Annual Quality Assurance Report (AQAR) of the IQAC for the year 2014-15

Part – A

1. Details of the Institution

1.1   Name of the Institution

| Lyallpur Khalsa College |

1.2 Address Line 1

| GT ROAD, Jalandhar |

Address Line 2

| |

City

| Jalandhar |

State

| PUNJAB |

Pin Code

| 144001 |

Institution e-mail address

| lkcjald@yahoo.com |

Contact Nos.

| 0181-2241466-467 |

Name of the Head of the Institution:

| Dr. Gurpinder Singh Samra |

Tel. No. with STD Code:

| 0181-2241466, 67 |

Mobile:

> 9878822140

Name of the IQAC Co-ordinator:

> Hariom Verma

Mobile:

> 9592795030

IQAC e-mail address:

> iqaclkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

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

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

This EC no. is available in the right corner- bottom

of your institution's Accreditation Certificate)

1.5 Website address:

> www.lkc.ac.in

Web-link of the AQAR:

> lkc.ac.in /iqac

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   15/12/2004

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

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

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

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

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

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

NO

University with Potential for Excellence | NA | UGC-CPE | NO

DST Star Scheme | NO | UGC-CE | NO

UGC-Special Assistance Programme | NO | DST-FIST | NO

UGC-Innovative PG programmes | YES | Any other (Specify) |

UGC-COP Programmes | YES

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

--

2.4 No. of Management representatives

1

2.5 No. of Alumni

> 1

2. 6 No. of any other stakeholder and

   community representatives

> 1

2.7 No. of Employers/ Industrialists

> --

2.8 No. of other External Experts

> 1

2.9 Total No. of members

> 11

2.10 No. of IQAC meetings held

> 03

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

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

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

If yes, mention the amount   **NA**

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 06   International ----   National ---   State ---

Institution Level 06

(ii) Themes

1. Quality Concerns in Teaching : A Workshop for New Entrants in Teaching
2. Effective Use of Library
3. Internet and Teaching
4. Basic Training Session on e-Learning
5. Intellectual Property Right
6. Effective Student Support

2.14 Significant Activities and contributions made by IQAC

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

1. The IQAC acting as a policy making, implementing and monitoring agency, finalized and implemented the action plan for the institution, reviewed its progress and drafted the action plan for the next year .
2. In consultation with the Academic Council, it devised and implemented the academic and co-curricular activities calendar for the session.
3. The IQAC conducted an academic and administrative audit of the institution. The four member team inspected the institutional facilities, activities and achievements and also gave suggestions for improvement.
4. Like previous years the IQAC, in consultation with the academic council, organized an orientation week for the entry level students to bridge the gap between their previous knowledge and new course.

5. The IQAC organized five institution level quality related seminars for teachers and one for support staff.

6. The IQAC ensured that relevant information such as time table and University admission dates and exam dates reached the students in time. It also ensured that activities like exams, seminars, alumni meet etc took place on time.

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 seek financial assistance from the funding agencies like the UGC and ICSSR to organize faculty development programmes and for conducting research activities.	A committee of teachers with experience in research guided and informed the teachers about various funding schemes of the UGC. Dr. Rashpal Sandhu, Head, Department of Commerce organized a 10 day workshop with financial assistance of ICSSR. Dr Gurpreet Singh of Department of Biotechnology was awarded a major research project titled *Studies on the Effect of Fungicides on the Metabolic Profiling on Different Stages of Development in Chickpea* by the UGC
To apply for new courses	As part of the action plan , and following the needs of the job market the college applied to the University for two new courses namely: Music (Vocal) as a subject in BA

	Bachelors of Multimedia (BMM)
To ensure proper and effective implementation of newly introduced programmes	To meet with the demands of industry, the college had applied to the UGC for two vocationl degree courses : B.Voc (Printing Technology) and B.Voc (Software Development). The courses were allotted to the college and admission in them opened from the current session. The response of the student was very good. The infrastructural demands to begin both these courses were met with. Two separate classrooms with sufficient seating capacity were setup. A specialized lab for B. Voc. Printing Technology was also setup.
To improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals.	The college witnessed a tremendous improvement in performance in extracurricular activities. The college team won Overall Trophy of Guru Nanak Dev University Inter-zonal and Zonal Youth Festival 2014-15. In the Zonal competitions, the college team won 19 First- Positions, five second-Positions and one third Positions out of a total of 34 events. The college bagged first positions in Bhangra, Debate, Elocution, One Act Play, Mine, Vaar Singing, Group Shabad, Group

Song, Folk Song, Geet/Gazal, Western Solo Song , Rangoli, Poster Making, Installation, Collage-Making, Cartooning, Photography, Painting and Clay Modelling. It won second positions in Group Dance, Skit, Kawishri, Classical Vocal and Western Group Song and third position in Phulkari. Harpreet Singh of Bhangra Team was declared Second Best Dancer whereas Jaspreet Singh, was declared Third Best Dancer. Paras Oberoi of Theatre Team was declared Third Best Actor.

The College team also won Overall Trophy during GNDU 2014-15. In the Inter Zonal Youth Festival, the team won 17 first positions, 6 second positions and one third position. The college won first positions in Bhangra, Group Song, Group Shabad, Vaar Singing, Geet/Gazal, Classical Vocal, Western Solo Song, Western Group Song, Skit, Mime, One Act Play, Rangoli, Poster Making, Installation, Clay Modeling and Cartooning. It won second positions in Kawishri, Folk Song, Elocution, Group Dance, Photography and Painting and third position in Debate. In the inter-zonal competitions Paras Oberoi was declared Best

	Actor and Priya Rajwansh was declared Second Best Actress. Harpreet Singh of Bhangra team was declared Third Best Dancer. The college won Overall Trophy in the category of Music, Fine Arts and Theatre during the Inter Zonal competitions.
	19 Students of EMA team of College represented Guru Nanak Dev University Amritsar at North Zone Inter University Youth Festival held at Jammu University and won first positions in Clay Modeling, Cartooning and Poster Making; second positions in Installation, Rangoli, Mimicry, One Act Play and Western Solo Song and third positions in Western Group Song, Light Vocal Solo, Debate and Mime. The college students won Overall Trophy in the category of Fine Arts in the North Zone Youth Festival.
	13 Students of the College represented Guru Nanak Dev University Amritsar at 30th Inter University National Youth Festival held at Indore and won first positions in Clay Modelling, Cartooning and Rangoli; second positions in Western Solo Song and fourth positions in One Act Play and Installation

	categories. The college students claimed Overall Trophy in Fine Arts category in the National Youth Festival
To retain the University Sports Championship	As quality sustenance and enhancement steps, free ships and concessions were given to the budding players and seasoned coaches were employed. As a result, the college was able to retain its university Sports Championship this year as well. It also contributed significantly to the university contingent competing for MAKA trophy
To introduce table marking system in house exams	Table marking system in house exams was introduced. Teachers were asked to mark papers in the evaluation centre made for the purpose. This ensured transparency in evaluation process. For objective evaluation, teachers teaching same level and same subject papers were encouraged to evaluate papers of sections other than their respective ones, with mutual consent.

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	15	NIL	4	
UG	15	NIL	8	02
PG Diploma	5	NIL	5	
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	2	---	2	---
Certificate	4	--	4	--
Others	---	---	---	---
Total	41			
Interdisciplinary				
Innovative	01			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	41

Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* [ ] Alumni [√] Parents [√]

Employers [√] Students [√]

   (On all aspects)

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

Annexure II Attached

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

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

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

> Two new programmes Bachelor of Vocation (B. Voc.) in Printing Technology and B.Voc. (Software Development) were introduced this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
85	60	25	-	-

2.2 No. of permanent faculty with Ph.D | 35 |

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	37	-	-	-	-			1	37

2.4 No. of Guest and Visiting faculty and Temporary faculty | - | 10 | 118 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	9	63	2
Presented papers	5	51	2
Resource Persons		1	

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

- Extra classes were held for underperforming students and for NCC cadets player students who missed their classes due to participation in camps and competitions
- Library orientation was organized for the first semester post graduate students to familiarize them with library usage
- Practical exposure was provided to the students through visits and trips to relevant places.
- Post graduate students of Economics department were asked to prepare powerpoint presentations on the topics given to them.
- Shows of movies based on texts prescribed in the curriculum were organized for the postgraduate students of English department.

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

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

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.

Table Marking System was introduced in house exams where the teachers were asked to mark papers in the evaluation centres made for the purpose. This ensured transparency in evaluation process. Flexibility was also introduced in the system by allowing teachers teaching same level and same subject papers to evaluate papers of section other than their respective ones, with mutual consent, for objective evaluation.

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

11	18	

2.10 Average percentage of attendance of students

78.9

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Under Graduate Degree						
BA III	260	-	3	14	7	10
BSC(MEDICAL)III	11	-	3	1	0	76
BSC(NON-MEDICAL)III	51	2	16	11	0	53
BSC(BIOTECH)III	57	6	35	17	5	100
BSC(ECONOMICS)III	44	1	6	7	1	32
BSC(CS)III	51	-	7	22	1	59
BSC(IT)III	49	4	11	33	2	94
BCA	85	-	24	59	2	100
B.Com	353	2	57	86	14	45
B.Com(prof)	268	4	79	116	12	77
BBA	69	-	16	28	4	69.5
BPT	24	1	21	2	0	96
DCA	31	1	6	0	12	58
DCM	28	-	8	2	1	39
POST GRADUATE DEGREE						
MA(English)	48	1	2	26	7	73
MA(Punjabi)	36	-	5	21	3	80
MA(Geography)	13	5	13	0	0	100
MA(History)	40	5	15	23	0	95
MA(Political Science))	30	1	13	16	0	97

MA(Economics)	40	1	11	26	1	95
M.Sc.(Chemistry)	18	10	18	0	0	100
M.Sc.(Physics)	19	1	13	1	0	73
M.Sc.(Biotech)	25	3	14	11	0	100
M.Sc.(Math)	100	4	26	22	1	49
M.Sc.(CS)	32	-	24	06	0	94
M.Sc.(IT)	60	2	37	4	3	73
M.Sc.(NPD)	22	16	17	1	0	82
M.Com	135	1	90	30	0	89
MTM	18	2	17	0	2	94
PGDCA	83	1	48	12	0	72
PGDWD	32	3	24	3	0	84
PGDBM	31	-	13	15	0	90
PGDMM	11	-	3	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. The IQAC ensures that quality knowledge content is transferred to the students. For this reason it lays emphasis on recruitment of qualified faculty .
2. To minimize the loss of time for studies , it ensures Ensuring timely recruitment of temporary and permanent faculty and support staff
3. It urges departments to organize guest lectures, by the faculty of other institutions , and experts of the field to get the best content for the students.
4. It attends to the personal problems of the students through teachers and through counseling cell so that such problem do not become an obstruction in learning process.
5. It ensures that supportive infrastructure remains available for effective teaching learning process.

