Annual Quality Assurance Report (AQAR) of the IQAC for the year 2015-16

Part – A

1. Details of the Institution

1.1 Name of the Institution

Lyallpur Khalsa College

1.2 Address Line 1

GT ROAD, Jalandhar

Address Line 2

City

Jalandhar

State

PUNJAB

Pin Code

144001

Institution e-mail address

lkcjald@yahoo.com

Contact Nos.

0181-2241466-467

Name of the Head of the Institution:

Dr. Gurpinder Singh Samra

Tel. No. with STD Code:

0181-2241466, 67

Mobile: **9878822140**

Name of the IQAC Co-ordinator: Hariom Verma

Mobile: 9592795030

IQAC e-mail address: iqaclkc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date: EC/56/RAR/74/16/09/2009

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

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

of your institution's Accreditation Certificate)

1.5 Website address: www.lkc.ac.in

Web-link of the AQAR: lkc.ac.in /iqac

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period

1.	1st Cycle	A+	----	2004	5 years
2.	2nd Cycle	A	3.74	2011	5 Years

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

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

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

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

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

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

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

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 | YES   UGC-CE | NO

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

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

UGC-COP Programmes | YES

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

--

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

community representatives

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. Workshop on Communication Skills for Technical Subjects 3. Workshop on Basic Computer Skills 4. Workshop on Communication Skills for Support Staff 5. Seminar on Copyright Violations 6. Seminar on Internet and Research

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 the action plan for the institution, ensured its implementation and 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.

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Giving more emphasis on Academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus .	The IQAC planned a multi layered mechanism comprising of Administration, teachers and students to ensure better performance in B.A classes. Monthly tests, extra classes, learner wise teaching resulted in comparatively better performance of students
Encouraging Teachers to apply for minor and major research proposals to the UGC for financial assistance.	As part of the action plan, teachers were encouraged to apply to the UGC for minor research projects. As a result five teachers of the institution were awarded minor research projects: 1. Mr. Baldev Singh (Department of Computer Science) 2. Dr. Bhupinder Pal Singh (Department of Chemistry) 3. Dr. Vani Aggarwal (Department of Biotechnology)

	4. Dr. Ranju Mahajan (Department of Physics) 5. Dr. Inderjit Kaur (Department of Biotechnology) 6. Ms. Manmeet Sodhi (Department of English)
Greater integration of ICT in teaching learning process	The inclusion of ICT in teaching learning process was promoted. A committee of four following teachers from the department of Computer Science was formed for guiding the faculty members in incorporating ICT in their teaching methods. Each teacher was given the responsibility of one stream • Mr. Baldev Singh (for Arts) • Mr. Sandeep Singh (for Sciences) • Mr. Gagandeep Singh (for Commerce) • Ms. Ratnakar Maan (for Physiotherapy) One smart class room were also setup in the Computer Block for this purpose.
Implementing allotted vocation based / job oriented courses effectively	The college successfully introduced and implemented the subject of Music (Vocal). Required infrastructure for the same was setup as well. The college recruited three highly proficient and experienced teachers in the subject of music. There was a very good response to the course from the students. Bachelor of Multimedia, a three year degree course was also introduced by the institution keeping in mind the job trend.

Introducing co- education in BA	Before this session all the courses except BA had coeducation in them. As subject of music was introduced in BA, co-education was opened in BA also, but only in the subject of music.
Procuring required infrastructure- such as buildings, equipments, labs- for newly introduced courses will be procured.	As the subject of Music Vocal was introduced, most of the required infrastructure was procured in advance for the course. Music room was setup, information resource material like books was arranged and needed musical instruments were purchased. Infrastructure and learning resources were also procured for Bachelor of Multimedia course.
Optimizing student support services	Heads of the departments were assigned responsibility to look after the support services for students of their respective streams and departments. The heads were also asked to devise a mechanism on their own to deal with student support issues .This helped in promoting an effective system wherein the students were given a chance to be open about their problems with their respective department heads.

Recruiting faculty under grant in aid scheme and on temporary basis will be appointed well in time	As the state government opened recruitment of faculty on contract basis under grant in aid scheme, the institution recruited thirteen teachers through due selection norms and procedure. Temporary faculty was also appointed for session much before the formal beginning of the session.
Retaining university cultural and sports trophies	The college retained university sports championship. It also won the overall trophy of the zonal youth festival of the university.

* 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	16	NIL	8	02
PG Diploma	5	NIL	5	
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	2	---	2	---
Certificate	4	--	4	--
Others	---	---	---	---
Total	42			
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	42

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 Bechelor of Multimedia and Music (Vocal) as a subject were introduced this session.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	56	20	-	-

2.2 No. of permanent faculty with Ph.D

32

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	40						-	12	40

2.4 No. of Guest and Visiting faculty and Temporary faculty

11	110

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	86	1
Presented papers	3	71	
Resource Persons	-	2	

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

- Slow and advanced learners were identified and assessed by the teachers and strategies were planned to deal with these learner types. Slow learners were given extra help whereas advanced learners were given extra tasks.
- Library orientation was organized for the first semester post graduate students to familiarize them with library usage. Visits to library were also held for the students of undergraduate classes to develop in them a habit of library consultation.
- Extra classes were held for underperforming students and for NCC cadets player students who missed their classes due to participation in camps and competitions
- Shows of movies based on texts prescribed in the curriculum were organized for the postgraduate students of English department.
- Chart making and model making contest on study topics were organized by departments make the students understand the concepts.
- Language lab sessions were also organized for phonetics students of MA English

2.7 Total No. of actual teaching days during this academic year **:** | **186**

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.

