to the college office. As a result the result reached the students and

their parents quite late. He opined that an effective system needed to be created to deal with this problem. Mr. JS Rana agreed with this thing and suggested that table marking system could be one of the feasible options wherein teacher would evaluate papers in evaluation centre in the college during college hours. This would make the process speedy. Ms. Jasreen Kaur pointed out that it would still be better teachers teaching the same course at same level class evaluated papers of a class other than their own. Ms. Tawinderpal Kaur said that this could be made optional and mutual consent based only. The idea was adopted and it was passed to introduce table marking system in house exams.

Out of the discussion, following action plan was decided for the next session.

- a) To seek financial assistance from the funding agencies like the UGC and ICSSR to organize faculty development programmes
- b) To apply for new courses

- c) To ensure proper and effective implementation of newly introduced programmes
 - d) To improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals.
 - e) To retain the University Sports Championship.
 - f) To introduce table marking system in house exams
3. The cell expressed its satisfaction on the way the institutional activities took place this session. However it demanded timely appointment of adhoc/ temporary faculty members so as to ensure quality teachers. The Principal informed the members that the number of vacancies for the next session had been conveyed to the governing council well in time and advertisement for appointment of Adhoc/ temporary faculty was being given in newspapers very soon.
4. As there was no pending matter, the meeting was adjourned thereafter. The time and date of the next meeting was left to be decided, and conveyed to the members later on.



A handwritten signature in blue ink, appearing to read "Samra".

(Dr. Gurbinder Singh Samra)
Chairperson and Principal