6. It designs an academic and co- curricular activities calendar in advance, and ensures that the same is followed actually.
7. It collects and analyzes the feedback of students and faculty on course contents and forwards the same to the university through teachers who are members of curriculum designing bodies of the university.
8. It analyses students' results of in-house and university exams and forwards relevant suggestions to the Principal for needed actions

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	13
Others (Shotr term course/workshops less than a week duration)	1

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	41	20	-	124
Technical Staff	8	2	-	19

Criterion – III
3. Research, Consultancy and Extension

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

- Giving faculty exposures to research by organizing seminars , conferences and workshops in the institution
- Informing the faculty about seminars, conferences and workshops being held in surroundings and motivating them to participate in the same.
- Informing the faculty about research schemes and funding agencies
- Encouraging faculty to participate in refresher courses, orientation programmes and other short term courses that result in their research orientation.
- Informing the faculty about new research in their respective domains so as to motivate them
- Ensuring that the research centers established in the institution conduct research activities regularly
- Encouraging student participation in research activities such as workshops, conferences and seminars and providing them needed guidance.
- Providing research oriented infrastructure to the faculty and the students

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	01
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	03
Outlay in Rs. Lakhs	-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	19	1
Non-Peer Review Journals	1		2
e-Journals	4		
Conference proceedings	10	22	4

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	One Year		20000/-	10000/-
Projects sponsored by the University/ College	One Year	Management	22000/-	12000/-
Students research projects (other than compulsory by the University)	Six months	Management	10000/-	5000/-
Any other(Specify)	One Year	Management	10000/-	5000/-
Total			62000/-	32000/-

3.7 No. of books published   i) With ISBN No. | 18 | Chapters in Edited Books | 9 |

ii) Without ISBN No. | – |

3.8 No. of University Departments receiving funds from

UGC-SAP | N.A. | CAS | N.A. | DST-FIST | N.A |

DPE | N.A. | DBT Scheme/funds | N.A. |

3.9 For colleges :   Autonomy | N.A. | CPE | N.A. | DBT Star Scheme | N.A. |

INSPIRE | Yes | CE | N.A. | Any Other (specify) | ICMR, UGC innovative PG programmes |

3.10 Revenue generated through consultancy | 855517 |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	02	03	09
Sponsoring agencies	-	-	-	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

3.13 No. of collaborations: International | – | National | 06 | Any other | - |

3.14 No. of linkages created during this year: | 01 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 75283 | From Management of University/College | 91918

Total | 167201

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
09				03		06

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

and students registered under them | 03

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

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

JRF | NA | SRF | NA | Project Fellows | NA | Any other | NA |

3.21 No. of students Participated in NSS events:

University level | | State level | 440 | National level | | International level | |

3.22 No. of students participated in NCC events:
…

University level | | State level | 24 | National level | 04 | International level | |

3.23 No. of Awards won in NSS:

University level | 10 | State level | 03 | National level | | International level | |

3.24 No. of Awards won in NCC:

University level | | State level | 10 | National level | 02 | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | 15 | NCC | |

NSS | 08 | 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:

- To sensitize students towards their cultural roots Teej was celebrated in the campus, as a part of which a Mehndi Competition was organised on 6th August 2014

- On the eve of the Independence Day, Rangoli Making and Poster Making Competitions were held on 14th August 2014

- Swachcha Bharat Abhiyan was organised from 13th to 20th October during which competetions of Debate, Essay Writing, Photo Exhibition were held.

- National Unity Day was organised on 31st October 2014 in which NCC March Past took place. There was screening of Documentary Film Sardar Vallabh Bhai Patelain addition to Run for the Unity. On the occasion Rashtriya Ekta Diwas Pledge was also taken.

- Communal Harmony Campaign Week was organised from 19th to 25th November 2014

- On 24th November the students of the college under the aegis of the Social Sensitization Club of the college distributed clothes and notebooks to the poor and needy children of the neighbourhood community.

- National Flag Day was celebrated on 25th November.

- A Bone Mass Density checking camp was organized by the department of Physiotherapy on 2nd December.

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	33	--	--	33
Seminar Halls	3	--	--	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year	3			
Value of the equipment purchased during the year (Rs. in Lakhs)				2515092
Others				

4.2 Computerization of administration and library

The college has computerised system of administration. The administrative block of the college is computerized in it working. Fee collection, record maintenance, payments and receipts, institutional functioning all is done in computerized form through the 15 computer systems in administrative and accounts office. Accounts maintenance, salary related documentation, auditing, is also done in computerized form. As all the departments have at least one computer system each , much of the inter departmental and intra-institutional correspondence takes place in computerized format.

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	76144	11293939	13	17369	76157	11311308
Reference Books	1048	277164	-	-	1048	277164
e-Books						
Journals	31	29660	2		33	32120
e-Journals	**Through NList programme**			16500		16500

Digital Database						
CD & Video	**222**	**Free**	**20**	**Free**	**242**	**-**
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.)

- The institutional working is computerized. All the departmental offices are also computerize. Internet access through LAN has been provided to all the departments.
- The faculty not familiar with computers is given training for the same by particular training sessions organized by the department of Computer Science. Similar training sessions are held for support staff also.
- The Central Library of the college is also computerized and has internet access. It through its subscription to INFLIBNET provides the faculty access to a huge number of information resources.
- To train the students the department of Computer Science organizes various training activities . The department organized a fifteen day workshop on Web Technology for Bachelor of Vocation students by the Bir Infosys, Kapurthala in the month of October. It also organized a Workshop on Cyber Security beyond Hacking in February 2015
- As departmental offices , offices of other institutional bodies, administrative and accounts office are computerised, most of the official work and correspondence is done in e-format, thus actualizing e-governance.

4.6 Amount spent on maintenance in lakhs :

i) **ICT**

123320

ii) **Campus Infrastructure and facilities**

iii) **Equipments**

42593

iv) **Others**

TOTAL

165913

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students: 4952

UG	PG	Ph. D.	Others
3799	1153	Nil	Nil

(b) No. of students outside the state   84

(c) No. of international students   Nil

Men	No	%		Women	No	%
	3057	54.2			2159	43.6

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
3455	931	01	423	0	5114	3429	1046	01	475	0	4952

Demand ratio ☐   **Dropout %** ☐

5.4 Details of student support mechanism for coaching for competitive examinations

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. The placement Cell of the College also organizes seminars focusing on preparation for competitive exams.

No. of students beneficiaries   317

5.5 No. of students qualified in these examinations

NET 05   SET/SLET 01   GATE -   CAT 03

IAS/IPS etc -   State PSC -   UPSC -   Others 120

5.6 Details of student counseling and career guidance

Counseling and guidance is one of the key support services offered to students. As different students have different and individualized needs, counseling and guidance are provided to the students according to their needs and priorities. Students coming for admission are provided counseling regarding the choice of the appropriate course, depending upon their academic performance.

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

No. of students benefitted 324

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
11	410	336	-

5.8 Details of gender sensitization programmes

Gender sensitization programmes are organized by the student support bodies and various departments of the institution. The Grievances Redresal Cell and the Social Sensitization Cell organize on their own and in collaboration activities that sensitize students on gender issues. Skits, nukkad natak, Slogan writing, poster making, poetic symposia, story writing and special lectures and seminars concerning rights of women, women health and other women issues are organized for girls' students as well as women employees of the institution. For this reason it organizes a number of gender sensitization activities. Select posters and slogans are displayed on the college wall magazine and select writings are published in the college magazine. 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 | 133 | **National level** | 53 | **International level** | 09 |

No. of students participated in cultural events

State/ University level | 112 | **National level** | 33 | **International level** | - |

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

State/ University level | 53 | **National level** | 15 | **International level** | 09 |

Cultural:

State/ University level | 63 | **National level** | 25 | **International level**

5.10 Scholarships and Financial Support

		Number of Students	Amount
Financial support from institution		**126**	**1322680**
Financial support from Government	**SC/ST Scholarship**	**1646**	**45947650**
	Minority scholarship	**62**	**320000**
	Other Govt. funded benefits	**20**	**458280**
Financial support from other sources		**22**	**40000**
Number of students who received International/ National recognitions		**2**	**15000**

5.11   Student organised / initiatives

Fairs   :

State/ University level | 03 | **National level** | | **International level** |

Exhibition:

 State/ University level | 03 | **National level** | | **International level** |

5.12   No. of social initiatives undertaken by the students | 07

5.13 Major grievances of students (if any) redressed: | NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

Vision: Achieving excellence in education and helping students in flowering their latent talents and abilities.

6.2 Does the Institution has a Management Information System

The institution has 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 following:

6.3.1 Curriculum Development

The college has an indirect role in curriculum development as it is an affiliate institution and the curriculum for most of the courses is designed by the university. The college takes regular feedback from the students, teachers, alumni and other stake holders on curriculum and the analysis is communicated to the University through those teachers of the college who are the members of the curriculum developing bodies of the University, such as the Board of Studies. They convey these suggestions in the meetings of these bodies and contribute to curriculum development. However in some specific courses such as 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. Devising of academic calendar much before the commencement of the session ensures a well planned strategy for curriculum transaction and effective teaching and learning. Teaching schedule is decided in departmental meetings and is conveyed to the students verbally and through departmental notice boards. The teaching plan of the papers pertaining to each department is prepared by the head of department concerned in consultation with the departmental faculty and in accordance with academic calendar. The teaching plan and the academic calendar are duly conveyed to the students through the main and departmental notice boards.

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

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

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

6.3.3   Examination and Evaluation

Being an affiliate institution the institution is bound to follow the university rules in examination and evaluation process 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. They are held once in each semester and prove helpful to students in assessing their own and aid teacher in telling them the level of understanding by the students. performance 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, moterary and ethical support to the to the faculty engaged in research activities. The institution has a competent and state of the art infrastructure for supporting research activities. DELNET linked and INFLIBNET subscribed central library of the college housing more than 90000 books caters to research related requirements of the faculty. Through DELNET, it is connected to 1966 libraries (1945 Regional and 21 Overseas Libraries) and offers access to millions of Library records for Reference and borrowing purposes. E-Journals, E-Books and Bibliographic databases are available through N-LIST Programme to the faculty

members under the project funded by the Ministry of Human Resources Management. The Resources include more than 2100 ejournals, 5100 e-books and a bibliographic database called MathScinet containing more than two million reviews of research articles in Mathematics. Reprographic services are also available in the library. Free internet access has been made available to the faculty in their respective departments, in some of the labs, in the Cyber Centre and the Central library of the College. Faculty members are permitted to use College labs and the libraries for their research work.

Research grants are procured from the UGC and other funding agencies for research purposes. For this, faculty members are informed about various funding agencies and their funding schemes. They are encouraged to apply for conduct of seminars, conferences, research projects etc. Study leave is also allowed to the faculty, if demanded. For greater exposure of the faculty with current areas of studies within their fields, seminars and guest lectures are organized at regular intervals.

This greatly helps faculty in their research activities. 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.