This year it was decided to introduce MCQ's as a way of evaluating student performance. Additional exam was conducted for the students underperforming in house exams prior to which extra classes were held for such students.

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

16	21

2.10 Average percentage of attendance of students

80.3

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction Nos.	I	II	III	Pass %
Under Graduate Degree						
BA III	276	-	6	9	11	10
BSC(MEDICAL)III	26	1	11	5	0	61
BSC(NON-MEDICAL)III	55	6	12	19	6	67
BSC(BIOTECH)III	40	11	21	19	0	100
BSC(ECONOMICS)III	19	-	5	10	1	84
BSC(CS)III	48	-	8	22	1	64
BSC(IT)III	39	-	10	13	1	61
BCA	88	2	27	46	0	83
B.Com	254	2	44	62	15	48
B.Com(prof)	283	4	83	45	75	72
BBA	50		10	29	2	82
BPT	10	11	7	3	0	100
DCA	38	2	27	0	0	71
DCM	26	-	0	1	0	3
POST GRADUATE DEGREE						
MA(English)	59	1	0	30	3	56
MA(Punjabi)	37	-	4	19	3	70
MA(Geography)	13	2	12	0	0	92
MA(History)	45	4	24	16	1	91
MA(Political Science))	52	2	33	13	1	90

MA(Economics)	24	1	3	7	0	42
M.Sc.(Chemistry)	21	9	18	2	0	95
M.Sc.(Physics)	22	6	15	1	0	73
M.Sc.(Biotech)	9	9	9	0	0	100
M.Sc.(Math)	91	2	10	12	0	24
M.Sc.(CS)	36	-	21	12	0	91
M.Sc.(IT)	32	1	17	11	0	87
M.Sc.(NPD)	7	9	3	4	0	100
M.Com	117	-	74	26	0	85
MTM	31	11	29	1	0	97
PGDCA	80	4	39	2	0	51
PGDWD	21	4	14	2	0	76
PGDBM	41	4	31	6	0	90
PGDMM	11	5	9	2	0	100
PGDPMIR	8	4	7	1	0	100

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

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

1. The IQAC sees to it that course objectives and outcomes are properly communicated to the students

2. It also ensures that students are informed about curriculum transaction plan in the form of time wise distribution of syllabus and examination and evaluation blue print are made available to the students.

3. It designs an academic and co- curricular activities calendar in advance, and ensures that the same is followed actually.

4. It ensures that quality knowledge content is transferred to the students. For this reason it lays emphasis on recruitment of qualified faculty.

5. To minimize the loss of time for studies , it ensures Ensuring timely recruitment of temporary and permanent faculty and support staff

6. It ensures that supportive infrastructure remains available for effective teaching learning process.

7. It collects and analyzes the feedback of students and faculty on course contents and forwards the same to the university through teachers who are members of curriculum designing bodies of the university.
8. It analyses students' results of in-house and university exams and forwards relevant suggestions to the Principal for needed actions

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	12
Others (Shotr term course/workshops less than a week duration)	14

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	35	26	35	126
Technical Staff	7	2	-	2

Criterion – III

3. Research, Consultancy and Extension

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

- Creating a research ambience in the institution by encouraging faculty awareness regarding research activities by informing them about seminars, conferences and workshops being held in surroundings, and motivating them to participate in the same.
- Facilitating organization of seminars , conferences and workshops in the institution
- Encouraging teaching departments to publish research journals
- 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
- 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
- Honoring faculty members with significant research contributions and achievements during the session.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			13.52 lacs.	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	3	3	-
Outlay in Rs. Lakhs	-	-	6,70,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	23	34	2
Non-Peer Review Journals		3	2
e-Journals	3	4	
Conference proceedings	2	15	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	3 years (2015-18)	UGC	13.52 LACS	11.5 LACS
Minor Projects	2 years (2015-17)	UGC	6.7 LACS	------
Interdisciplinary Projects			--	
Industry sponsored			--	
Projects sponsored by the University/ College	One year	Management	12000/-	6000/-
Students research projects (other than compulsory by the University)	Six months	Management	7000/-	4000/-
Any other(Specify)	One year	Management	----	---
Total			19000/-	10000/-

3.7 No. of books published   i) With ISBN No. 19   Chapters in Edited Books 16

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 NO   DBT Star Scheme N.A

INSPIRE Yes   CE No   Any Other (specify) ICMR, DST FIST, UGC innovative PG programmes

3.10 Revenue generated through consultancy 432724

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	03		6
Sponsoring agencies	-	-	Management	-	Management

3.12 No. of faculty served as experts, chairpersons or resource persons 09

3.13 No. of collaborations: International $\boxed{-}$ National $\boxed{05}$ Any other $\boxed{-}$

3.14 No. of linkages created during this year: $\boxed{01}$

3.15 Total budget for research for current year in lakhs :

From Funding agency $\boxed{107750/-}$ From Management of University/College $\boxed{20000/-}$

Total $\boxed{127750}$

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
12	-	-	01	01		10

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

and students registered under them | 02 |

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

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 | 632 | National level | | International level | |

3.22 No. of students participated in NCC events:
…

University level | | State level | 45 | National level | 04 | International level | |

3.23 No. of Awards won in NSS:

University level | 07 | State level | 03 | National level | | International level | |

3.24 No. of Awards won in NCC:

University level | | State level | 16 | National level | 03 | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | 10 | NCC | 12 |

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 is the list of key activities done in this context:

a. To sensitize students towards their cultural roots, Mehndi and Rangoli competitions were organized on the occasion of Independence Day.

b. A special seminar was organised by the club in which the resource person Dr. Aarti Gupta spoke on the awareness among the female students regarding skin problems and their solutions.

c. The college parking area was cleaned under Swachch Bharat Abiyan and stationery was distributed to the sweepers and gardeners of the college.

d. A Book Fair was organized celebrating 150th Birth Anniversary of Lala Lajpat Rai. Oath Taking ceremony was also conducted during Rashtriya Ekta Diwas.

e. A seminar was held on the theme *Celebrating Birth* in which the resource person enlightened the participants on the theme.

f. National Martyrdom Day was celebrated on 30 January 2016 . A two minute silence was observed in the memory of the martyrs of the country.

g. An Environment awareness camp and interaction with students was organized by the club in collaboration with Dainik Jagran Newspaper Group.

h. A seminar was organized with Dr. Rachna Dutta as the resource person who addressed the women staff and students on *Threats of Cancer* .

i. National Unity Day was organised on 31st October on the birth anniversary of Sardar Vallabh Bhai Patel . Poster makin contest on Nationa Unity was organized on the occasion . Rashtriya Ekta Diwas Pledge was also taken.

j. Like past years, National Voters Day was also celebrated on 25th January , in association with district administration to sensitize students towards their voting rights.

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	06		86
Laboratories	33	03		36
Seminar Halls	03	01		04
No. of important equipments purchased (≥ 1-0 lakh) during the current year		04		04
Value of the equipment purchased during the year (Rs. in Lakhs)				3391812
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 17 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	76157	11311308	117	37826	76274	11349134
Reference Books	1048	277164	-	-	1048	277164
e-Books						
Journals	29	44020			29	44020
e-Journals	Through NList programme			16500		16500
Digital Database						
CD & Video	242	Free	21	Free	263	-
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 Central Library of the college is also computerized and has internet access. It through its subscription to INFLIBNET provides the faculty access to a huge number of information resources.

- As departmental offices , offices of other institutional bodies, administrative and accounts office are computerised, most of the official work and correspondence is done in e-format, thus actualizing e-governance.
- The faculty not familiar with computers is given training for the same by particular training sessions organized by the department of Computer Science. Similar training sessions are held for support staff also.
- This facility is also given to students. Students lacking proper knowledge about using internet for searching relevant information are given tips and training in the special programmes organized by their respective departments, in which the teachers of the Computer Department guide them in this regard.

4.6 Amount spent on maintenance in lakhs :

   i) **ICT**

   132421

   ii) **Campus Infrastructure and facilities**

   iii) **Equipments**

   56697

   iv) **Others**

   TOTAL

   189118

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

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

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

5.2 Efforts made by the institution for tracking the progression

The progression of the students from one course to another higher one 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 . Staying in contact with them it tries to map their progression. 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

5.3 (a) Total Number of students: 5435

UG	PG	Ph. D.	Others
4172	2859	Nil	Nil

(b) No. of students outside the state | 82

(c) No. of international students | Nil

Men	No	%		Women	No	%
	3539	65			1896	35

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
3429	1046	01	476	0	4952	3568	1351	10	506	0	5435

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 engages faculty members of the college and the experts from outside as resource persons for coaching purposes. It conducts drills like mock tests etc. the to familiarize students with exam pattern. It also organizes personality development programmes for students to enable them to inculcate in them interview skills.

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

No. of students beneficiaries | 347

5.5 No. of students qualified in these examinations

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

IAS/IPS etc | **State PSC** | **UPSC** | **Others** | 122

5.6 Details of student counseling and career guidance

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

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

No. of students benefitted   387

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**
15	429	352	-

5.8 Details of gender sensitization programmes

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

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

State/ University level | 136 | **National level** | 58 | **International level** | 10

No. of students participated in cultural events

State/ University level | 120 | **National level** | 30 | **International level** | 15

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

State/ University level | 57 | **National level** | 17 | **International level** | 08

Cultural:

State/ University level | 77 | **National level** | 1 | **International level** | 13 |

5.10 Scholarships and Financial Support

		Number of Students	**Amount**
Financial support from institution		106	3313030
Financial support from Government	**SC/ST Scholarship**	1983	52662320
	Minority scholarship	71	355000
	Other Govt. funded benefits	18	220970
Financial support from other sources		19	33000
Number of students who received International/ National recognitions		2	10000

5.11   Student organised / initiatives
Fairs   :
State/ University level | 04 | **National level** | | **International level** | |

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

5.12   No. of social initiatives undertaken by the students | 06 |

5.13 Major grievances of students (if any) redressed: | No |

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. As computerization of services is in practice in the Administrative Office, accounts office and library, information is processed through specific software and programs and remains available easily. Services like Admission process, student personal data , leave record maintenance, examination process , fees and results data staff salary and other details are computerized. Reports or needed information can be generated or procured whenever necessary. As the IQAC office and departments are also computerized.