To provide publication opportunities to the faculty engaged in research the institution publishes three research journals one each in computer science, commerce and Biotechnology. These journal publish quality research articles to give right exposure to researchers.

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 creating a congenial work atmosphere in the institution and for ensuring proper working of administration of the college the IQAC facilitates multiple facilities for the 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. Pollution free, neat and clean green campus, proper sitting arrangement, provision of electricity back up through power generators, clean drinking water are some of the physical facilities for the teaching and other staff. The Grievances Redressal Cell attends to the problems of the employees. Facilities like free medical facilities in Physiotherapy Department, free uniform to class IV employees, free medical checkup camps, financial aid to the needy employees, free parking in college campus etc are provided to all staff members. Efforts are made to retain quality staff. Temporary faculty is reemployed and increments in salary are allowed on the basis of performance. The staff has its elected representatives which act as intermediary between the management and the employees and present the issues concerning the latter before the management.

6.3.7 Faculty and Staff recruitment

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

The non teaching staff is also recruited on permanent and temporary basis through advertisement in the newspapers and through a selection procedure.

6.3.8 Industry Interaction / Collaboration

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

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	Loan as advance against salary
	Contributory Provident Fund
	Medical Facility
	Group Insurance
	Maternity Leave
	Fee concession to children of the staff
	DELNET and INFLIBNET and Internet facility for research
	Permission to use college labs for research work
	Permission to pursue higher or additional study
	Study leave as per rules
	Provision of housing in staff colony
	Flexible timings on medical reasons
	Allotment of ground floor classes on medical grounds
Non teaching	Loan as advance against salary
	Uniform for some of the support staff
	Contributory Provident Fund
	Medical Facility
	Group Insurance
	Maternity Leave
	Fee concession to children of the staff
	Permission to pursue higher studies
	Provision of housing in college campus
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. 239443912.00 |

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 alumni association is proactive in nature and it remains in constant touch with the alumni of the college. It keeps on updating 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 interact with one another and students and provide their feedback on curriculum and also 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 institution makes efforts to sensitize its students towards environment protection. As a step in this direction, strategies are planned and implemented to keep the campus green and eco friendly. The system of paperless office is attempted to be implemented as much as possible. The faculty and staff are asked to park their vehicles in the parking area only and bring them inside the campus only under special conditions. Regular tree plantation drives are held inside the campus as well as outside. Activities and events focusing on eco-friendly campus are organized to spread awareness on this issue. Use of plastic bags is discouraged in the campus. Leaves fallen off the trees and plants are collected and sent to the composting pits near playgrounds.

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.

Table Marking System in House Exams: The institution introduced table marking system in house exams where the teachers were asked to mark papers in the evaluation centre made for the purpose. This ensured transparency in evaluation process. Teachers teaching same level and same subject papers were encouraged to evaluate papers of section other than their respective ones, with mutual consent, for objective evaluation.

Waste Management: As a step towards waste management, large pits have been dug near the boundary wall the college to store the solid waste including decaying food from the canteen , fallen leaves and trimmed branches etc for composting . This aids in getting rid of a substantial quantity of solid waste and ensures a clean, green and eco friendly campus

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

1. It had been passed by the IQAC to seek financial assistance from the funding agencies like the UGC and ICSSR in order to organize faculty development programmes. A committee of teachers with experience in research guided and informed the teachers about various funding schemes of the UGC. Dr. Rashpal Sandhu, Head, Department of Commerce organized a 10 day workshop with financial assistance of ICSSR. Dr. Gurpreet Singh of Department of Biotechnology was awarded a major research project titled *Studies on the Effect of*

Fungicides on the Metabolic Profiling on Different Stages of Development in Chickpea by the UGC

2. As decided in the action plan the institution applied to the University for two new courses : 1. Music as a subject in BA 2. Bachelors of Multimedia (BMM) These two new courses were applied keeping in mind the needs of the job market

3. The IQAC in the action plan had passed to introduce new job oriented courses. Therefore, to meet with the demands of industry and to cater to the needs of the students accordingly, the college had applied to the UGC for two vocationl degree courses : B.Voc (Printing Technology) and B.Voc (Software Development). The courses were allotted to the college and admission in them opened from the current session. The response of the student was very good. The infrastructural demands to begin both these courses were met with. Two separate classrooms with sufficient seating capacity were setup. A specialized lab for B. Voc. Printing Technology was also set up

4. It had been passed to improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals. Following this, the ECA team under the deanship of Dr Rashpal Sandhu was enlarged and individual in-charges were allotted to each item. As a result, the institution won the overall trophies in zonal and inter-zonal youth festivals of Guru Nanak Dev University and 19 students of the college were chosen to represent the university in the North Zone Youth festival held in Jammu in January 2015. 13 Students of the College represented Guru Nanak Dev University at 30th Inter University National Youth Festival held at Indore and won positions.

5. The IQAC in the action plan had passed to retain university sports championship. Effective quality sustenance and enhancement steps were taken for the purpose. Seasoned coaches were employed and freeships and concessions were given to the

budding players Provision of extra classes was made to compensate the student players in matters of studies. As a result, the college was able to retain its university Sports Championship this year as well. It also contributed significantly to the university contingent competing for MAKA trophy.

6. As decided by the IQAC Table marking system in house exams was introduced. Teachers were asked to mark papers in the evaluation centre made for the purpose. This ensured transparency in evaluation process. For objective evaluation, teachers teaching same level and same subject papers were encouraged to evaluate papers of sections other than their respective ones, with mutual consent.

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

Gender Equity: The institution aims at gender equity and it believes that women empowerment can take place in true sense only with education. For this purpose it lays particular emphasis on educating women. Around 35 % of the total student strength is comprised by women students. All courses remain open to women students except BA and the institution plans to open BA for women students too in coming session. A number of other gender equity initiatives are undertaken by the institution. These include seminars on women rights, legal aid provisions for women, women health etc. Full representation is given to women students in various departmental students' bodies. To ensure gender equity and to deal with otherwise issues, a Grievances Redressal Cell has been set up. The cell has two wings : one working for women employees and the other for women students. Facilities are ensured for women students which include girls hostels, special entry gate for girls hostel students, separate washrooms in each block, girls' common rooms, and special sitting arrangement in library and student centre etc.

Gender equity is also ensured in case of women employees also. Once again around 35% of total teaching and non teaching staff is comprised of women. They enjoy the same rights, privileges and benefits according to their designation as their male counterparts. Of the 17 teaching departments of the college, eight are headed by women. Women teacher have sufficient representation various administrative committees of the college as conveners or as members. Key administrative structures of the institution such as Dean Academic Affairs, Registrar, Dean Student Welfare, Head College Development Council, Convener Library committee, convener social sensitization Cell, Chief Editor College Magazine, are head by women teachers. Women occupy the top positions in college management also as the President and the secretary of the Governing Council are also women.

Clean and Green Campus

The institution believes that a stress-free and comfortable environment is essential for proper functioning of any organization and for getting maximum productivity from an individual. In addition to this it understands its responsibility towards environment protection. For this reason it tries to maintain a clean green and eco-friendly campus. The institution sprawls into vast campus of 26 acres of which around 45% area is green in the form of playgrounds and lawns. There are hockey and football grounds in addition to volleyball grounds that form green area. There are 12 large lawns each banked by a variety of flowering and hedge plants. The college hostels also have lawns in them.

A team of *Mali*s remains busy taking care of these lawns which provide in addition to aesthetic beauty a clean and serene pollution free environment much needed for studies. It keeps on updating the lawns with seasonal flowering plants throughout the year.

Tree plantation drives are organized to involve students in the beautification of the college campus. Plantation of flowering, medicinal and shady plants is done in the empty areas of the college, particularly at the far margins of the playgrounds.

Pollution free campus is ensured by restricting the entry of motor vehicles in it. Students and teachers are asked to park their vehicles in the parking area only which is near the main gate. Entry of vehicles in capus is permitted only under particular circumstances.

The institution has an open rain harvesting system. As 45% area of the college is open and without any flooring the rain water seeps into the ground very easily.

Efforts are also made to keep the campus eco-friendly. Paperless working is encouraged and the use of plastic is discouraged in the campus.

*Provide the details in annexure (annexure need to be numbered as i, ii,iii)
7.4 Contribution to environmental awareness / protection

Realising its duty towards society, the institution attempts to sensitize students towards environment protection. A a strategy for the same purpose, environment science as one full subject /paper is taught in all graduation courses. In addition to this, many activities focusing on environment protection are organized which include slogan writing , poster making, debate and declamation contests, plantation drives, awareness march and rallies in addition to seminars and lecture on the topic.

The institution has a department of environment science to conduct and coordinate these activities. The students of the college celebrate Green Diwali and Green Holi each year. Students are also motivated to avoid the use of plastic. Paperless working is promoted in official work. Students are informed against the threats of plastic waste and are the use of plastic in campus is discouraged.

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
• 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 • Special emphasis on women education • State of the art infrastructure for teaching and research in context of a widest variety of courses. • Imparting of quality education without any distinction on the basis of caste religion, region, gender etc. • Provision of evening classes • Student centric teaching learning process • Excellent performance in academics , cultural and sports activities • Winner of University cultural and sports overall trophies • Wide range of over 40 games for participation at inter-college and inter-varsity level • Working Mechanism to ensure Gender Equity • Dedicated support staff	• Lack of financial support from the government in faculty recruitment • Absence of co-education in Graduation (Arts) classes • Lesser number of certificate courses • Low number of faculty exchange programmes
OPPORTUNITIES	CHALLENGES
• Scope for introducing more	• Enhancing output of the

academic programmes according to the job market • Excelling In Academics • Enhancing consultancy by the faculty in its respective fields • Making students participate in Cultural Exchange Programmes through UGC / Governmental schemes.	placement activities • Procuring grants for involving students in research activities • Dealing with the emerging trend of abroad studies among local students

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

1. Giving more emphasis on Academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus .

2. Encouraging Teachers to apply for minor and major research proposals to the UGC for financial assistance.

3. Greater integration of ICT in teaching learning process

4. Implementing allotted vocation based / job oriented courses effectively

5. Introducing co- education in BA

6. Procuring required infrastructure-such as buildings, equipments, labs- for newly introduced courses will be procured.

7. Optimizing student support services

8. Recruiting faculty under grant in aid scheme and on temporary basis will be appointed well in time

9. Retaining university cultural and sports trophies

Annexure I

Lyallpur Khalsa College,Jalandhar

Tentative Academic and Activities Planner Session 2014-2015

July

Date/Days	Activities
7 July 2014	Beginning of Session 2014-15, Principal's Address
7-13 July	Bridge Course for New Classes
14-16 July	NCC Enrollment Week
24 July	Van Mahotsav Day
28-30 July	Talent Hunt Competition

August

Date/Days	Activities
1-7 August	NSS Enrollment Week
15 August	Independence Day
18-24 August	Payment of Fees(2nd Installment)
	Class wise submission of University Examination Forms

September

Date/Days	Activities
8 September	International Literacy Day
8-14 September	Last Week of Acceptance of Examination Forms
19-28 September	1st Term Examination

29 Sep-5 Oct   Autumn Vacations

October

Date/Days   **Activities**

1 October Day   National Blood Donation Day

2 October   Gandhi Jayanti

3 October   Dusshera

6 October   Declaration of Result

8 October   Maharishi Valmiki ji Birthday

9 October   Guru Ram Dass ji Birthday

11-12 October   Feed Back & API Form Submission

15 October   Tree Plantation

23 October   Diwali

November

Date/Days   **Activities**

1 November   Punjab Day

5 November   PLASMA(Comp.Dept Inter College Fest)

6 November   Guru Nanak Dev ji Birthday

10-16 November   Remedial Classes for weak students

15 November   Feedback

17 November   Alumni Meeting

24 November   Shaheedi Divas Guru Teg Bhadur ji

26 November   IQAC Mid Semester Meeting

27 Onwards   Commencement of University Examination

December

Date/Days	Activities
1 December	AIDS Day
5 December	S.Balbir Singh Annual Alumni Meet
10 December	World Human Rights Day
21 Dec-4 Jan	Winter Vacation
22 December	Computer Skills Workshop
25 December	Christmas

January 2015

Date/Days	Activities
12 January	National Youth Day
13 January	Lohri
26 January	Republic Day

February 2015

Date/Days	Activities
4 Februray	Synergy
13 February	Religious programme as a tribute to Sardar Balbir Singh on his Barsi
18 February	Sports Meet

March 2015

Date/Days	Activities
8 March	International Women Day

Students	Alumni	Parents	Employers

17 March   Holi

21 March   Research Awareness Programme

April 2015

Date/Days   **Activities**

7 April   World Health Day

14 April   Baisakhi

25 April   IQAC Meeting

May 2015

Date/Days   **Activities**

6 May   Commencement of University Examinations

22 May- 04 July   Summer Vacation

31 May   World No Tobacco Day

Annexure II a

Feedback from Students on Course (2014-15)

1. **Depth of the Course content including project if any-**
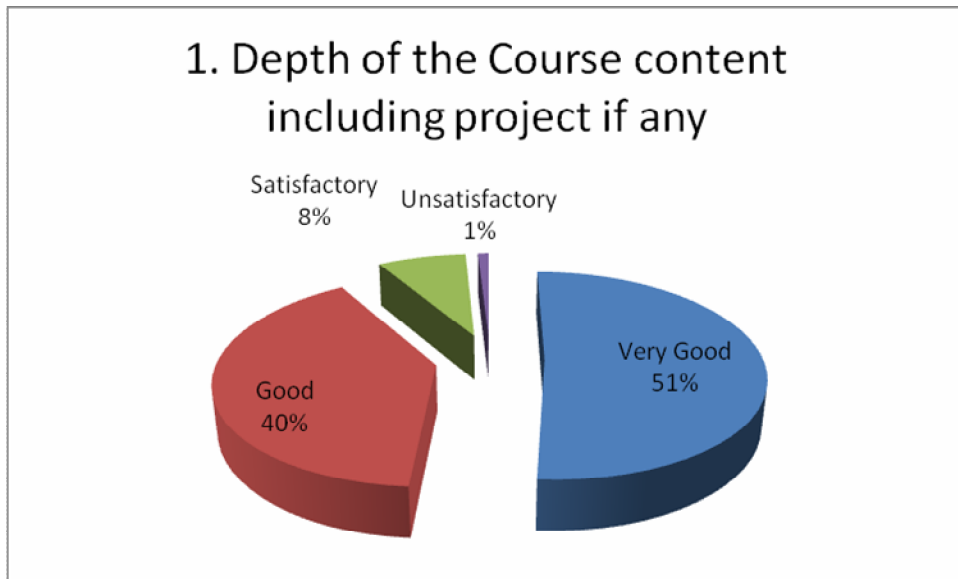
51% students admired the depth of the course content and ranked it very good. 40% students marked it good. Satisfactory rank was given by 8% and 1% said it was unsatisfactory.

2. **Extent of coverage of course-**
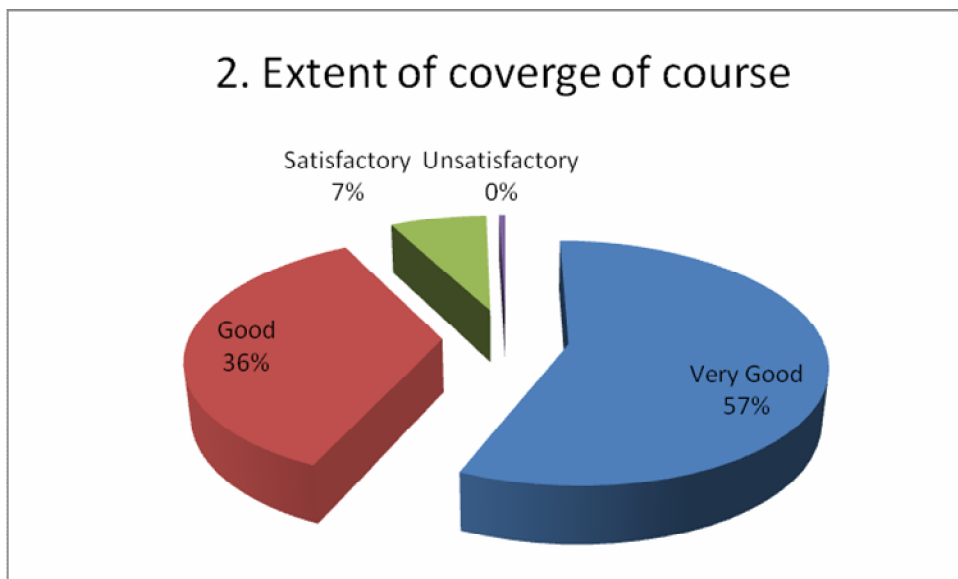
 57% students said the course was covered in a very good way. 36% students said it good. 7% students marked it satisfactory and 0% said it unsatisfactory.

3. **Applicability/relevance to real life situations-**

3. Applicability/relaevance to real life situations

Unsatisfactory
1%

Satisfactory
14%
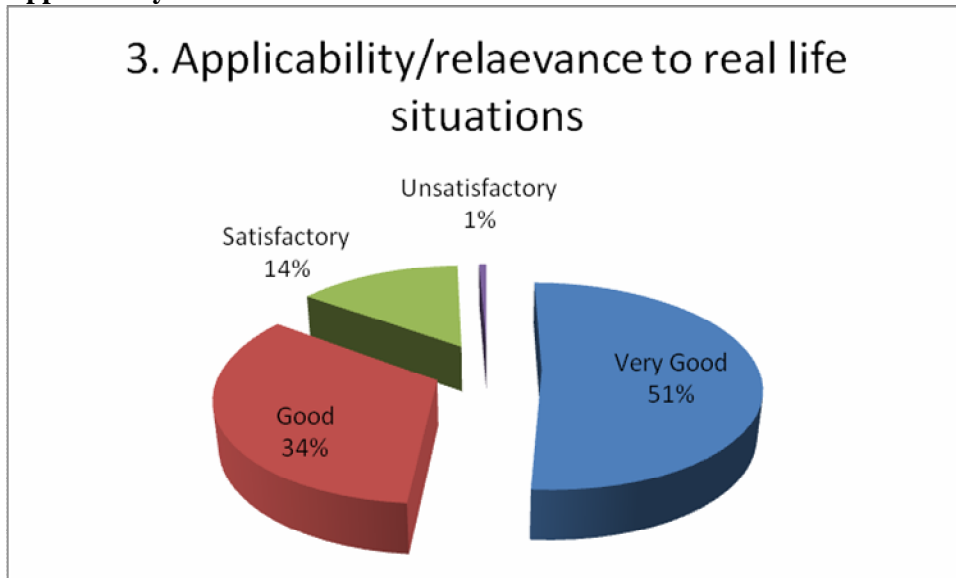
Good
34%

Very Good
51%

51% students said the course was very good. 34% students called it good, 14% called it satisfactory and only 1% ranked it unsatisfactory.

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

4. Learning value

Satisfactory
8%

Unsatisfactory
1%

Good
43%

Very Good
48%

48 % students said the course they chose was highly valuable and ranked it very good. 43 % students said it was good. 8% marked it satisfactory and only 1% said it was unsatisfactory.

5. **Clarity and relevance of textual reading material-**
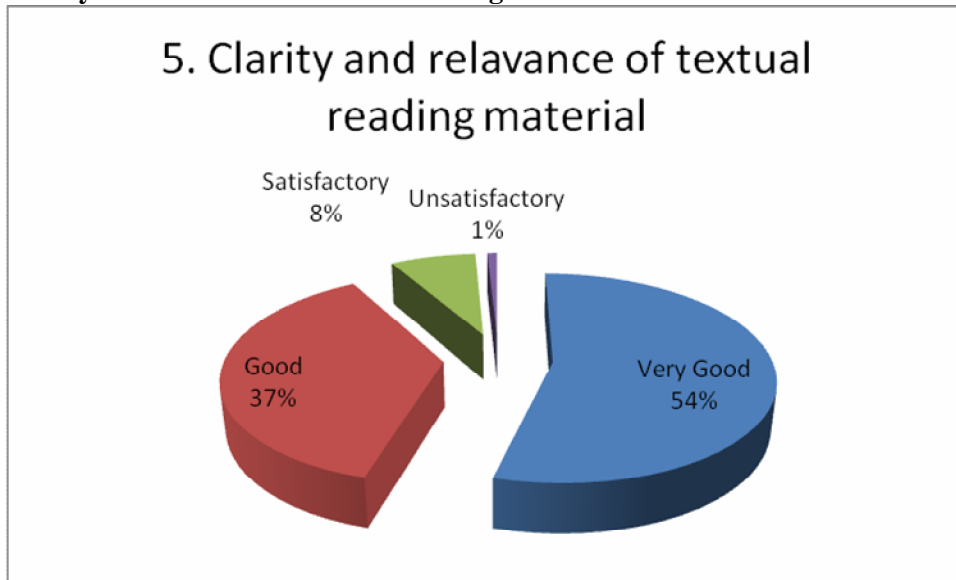
54% students said the textual reading material was very much relevant and they ranked it very good. 37 % students said it was good. Satisfactory rank was given by 8% and unsatisfactory given only by 1% students.