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 believes in making teaching learning process student centric in order to provide maximum benefit of it to the students. Devising of academic calendar much before the commencement of the session ensures a well planned strategy for curriculum transaction and effective teaching and learning. Teaching schedule is decided in departmental meetings and is conveyed to the students verbally and through departmental notice boards. The teaching plan of the papers pertaining to each department is prepared by the head of department concerned in consultation with the departmental faculty and in accordance with academic calendar. The teaching plan and the academic calendar are duly conveyed to the students through the main and departmental notice boards. Examination and evaluation blueprint are also made available to the students.

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

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

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

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

6.3.3 Examination and Evaluation

Being an affiliate institution the institution is bound to follow the university rules in examination and evaluation process as far as university exams are concerned. However the institution has liberty in establishing and implementing innovations in case of house exams and tests. The college assesses the learning outcomes of the students in form of periodic tests, house exam, oral presentations and Viva Voce (wherever applicable). Periodic tests in class by subject teachers are a regular feature. The students are regularly updated about new developments and modifications in syllabus and examination patterns. In-house examinations are based on University pattern and are taken to prepare students for the University exams. They are held once in each semester and prove helpful to students in assessing their own performance and aid teacher in knowing the level of understanding by the students. The college also accommodates University Evaluation Centre for the evaluation of the university exams answer sheets.

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

6.3.4 Research and Development

The institution has a policy of promoting research by faculty and students and for this reason it provides infrastructural, monetary and ethical support to the faculty and students. The institution has a competent and state of the art infrastructure for supporting research activities. DELNET linked and INFLIBNET subscribed central library of the college housing more than 90000 books caters to research related requirements of the faculty. Through DELNET, it is connected to 1966 libraries (1945 Regional and 21 Overseas Libraries) and offers access to millions of Library records for Reference and borrowing purposes. E-Journals, E-Books and Bibliographic databases are available through N-LIST Programme to the faculty members under the project funded by the Ministry of Human Resources Management. The Resources include more than 2100 ejournals, 5100 e-books and a bibliographic database called MathScinet containing more than two million reviews of research articles in Mathematics. Reprographic services are also available in the library. Free internet access has been made available to the faculty in their respective departments, in some of the labs, in the Cyber Centre and the Central library of the College. Faculty members are permitted to use College labs and the libraries for their research work.

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

This greatly helps faculty in their research activities. 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 journals 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 is an ample number of labs, apparatus and computer systems to conduct the practical sessions for students. The infrastructure caters to the needs of the diverse range of students. There are special provisions for the physically challenged students which includes ramps and wheel chairs, special toilets and books in Braille.

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

6.3.6 Human Resource Management

IQAC facilitates multiple facilities for the employees to ensure their maximum efficiency. This is effected by ensuring a congenial work atmosphere in the institution, by creating a coordination between management, administration and the staff. The institution has requisite and appropriate infrastructure for effective working and well being of its employees. The college provides a clean, transparent, safe and comfortable working environment to all its staff members, both teaching and non teaching. Pollution free, neat and clean green campus, proper sitting arrangement, provision of electricity back up through power generators, clean drinking water are some of the physical

facilities for the teaching and other staff. The Grievances Redressal Cell attends to the problems of the employees. Facilities like free medical facilities in Physiotherapy Department, free uniform to class IV employees, free medical checkup camps, financial aid to the needy employees, free parking in college campus etc are provided to all staff members. Efforts are made to retain quality staff. Temporary faculty is reemployed and increments in salary are allowed on the basis of performance. The staff has its elected representatives which act as intermediary between the management and the employees and present the issues concerning the latter before the management. There is provision of adjustable timetable and ground floor classes for the faculty needing these facilities on medical grounds. For physically challenged employees there is a provision of special washrooms, ramps and lift.

6.3.7　Faculty and Staff recruitment

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

predetermined date and time. Interviews are held by an interview panel which consists of members of the Managing Committee, Principal and the head of the related department.

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

6.3.8 Industry Interaction / Collaboration

To develop appropriate skills in students as required by the job market the institution ensures the former's interaction with industry. This is effected by visits to the industrial set ups and interactions with the experts from industry. The institution collaborates with local industry and entrepreneurs for the training of the commerce students of the college. Feedback of industry on course is also recorded to create opinion about the course contents. The teachers of Biotechnology department hold interactive sessions with the farmers of the region to inform them of disease resistant varieties of crops. The Department of Physiotherapy has its collaboration with a number of hospitals of repute where the students of the department go for internship. 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
	Permission to visit abroad
Non teaching	Loan as advance against salary
	Uniform for some of the support staff
	Contributory Provident Fund
	Medical Facility

	Group Insurance
	Maternity Leave
	Fee concession to children of the staff
	Permission to pursue higher studies
	Provision of housing in college campus
	Permission to visit abroad
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. 279918397.00**