6. **Relevance of additional source material (Library)-**
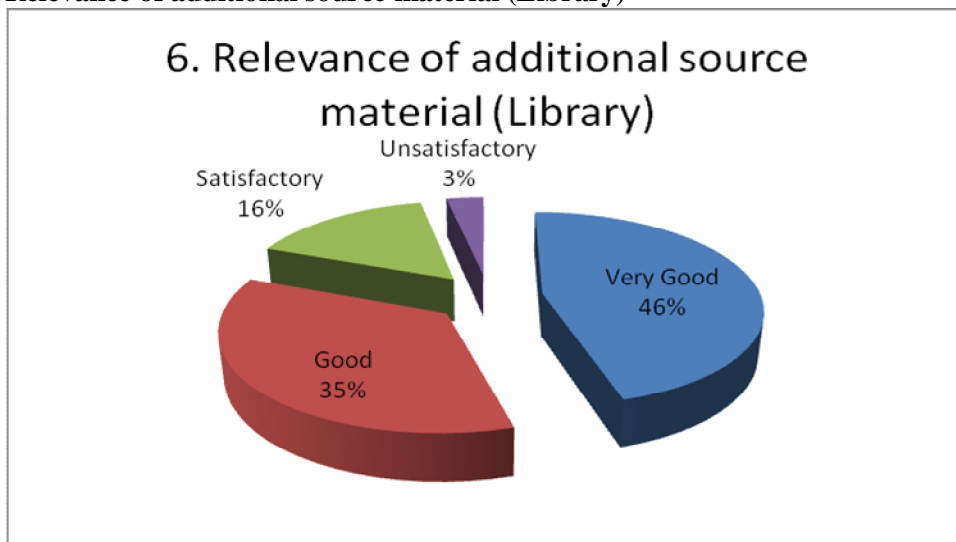
46% students said the additional source material was very good. 35% students marked it good. 16% students said it was satisfactory and only 3% said it was unsatisfactory.

7. **Extent of effort required by students-**

7. Extent of effort required by students

Unsatisfactory
2%

Satisfactory
13%
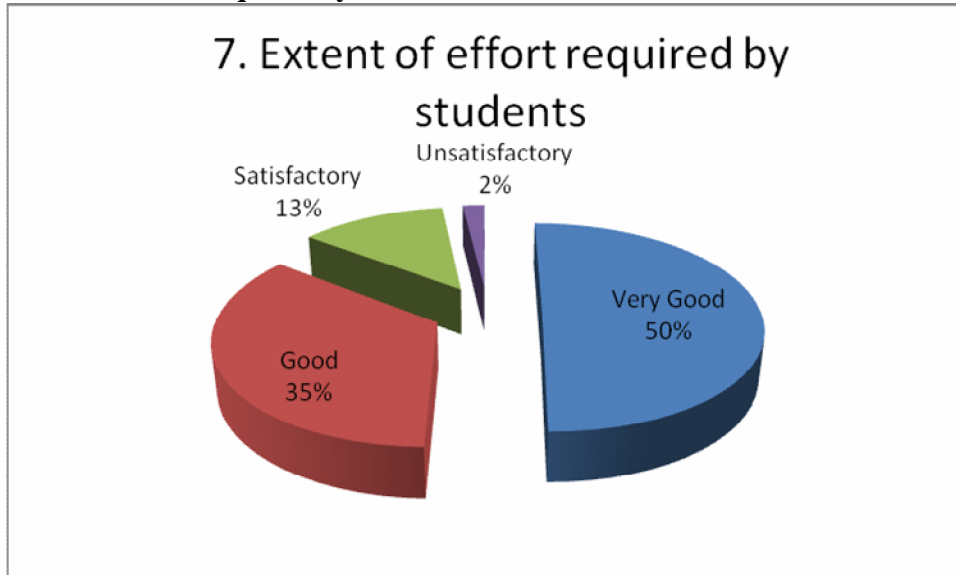
Very Good
50%

Good
35%

50 % students said they don't put extra efforts to cover the content and they ranked it very good. 35 % students said it was good. Satisfactory and unsatisfactory remarks were given by 13% and 2% respectively.

8. **Overall rating-**

8. Overall rating

Unsatisfactory
1%

Satisfactory
9%
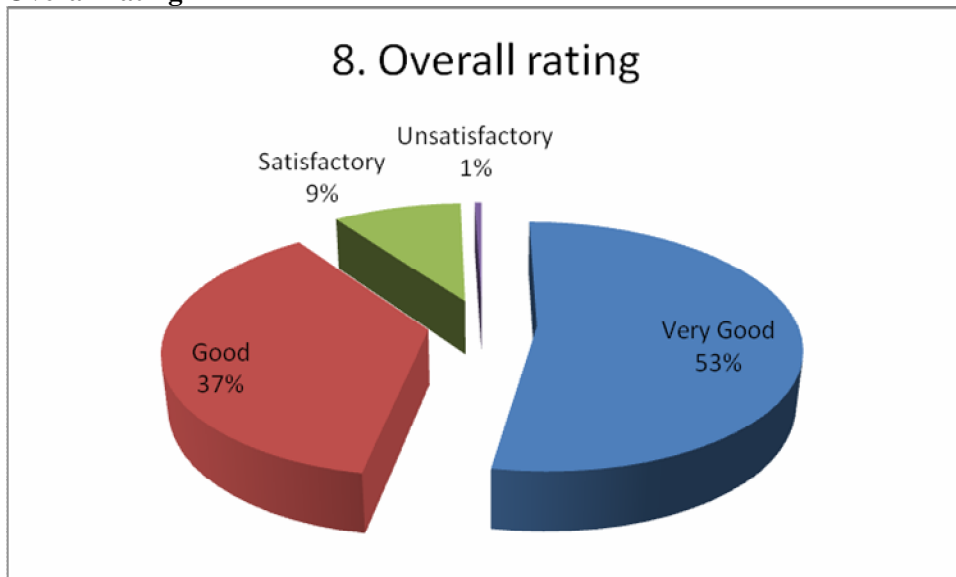
Very Good
53%

Good
37%

53% students said the overall course content was very good. 37% said it was good. 9% students ranked it Satisfactory and unsatisfactory rank was given by 1%.

Alumni Feedback on Course (2014-15)

1. 53% of the Alumni felt that their course Contents sensitized then towards issues like gender equality, environment, and sustainability, ethics and values etc. They ranked it very good. 28% gave it good. 19% alumni marked it satisfactory and 0% unsatisfactory.

Course Contents sensitized you towards issues like gender equality, environment, and sustainability, ethics and values etc.

- Unsatisfactory 0%
- Satisfactory 19%
- Good 28%
- Very Good 53%
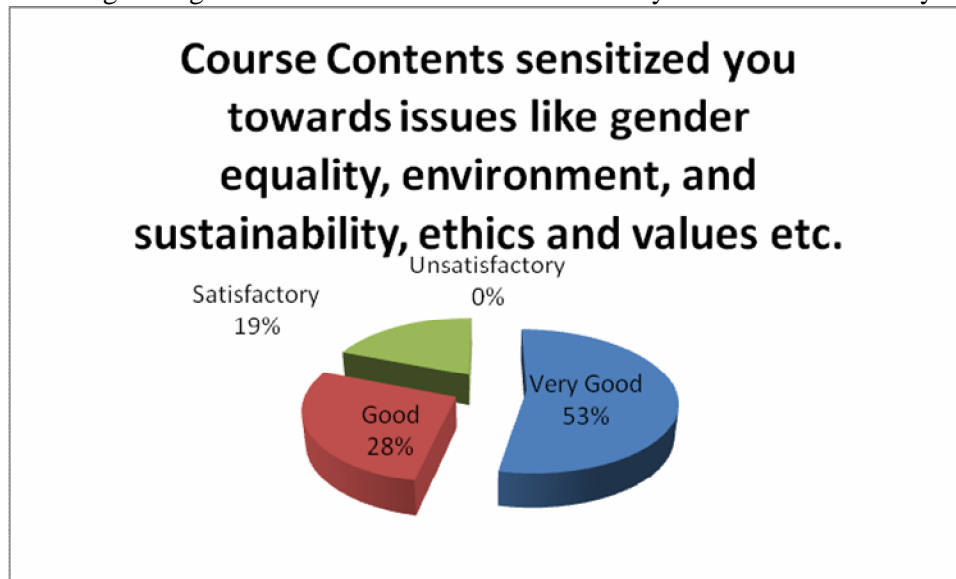
2. 59% Alumni felt that Academic flexibility in their curriculum provided them opportunities to pursue their interest by choosing from a vast number of options from their own area/specialization as well as from other areas. They ranked it very good. 27% gave it good. 14% alumni marked it satisfactory and 0% unsatisfactory.

Academic flexibility in the curriculum provided you opportunities to pursue your interest by choosing from a vast number of options from your own...

- Unsatisfactory 0%
- Satisfactory 14%
- Good 27%
- Very Good 59%
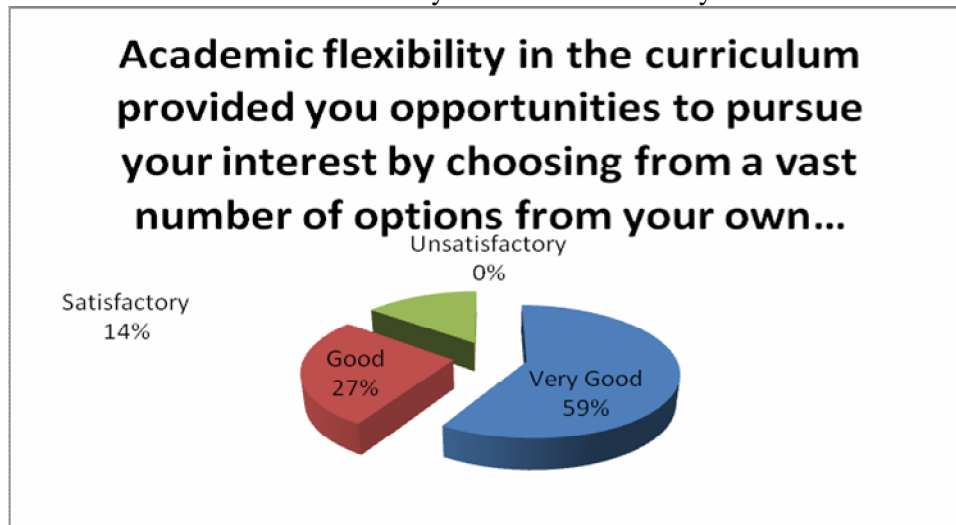
3. 52% Alumni considered the curriculum aims at making students job-ready by imparting analytical and reasoning, language and soft skills in addition to technical competencies, as demanded by the job market. They called it very good. 33% gave it good. 15% alumni marked it satisfactory and 0% unsatisfactory.

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
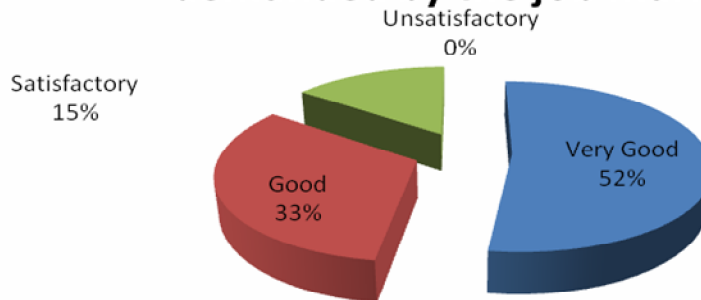
4. 56% Alumni realized that Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups. They marked it very good. 25% gave it good. 16% alumni marked it satisfactory and 3% unsatisfactory.


Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups
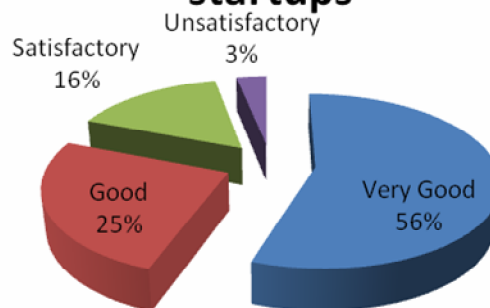
5. 55% alumni felt that the curriculum was outcome based and the expected outcomes, through various courses, are attained. They called it very good. 28% gave it good. 15% alumni marked it satisfactory and 2% unsatisfactory.

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

Unsatisfactory 2%
Satisfactory 15%
Good 28%
Very Good 55%
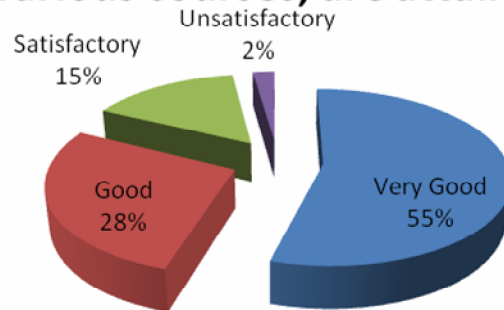
6. 52% alumni felt that the course contents were up to date. They ranked it very good. 24% gave it good. 18% alumni marked it satisfactory and 6% unsatisfactory.

The course contents were up to date

Unsatisfactory 6%
Satisfactory 18%
Good 24%
Very Good 52%
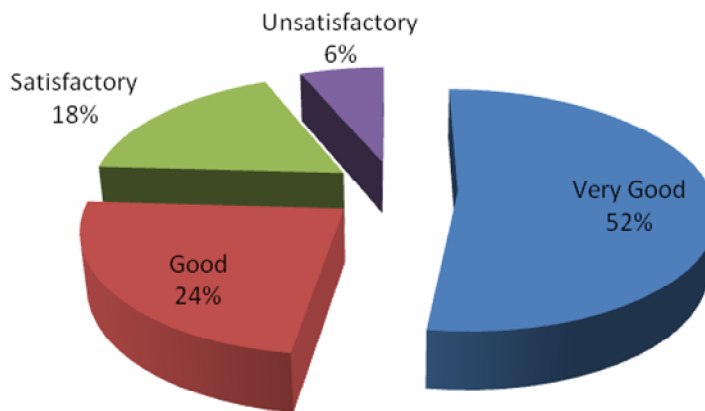
7. 64% alumni felt that the course contents added to their previous knowledge. They called it very good. 31% gave it good. 5% alumni marked it satisfactory and 0% unsatisfactory.

The course contents added to your previous knowledge

Satisfactory
5%

Unsatisfactory
0%
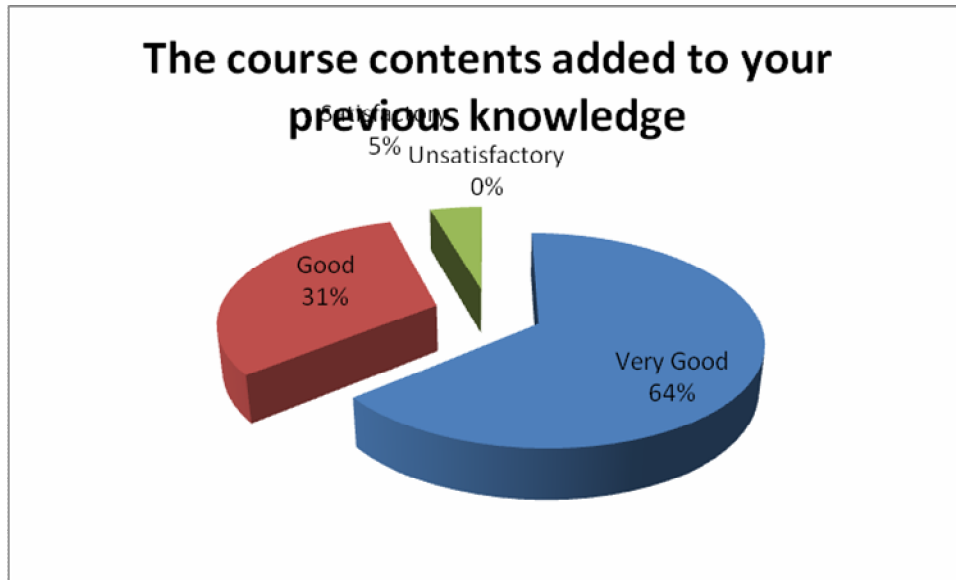
Good
31%

Very Good
64%

8. 54% Alumni gave their Overall rating in each and every aspect of their course and its content. They marked it very good. 28% gave it good. 18% alumni marked it satisfactory and 0% unsatisfactory

Overall rating

Satisfactory
18%

Unsatisfactory
0%
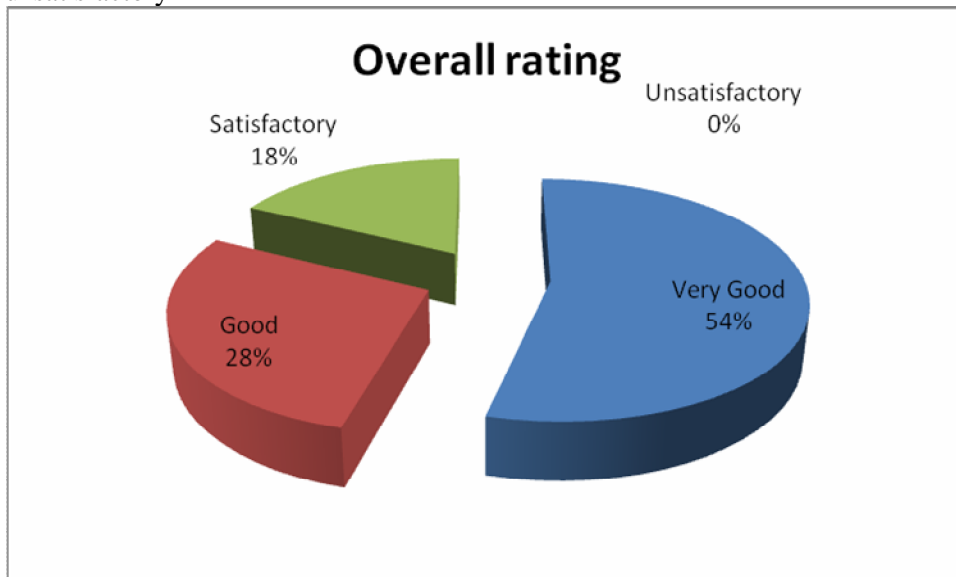
Good
28%

Very Good
54%

Alumni Feedback Form on other Aspects (2014-15)

1. 54% Alumni said the range of courses was excellent. 28% said it very good. 14 % ranked it good. 4% called it average and 0% mentioned it poor.

Range of Courses

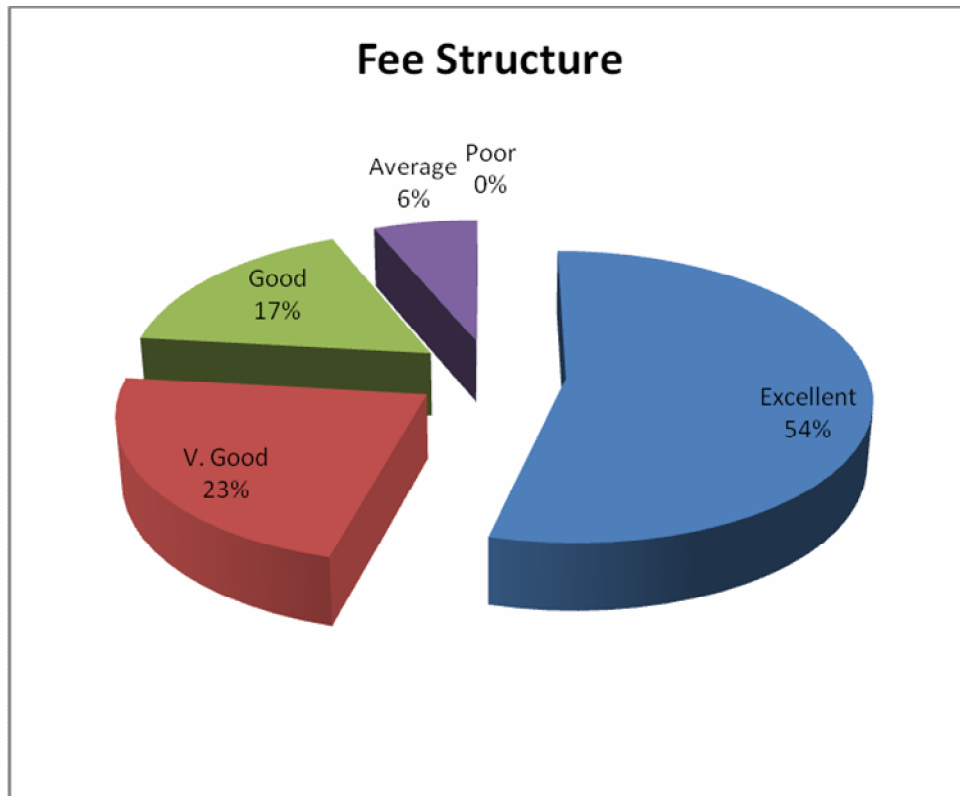Average 4%
Poor 0%
Good 14%
V. Good 28%
Excellent 54%
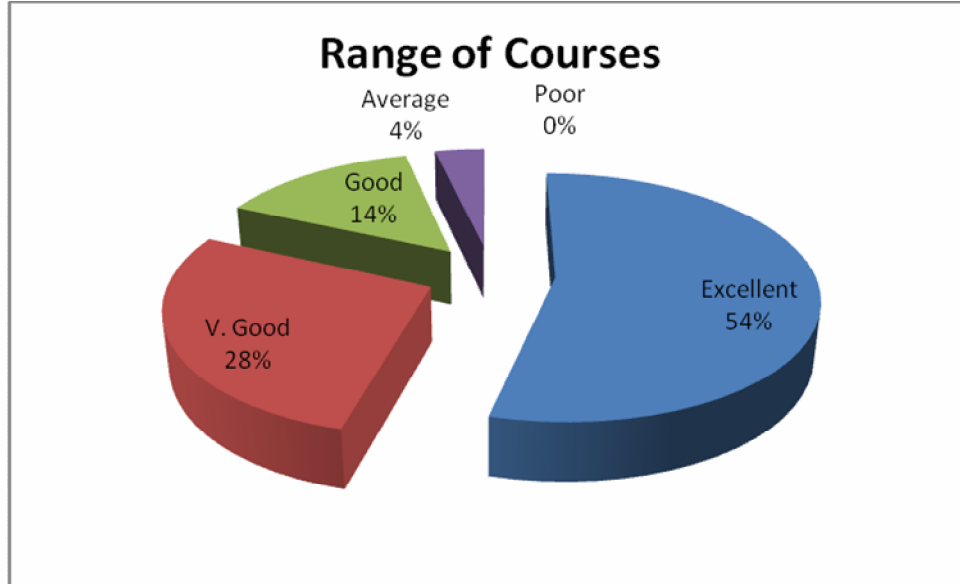
2. 55% alumni felt that the environment and infrastructure of the college was excellent. 24% said it very good. 16 % ranked it good. 5% called it average and 0% mentioned it poor.