6.6 Whether annual financial audit has been done   Yes √ **No**

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

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	Cumulative will be done	Standard Panel	Yes	IQAC
Administrative	Cumulative will be done	Standard Panel	Yes	IQAC

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

For UG Programmes   Yes [ ]   No [ ]

For PG Programmes   Yes [ ]   No [ ]

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

NA

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

NA

6.11 Activities and support from the Alumni Association

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

growth and development of the institution. The alumni association helps the needy and deserving students financially too

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

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

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

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

The institution makes efforts to sensitize its students towards environment protection. As a step in this direction, strategies are planned and implemented to keep the campus green and eco friendly. The system of paperless office is attempted to be implemented as much as possible. The faculty and staff are asked to park their vehicles in the parking area only and bring them inside the campus only under special conditions. Regular tree plantation drives are held inside the campus as well as outside. Activities and events focusing on eco-friendly campus are organized to spread awareness on this issue. 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.

1. The college successfully introduced and implemented the subject of Music (Vocal). Required infrastructure for the same was setup as well. The college recruited three highly proficient and experienced teachers in the subject of music. There was a very good response to the course from the students. Bachelor of Multimedia, a three year degree course was also introduced by the institution keeping in mind the job trend.

2. To cater to the quality requirements in purchase of sports equipments and kits the sports purchase committee was widened and it was decided to compare all the samples at one time and one place to select the best ones. It was also decided to keep in mind, besides financial aspects, the feedback of the players and the coaches about kits and equipment while finalizing purchase.

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

1. The IQAC had passed to give more emphasis on academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus. To facilitate this, the IQAC planned a multi layered mechanism comprising of Administration, Teachers and students to ensure better performance in B.A classes. Monthly tests, extra classes, learner wise teaching resulted in comparatively better performance of students 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.

2.   It had been decided to encourage teachers to apply for minor and major research proposals to the UGC for financial assistance. Therefore, teachers were encouraged to apply to the UGC for minor research projects. As a result four teachers of the institution were awarded minor research projects:

1. Mr. Baldev Singh (Department of Computer Science)
2. Dr. Bhupinder Pal Singh (Department of Chemistry)
3. Dr. Ranju Mahajan (Department of Physics)
4. Dr. Inderjit Kaur (Department of Biotechnology)
5. Ms. Manmeet Sodhi (Department of English)

Dr. Gurpreet Singh of Biotechnology Department organized a national conference on *Recent Developments on Recent Developments on Stress Tolerance and Plant Biotechnology* with sponsorship of UGC.

The institution organized a five day DST- INSPIRE camp with financial assistance from DST.

3.   It had been passed to enhance integration of ICT in teaching learning process. A committee of four following teachers from the department of Computer Science was formed for guiding the faculty members in incorporating ICT in their teaching methods. Each teacher was given the responsibility of one stream

- Mr. Baldev Singh (for Arts)
- Mr. Sandeep Singh (for Sciences)
- Mr. Gagandeep Singh (for Commerce)
- Ms. Ratnakar Maan (for Physiotherapy)

One smart class room were also setup in the Computer Block for this purpose.

4.   It had been passed to effectively implement allotted job oriented courses. The college successfully implemented Bachelor of Multimedia, a three year

degree course was keeping in mind the job trend. Music (Vocal) was also introduced as an optional subject in BA classes. Required infrastructure for the same was setup as well. There was a very good response to these courses from the students.

5. The action plan included introduction of co- education in BA. All the courses except BA had coeducation in them. With introduction of coeducation in the subject of Music (Vocal) in BA, co-education was opened in BA also, but only in the subject of Music.

6. It was a part of the action plan that required infrastructure-such as buildings, equipments; labs- for newly introduced courses would be procured. As the subject of Music Vocal was introduced, most of the required infrastructure was procured in advance for the course. Music room was setup, information resource material- like books- was arranged and needed musical instruments were purchased. Infrastructure and learning resources were also procured for Bachelor of Multimedia course.

7. The action plan also aimed at optimizing student support services. To realize this aim, heads of the departments were assigned responsibility to look after the support services for students of their respective streams and departments. They were also asked to devise a mechanism on their own to deal with student support issues. This helped in promoting an effective system wherein the students were given a chance to be open about their problems with their respective department heads.

8. The IQAC had passed to recruit well in time faculty under grant in aid scheme and on temporary basis. As the state government opened recruitment of faculty on contract basis under grant in aid scheme, the institution recruited thirteen teachers through due selection norms and procedure. Temporary faculty was also appointed for session much before the formal beginning of the session.

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

Autonomy to departments and other bodies in their working:

One of the objectives of the institution is to ensure a hassle free work environment conducive to the growth of the faculty and the students. Keeping this thing in mind, it gives autonomy to the teaching departments and support structures in their functioning. The institution believes in delegation of powers as much as it believes in assignment of responsibilities.

Departments are given autonomy in plan academic and co-curricular activities on their own but in consonance with the academic calendar of the institution. They can decide the nature of tests they intend to conduct for the assessment of understanding and performance level of their students and decide and plan remedial steps to deal with unfavorable results. They are also given freedom in organizing academic activities such as seminar, short term workshops, guest lectures and other learning activities and are encouraged to introduce and implement innovations in them. Departments are also given autonomy in student support activities. They are free to decide the nature and number of such activities which include cultural competitions and literary and creative contests, that bring out the hidden talent of the students. They exercise their autonomy in formation of departmental student bodies and in planning of the latter's activities. The support bodies of the institution like Social Sensitization Club, Placement Cell, Grievances Redressal Cell, Centre for Youth Affairs and Youth Club, Centre for Competitive Exams and Personality Development, Legal Aid Club and Alumni Association are given autonomy

in planning and implementing their activities with the condition that these activities remain in line with the vision and mission statements of the institution.