Environment & Infrastructure

Average 5%
Poor 0%
Good 16%
V. Good 24%
Excellent 55%
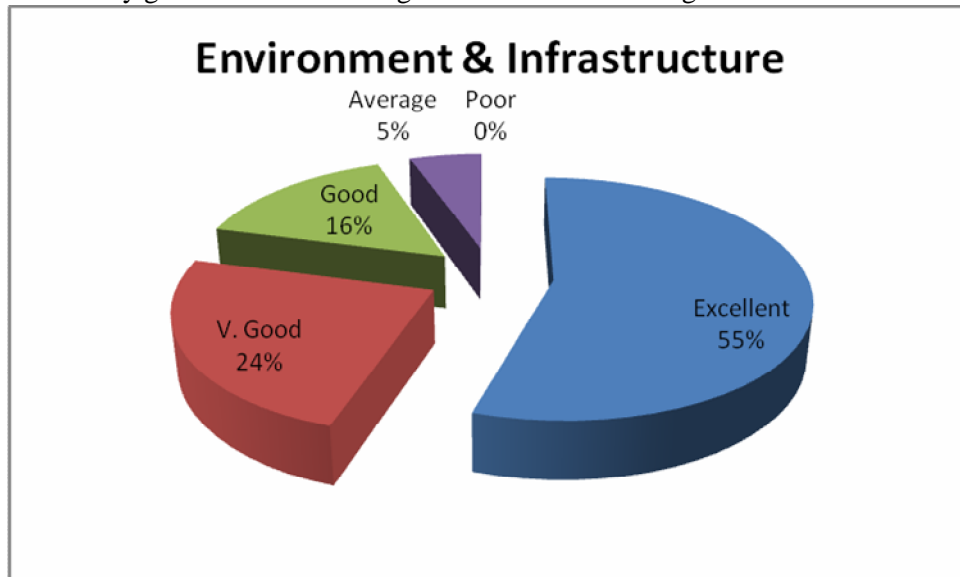
3. 55% alumni felt that the faculty of the college was excellent. 27% said it very good. 18 % ranked it good. 0% called it average and 0% mentioned it poor.
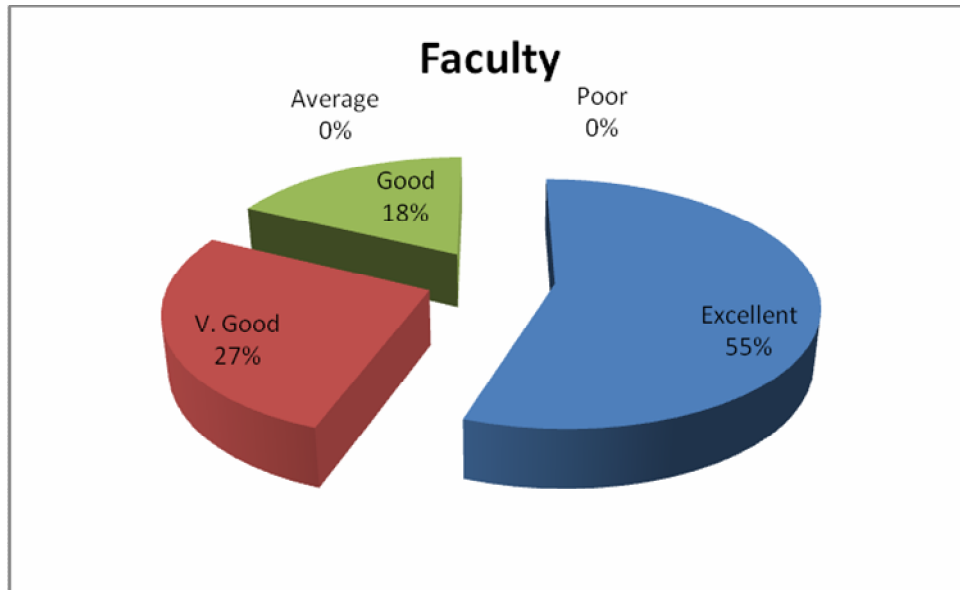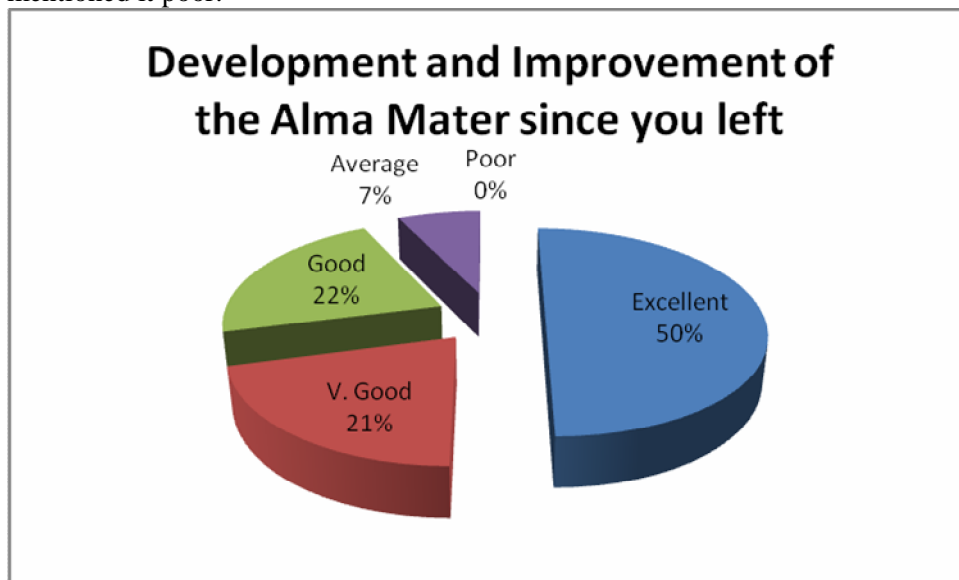
4. 54% alumni felt that the fee structure of the college was excellent. 23% said it very good. 17 % ranked it good. 6% called it average and 0% mentioned it poor

5. 56% alumni felt that the attitude of the institution towards alumni was excellent. 25% said it very good. 13 % ranked it good. 6% called it average and 0% mentioned it poor.
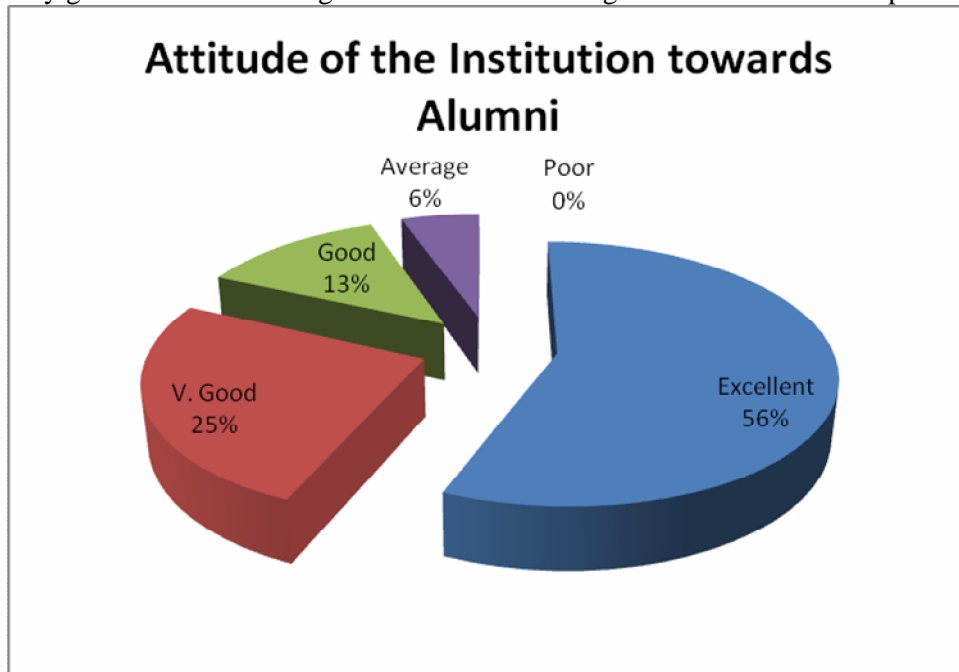
6. 50% alumni felt that the development and improvement of their alma mater since they left was excellent. 21% said it very good. 22 % ranked it good. 7% called it average and 0% mentioned it poor.

Annexure II b			
Feedback Summary			
Students	Alumni	Parents	Employers
The formal feedback of the students taken on curriculum and teaching - learning process reflects positive trends. Students respond positive all the parameters of the feedback on curriculum A big number of them find 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	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.	Feedback from the parents was taken on course contents Almost all of them seemed contented with the curriculum and its transaction process.	Feedback from the employers showed an overall approval of the course contents for different courses. Some of them however hinted that development of interpersonal skills needed to be given due importance in course contents.

were also answered in positive terms by the students. From their feedback on teaching methodology and teacher quality, students seemed satisfied about the same.			

Annexure II c

Summary of Action Taken

- Though the available range of courses was found to be good by most of the alumni, it was decided to enhance the number of courses and therefore vocation based courses were introduced.

- Following the suggestions of the employers regarding the inclusion of interpersonal and soft skills in the curriculum, the academic council was asked to devise an action plan regarding the communication skill related training of the students who did not have it as a part of their syllabus.

- To make teaching learning more effective, quality related activities were organized for teachers and for the support staff.

- Research orientation of the students was done and infrastructure for research was augmented.

- Students were given information on effective use of library for studies.

Annexure III

Technology Upgradation

2014-15

	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	10	5 mbps	01	01	10	16	09	10	03	09	21
Added	0	0	5 mbps	0	0	0	02	01	01	01	01	03
Total	330	10	10 mbps	01	01	10	18	10	11	04	10	24.