The outcome of this practice is quite obvious. It instills the sense of responsibility in each member of the staff. The process of decision making is quick and the institutional working is smooth. As a result the college stands as one of the leading institutions of the region with a high student strength, excellent academic results and exemplary performance in co-curricular and sports activities.

Activities to bring out hidden talent of students:

With a prime objective of all round development of students, the institution pays attention to not just academic activities but also to co-curricular activities. As each student may have different type of talent or creative potential may be inside him/her, a range of activities are offered to the students to give exposure to their talent.

The students of the institution participate in the youth festivals organized by the university and also in co-curricular activities organized by different clubs and associations of the society. Departments organize different cultural competitions with sponsorship of local business concerns.

In the month of august each year, students are invited to participate in talent hunt competition and give exposure to their creative and performance abilities. Selected students are given required guidance to hone their skills after which they become of the college team for participation in youth festivals and other activities. To promote students to participate in these activities special efforts are done. Outperforming students are given prizes, honours and fee concessions. Students participating in these activities are compensated against the loss of their studies by holding extra classes for them. The departmental students' bodies also organize cultural and literary competitions to give exposure to related abilities of the students.

Literary and creative skills of the students are promoted through the publication of the College magazine *The Beas* in which students enthusiastically contribute essays, stories, poems and informative writings. It is prepared by an editorial board which consists of the Principal, the Editor- in- Chief, Teacher Editors and Student Editors. The magazine has seven sections namely Punjabi Section, Divinity Section, English Section, Hindi Section, Science Section, Environment and Social science, Commerce Section Computers Section and Physiotherapy Section. Student editors are chosen, objectively, by the teacher editors of different sections by means of written tests. Students enthusiastically contribute articles to the college magazine and thus express their literary skills. Various paintings, sketches, cartoons, slogans, short poems and calligraphic writings by the students are displayed on the central wall magazine. Some departments of the College like English, Commerce and Mathematics have their own wall magazines where students display their talent and skills.

The outcome of this practice is very good. The college holds the championship of Guru Nanak Dev University Amritsar zonal youth festival trophy. Students of College represented GNDU at 31st Inter University North Zone Youth Festival *Goonj-2015* held at Punjab Agricultural University, Ludhiana and won positions. Students of the College represented the university also at 31st Inter University National Youth Festival held at Mysore. Two students of the college represented the university won First Annual North Zone Inter University Debate Competition Trophy instituted by the state Governer Sh. N.N Vohra and organized by the University of Kashmir at Srinagar. College students again represented the university at *Punjab Raj Virasti Yuvak Mela* held at Fatehgarh Sahib. students of college represented the university in 14th International Youth Festival *Ghoomar-2016* organized by University of Rajesthan, Jaipur in Theatre, Dance and Music categories and won the Overall Trophy. Anjali, a student of Fine Arts Team of

college represented the University at 9th South Asian Universities Youth Festival, 2016 held at Lucknow.

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

The institution attempts to sensitize students towards the societal needs. Following this aim, it tries to fill in them a sense of responsibility towards environment protection. As a strategy for the same purpose, environment science as one full subject /paper is taught in all graduation courses. In addition to this, many activities focusing on environment protection are organized which include slogan writing , poster making, debate and declamation contests, plantation drives, awareness march and rallies in addition to seminars and lecture on the topic.

The institution 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,	• Lesser number of certificate courses • Lack of indoor auditorium

situated on GT Road, walking distance from the main bus terminal and a railway halt station, two kilometers from the city railway station • A widest variety of courses supported by state -of -the -art infrastructure for teaching and research in context of • Student centric teaching learning process • Competent and well qualified faculty • Provision of evening classes • Beautiful campus ensuring conducive environment for academic pursuits. • Focus on all round development of students • Dedicated support services • Excellent performance in academics , cultural and sports activities • Special emphasis on women education • 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 •	• Faculty's inability to act as research guide due affiliating university's rules
OPPORTUNITIES	**CHALLENGES**
• Introducing innovation in teaching learning	• Poor score in patents earned • Lesser student involvement in

• Enhancing consultancy by the faculty in its respective fields • Making students participate in Cultural Exchange Programmes through UGC / Governmental schemes.	research • Procuring grants for involving students in research activities • Establishing a system of personalized counseling

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. Academic performance of the institution is to be given more emphasis in the coming session with the faculty of Arts, particularly BA classes as the main area of focus .

2. Teachers will be encouraged to apply for minor and major research proposals to the UGC for financial assistance.

3. Greater integration of ICT in teaching learning process is to be ensured

4. Different schemes of the UGC particularly vocation based / job oriented courses will be applied for

5. Required infrastructure-such as buildings, equipments, labs- for newly introduced courses will be procured.

6. There will be efforts to optimize student support services

7. New faculty under grant in aid scheme and on temporary basis will be appointed well in time so that the students may not suffer in their studies.

ANNEXURE I

Semester wise Academic and Extra Curricular Calender for the Session (2015-16)

	ODD SEMESTER (JULY TO DECEMBER)	
SN.	Event	Tentative Schedule
1.	Commencement of the session	05 July, 2015
2.	Registration, selection and Admission dates	First week of July, 2015
3.	Bridge courses for the entry level classes	Second week of July, 2015
4.	Independence Day Celebrations	14 August, 2015
5.	Talent hunt for University Youth Festivals	Third week of August, 2015
6.	Blood group checking camp	Last week of August, 2015
7.	Submission of University Admission Forms	Third week of September, 2015
8.	House Exams	First week of October, 2015
9.	Declaration of House exams results	Second week of October, 2015
10.	Spectrum-16	First Week of October, 2015
11.	University Zonal Youth festival	Last week of October, 2015

12.	IT-SPARK	29-30 October, 2015
13.	University Inter Zonal Youth festival	First week of November, 2015
14	Special classes for the slow learners and underperformers	Second week of November, 2015
15.	University examinations	Last week of November, 2015
16.	Annual Alumni Meet	05 December, 2015
17.	Winter Break	21 Dec, 2015-07 Jan, 2016

EVEN SEMESTER (JANUARY TO MAY)		
SN.	**Event**	**Tentative Schedule**
1.	Commencement of Teaching	08 January, 2016
2	Annual Convocation	Second February, 2016
3.	IT-Plasma-2015	27 February, 2016
4.	Synergy-2015	28,29 Feb2016
5.	Annual Prize Distribution Function	First week of March, 2016

6.	Placement Drive	Second week of March, 2016
7.	Farewell to the outgoing classes	Last week of March, 2016
8.	University Exams	First week of May, 2016
9.	Summer Break	27 May-07 July, 2016

Annexure II a

Feedback Form for Student Feedback on Course (2015-16)

1. Depth of the Course content including project if any-
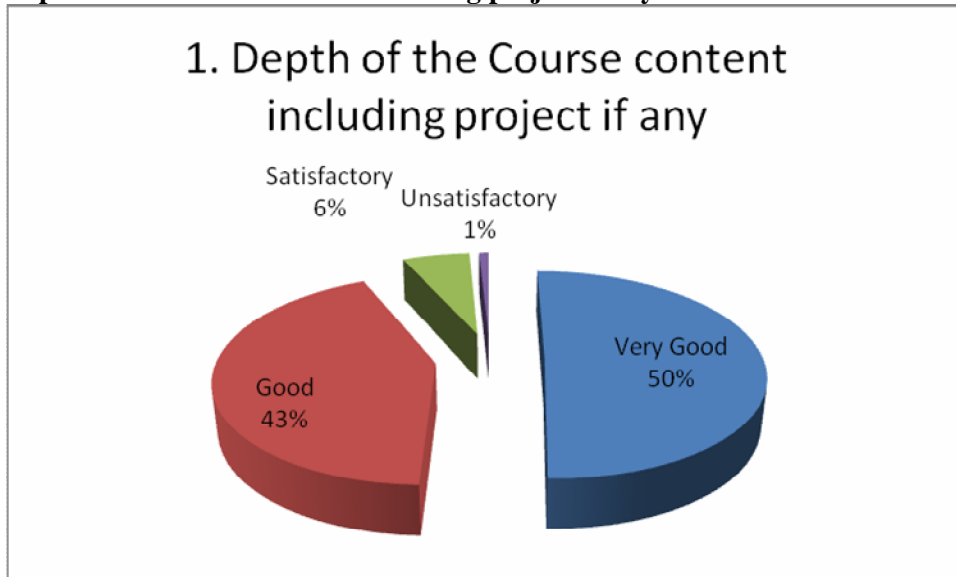
50% students applauded the depth of the course content and ranked it very good. 43% students marked it good. Satisfactory rank was given by 6% and 1% said it was unsatisfactory.

2. Extent of coverage of course-
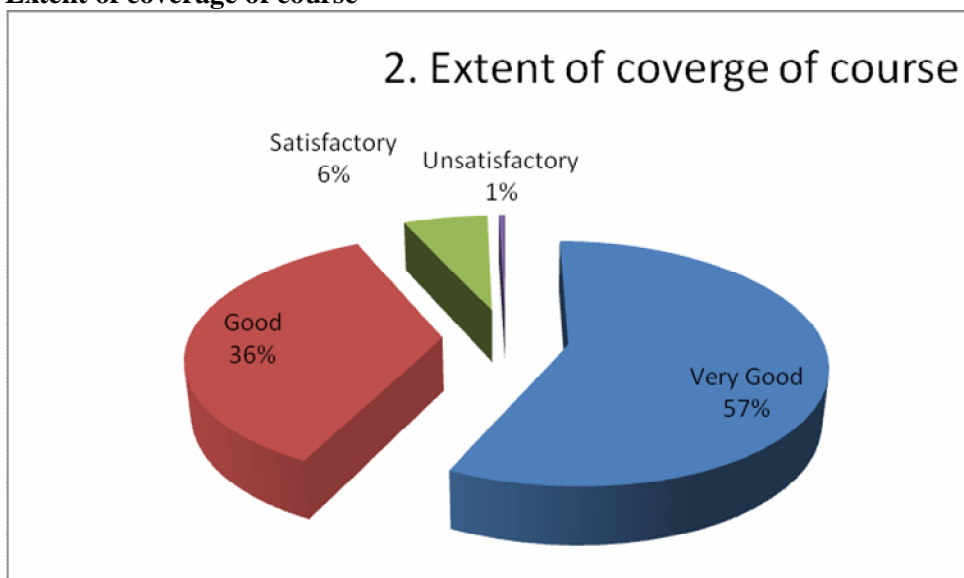
57% students said the course was covered in a very good way. 36% students said it good. 6% students marked it satisfactory and 1% said it unsatisfactory.