Annexure IV

Action Taken Report on Action Plan 2014-15

1.   It had been passed by the IQAC to seek financial assistance from the funding agencies like the UGC and ICSSR in order to organize faculty development programmes. A committee of teachers with experience in research guided and informed the teachers about various funding schemes of the UGC. Dr. Rashpal Sandhu, Head, Department of Commerce organized a 10 day workshop with financial assistance of ICSSR. Dr. Gurpreet Singh of Department of Biotechnology was awarded a major research project titled Studies on the Effect of Fungicides on the Metabolic Profiling on Different Stages of Development in Chickpea by the UGC

2.   As decided in the action plan the institution applied to the University for two new courses : 1. Music as a subject in BA 2. Bachelors of Multimedia (BMM) These two new courses were applied keeping in mind the needs of the job market

3.   The IQAC in the action plan had passed to introduce new job oriented courses. Therefore, to meet with the demands of industry and to cater to the needs of the students accordingly, the college had applied to the UGC for two vocationl degree courses : B.Voc (Printing Technology) and B.Voc (Software Development). The courses were allotted to the college and admission in them opened from the current session. The response of the student was very good. The infrastructural demands to begin both these courses were met with. Two separate classrooms with sufficient seating capacity were setup. A specialized lab for B. Voc. Printing Technology was also set up

4.   It had been passed to improve the performance of the college in the field of extracurricular activities, particularly cultural activities in inter-college competitions such as youth festivals. Following this, the ECA team under the deanship of Dr Rashpal Sandhu was enlarged and individual in-charges were allotted to each item. As a result, the

institution won the overall trophies in zonal and inter-zonal youth festivals of Guru Nanak Dev University and 19 students of the college were chosen to represent the university in the North Zone Youth festival held in Jammu in January 2015. 13 Students of the College represented Guru Nanak Dev University at 30th Inter University National Youth Festival held at Indore and won positions.

5.   The IQAC in the action plan had passed to retain university sports championship. Effective quality sustenance and enhancement steps were taken for the purpose. Seasoned coaches were employed and freeships and concessions were given to the budding players Provision of extra classes was made to compensate the student players in matters of studies. As a result, the college was able to retain its university Sports Championship this year as well. It also contributed significantly to the university contingent competing for MAKA trophy.

6.   As decided by the IQAC Table marking system in house exams was introduced. Teachers were asked to mark papers in the evaluation centre made for the purpose. This ensured transparency in evaluation process. For objective evaluation, teachers teaching same level and same subject papers were encouraged to evaluate papers of sections other than their respective ones, with mutual consent.

Annexure V

Minutes of IQAC Meetings

Session 2014-15

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on 16-05-2014 at 11:45 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 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

2. To approve the tentative academic and co-curricular activities calendar of the institution for the session 2014-15

3. To seek inputs from the members regarding quality enhancement

1.3 Minutes

The meeting began with a brief description of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the previous session, that is 2013-2014. All the members agreed with the details and expressed contentment at the way things were being executed under the monitoring of the IQAC, however stress was equivocally given on quicker implementation of decisions. There after the discussion began on the key agenda which was to chalk out an action plan for the session 2014-15. Discussions were held on various points of the agenda and following resolution were passed by the members:

    1. a) It was decided and passed by the members to apply to different funding agencies for financial assistance to organize programmes aiming at faculty development. This would include organization of workshops, seminars and conferences

with the financial assistance from funding agencies such as UGC and ICSSR. Prof Tawinderpal Kaur opined that in case no financial assistance was available, the institution should use its own resources for the purpose. This was also passed by the members.

b) It was also decided to inform the teachers of the various schemes of financial assistance for organizing or performing research activities. Teachers would be informed of Major and Minor Research Projects Grants and other project grants and how to apply for them . Upon the suggestion of Ms. Jasreen Kaur it was decided to form a guidance committee, to guide the desirous teachers in this regard.

2. The cell was equivocal on the issue of starting new courses. It was decided to start more of new courses vocational in nature, for example BA with Music. S. Jaspal Singh Wraich said that in Doaba region of Punjab there was very much scope for BA Music as Music industry was a growing industry here. Principal Dr. GS Samra and other members agreed with him.

So, it was decided to start the process of introducing the course. Prof JS Rana's suggestion that co-education could be introduced in BA with Music was discussed over and accepted.

3. It was informed by the Principal that B. Voc programmes were already being started from this session. The members agreed over proper and effective implementation of newly introduced courses. The principal assured them that all necessary preparations had been made in this regard. It was agreed in principle to establish needed labs and classrooms and other infrastructure in time for the BA Music course to be applied for this year.

4. It was decided to improve the performance of the institution in extracurricular activities, particularly at university youth festivals. Hence it was passed to reorganize the college ECA Team. The suggestion of Prof. Hariom Verma, that ECA team be enlarged for the better training of students was accepted. It was suggested by Prof. Tawinder Pal Kaur to increase the budget for ECA activities. The matter was agreed in principal

but extent of increase was left undecided for discussion between the Dean ECA and the Principal.

5. The tentative academic and co-curricular activities calendar for the session 2014-15 was approved by the members.

6. It was passed to ensure the retaining of the University sports championship. For this following things were passed to be done :

a) Ensuring free and fair sports trials for finding out best available talent

b) Provision of needed infrastructure wherever and whenever needed

c) Continuation of free-ships and other concessions to the budding players

d) Finding out and employing best coaches for different events.

e) Tie ups, if possible, with leading sports academies to coach the players of the college.

f) To compensate the player students in the matters of studies by organizing extra classes for them.

7. It had been passed in the last meeting to introduce table marking system in house exams. The Principal informed that in the meeting with Academic council this issue would taken up and formally passed, though in informal discussion with some of the faculty and In-charge Academic Planning this thing had been discussed and it was had been by all as a right reform.

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   16-12-2014 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Ms. Surinder Kaur

4. Mr. JS Rana

5. Ms. Tawinderpal Kaur

6. Ms. Jasreen Kaur

7. S. Jaspal Singh Waraich

8. Mr. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

2. Dr. JS Puar

3. Dr. MS Hundal

2.2 **Agenda**

1. Review of the institutional targets and their implementation so far in the session 2014-15

2. Discussion of unfinished tasks, if any, of last session

3. Discussion of quality enhancement measures to improve institutional quality in different domains

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 a meeting of the teachers with the Principal had been conducted in which he briefed the teachers about various UGC funding schemes for teachers and told them to apply for major/minor research projects. He also informed the members that as many as six faculty members had applied to the UGC for financial

assistance for major / minor research projects. He also informed that the college was going to make provisions in its budget for sponsoring research activities though the limit as to the number and quantum of grants would be fixed.

2. The Principal informed the members that the faculty members desirous of applying for Minor/Major research projects had been told to seek guidance (in case they needed any) from the UGC committee of the college, on various issues in this regard.

3. It was conveyed to the members that the college had decided to apply for following new courses which might commence from the session 2015-16:

    a) Bachelor of Multimedia

    b) Music (Vocal) as a subject in BA

4. The members were also conveyed that labs for the newly introduced courses were being setup. The institution was also going to augment its physical infrastructure by constructing new blocks/room in the end of the current session.

5. The cell expressed satisfaction at the performance of the institution in extracurricular activities till date. The members were formally informed that the institution had won the overall trophies in zonal and inter-zonal youth festivals of Guru Nanak Dev University and 34 students of the college ad been chosen to represent the university in the North Zone Youth festival being held in Jammu in January 2015. It was also conveyed to the members that the ECA team had been enlarged and annual budget for ECA had been enhanced.

6. The members were conveyed that the institution was leading the race for university sports championship by registering victories in inter-college competitions and it was most likely to claim the championship this year as well.

7. Discussion was held on improving work conditions of the support staff as well. It was decided to assess the possibility of stepwise air-conditioning of the general and accounts offices.

8. It was decided to devise and implement a quality enhancement mechanism in academics. A committee of senior teachers would be formed to offer its suggestions in this regard. This

quality enhancement mechanism would be implemented right from admission level, involving identification of slow and advanced learners, categorizing them and treating them accordingly.

9. The Cell expressed satisfaction at the successful implementation and expected outcome of table marking system in house exams.

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

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 23-05-2015 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. 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 year

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

2. To discuss the recruitment of new faculty under grant in aid scheme and on temporary /adhoc basis.

3.3 Minutes

The meeting started by passing a condolence motion on the sad and sudden demise of its member Dr. MS Hundal former Dean , Academic Affairs of Guru Nanak Dev University. After this the chairperson and the Principal Dr. G.S. Samra gave a brief description of the achievement of the outgoing session by the the IQAC chairperson . He elaborated the targets achieved by the institution in the session 2014-2015. All the members agreed with the details.

There after the chairperson proceeded on the key agenda which was to chalk out an action plan for the session 2015-16. After all the discussion following resolution were passed by the members:

1. Academic performance of the institution was to be given more emphasis in the coming session. The major area here was in the faculty of Art, particularly BA classes. For this, a meeting of the heads with Dean Academic Affairs and Principal was decided to be organized before the beginning of the session, so as to decide an action plan for this purpose.

2. It was once again pointed out that teachers would be encouraged to apply for research proposal to UGC / ICSSR for financial assistance. It was suggested by the IQAC coordinator Prof Hariom Verma to organize meeting at departmental level to informs teachers of various   UGC / ICSSR and other funding agencies for this purpose. The idea was endorsed by the Principal and passed by the cell.

3. The members agreed in principal that there was a need to integrate ICT in teaching learning process. Mrs. Tavinder pal Kaur suggested that the faculty of the institution needed to be provided information on using ICT in teaching. It was decided to organize a one day workshop in the beginning of the

session to familiarize teachers with ICT usage in teaching learning process.

4. A resolution was passed regarding applying to the UGC for vocation based / job oriented courses under the scheme of community colleges.

5. It was passed to procure required infrastructure-such as buildings , equipments, labs- for newly introduced courses.

6. The member agreed that student support services needed to optimized. Placement services were to be strengthened and hostel facilities were to be enhanced. Discussions were held on the possibility of single window scheme for the students but the matter was left pending for the next meeting.

7. The IQAC discussed the recruitment of new faculty under grant in aid scheme and passed a resolution regarding speedy and well in time recruitment of the faculty so that the students may be not suffer studywise. It was also passed that the appointment of adhoc/guest/ temporary faculty would be done at least 20 days ahead of beginning of the session, so as to ensure availability of quality teachers.

Out of the discussion following Action Plan for the next session emerged :

A. Giving more emphasis on Academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus .

B. Encouraging Teachers to apply for minor and major research proposals to the UGC for financial assistance.

C. Greater integration of ICT in teaching learning process

D. Implementing allotted vocation based / job oriented courses effectively

E. Introducing co- education in BA

F. Procuring required infrastructure-such as buildings, equipments, labs- for newly introduced courses will be procured.

G. Optimizing student support services

H. Recruiting faculty under grant in aid scheme and on temporary basis will be appointed well in time

I. Retaining university cultural and sports trophies

B. The Cell expressed its satisfaction at the overall functioning of the institution this academic session.

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

(Dr. Gurpinder Singh Samra)

Chairperson and Principal