3. **Applicability/relevance to real life situations-**
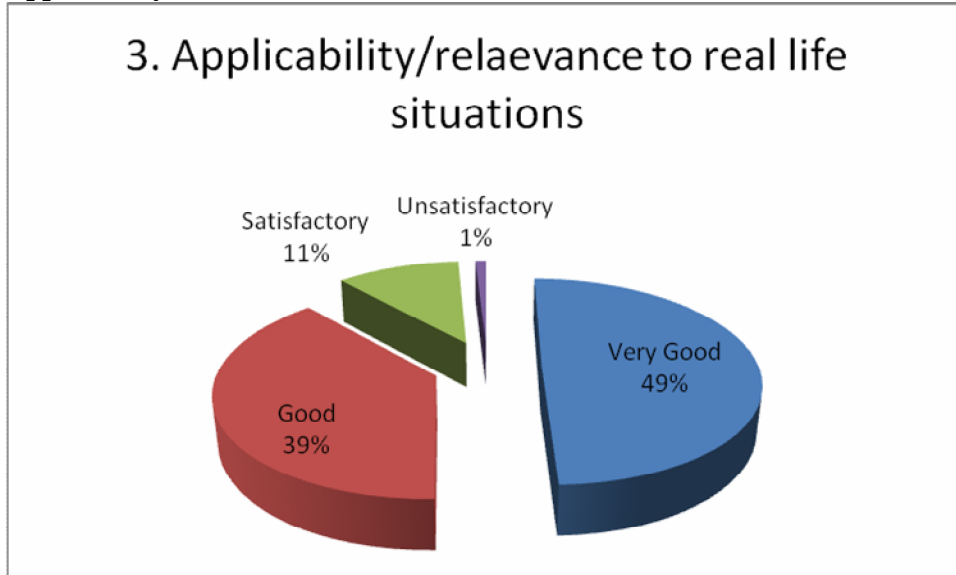
49% students said the course was very good and it was related to real life situations. 39% students responded it good, 11% marked it satisfactory and only 1% ranked it unsatisfactory.

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

53 % students said the course content was highly valuable and ranked it very good. 39 % students marked it good. 7% marked it satisfactory and only 1% said it was unsatisfactory.

Clarity and relevance of textual reading material-

5. Clarity and relavance of textual reading material

Satisfactory 8%
Unsatisfactory 1%
Good 36%
Very Good 55%
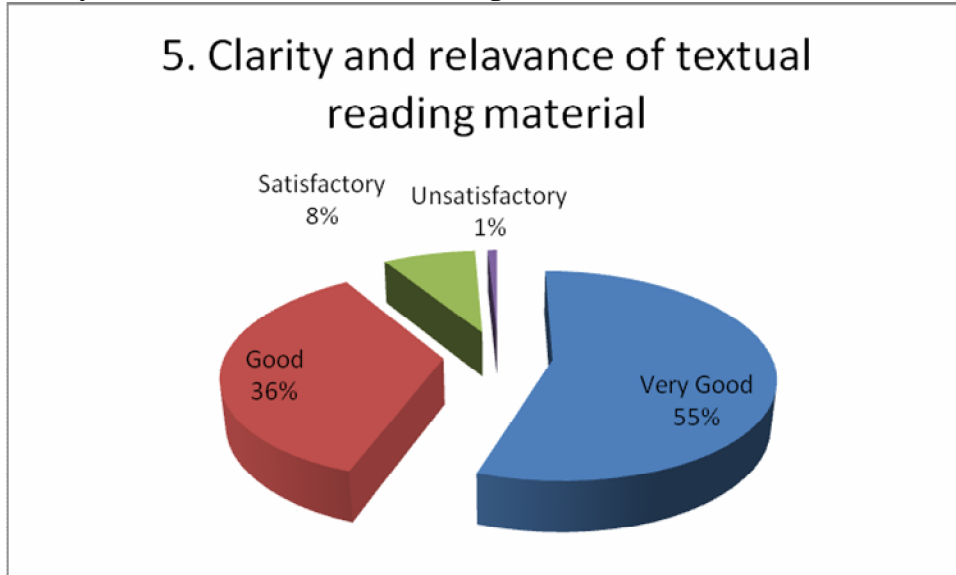
55% students said the textual reading material was very much relevant and they ranked it very good. 36 % students said it was good. Satisfactory rank was given by 8% and unsatisfactory given only by 1%.

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

6. Relevance of additional source material (Library)

Unsatisfactory 2%
Satisfactory 15%
Good 34%
Very Good 49%
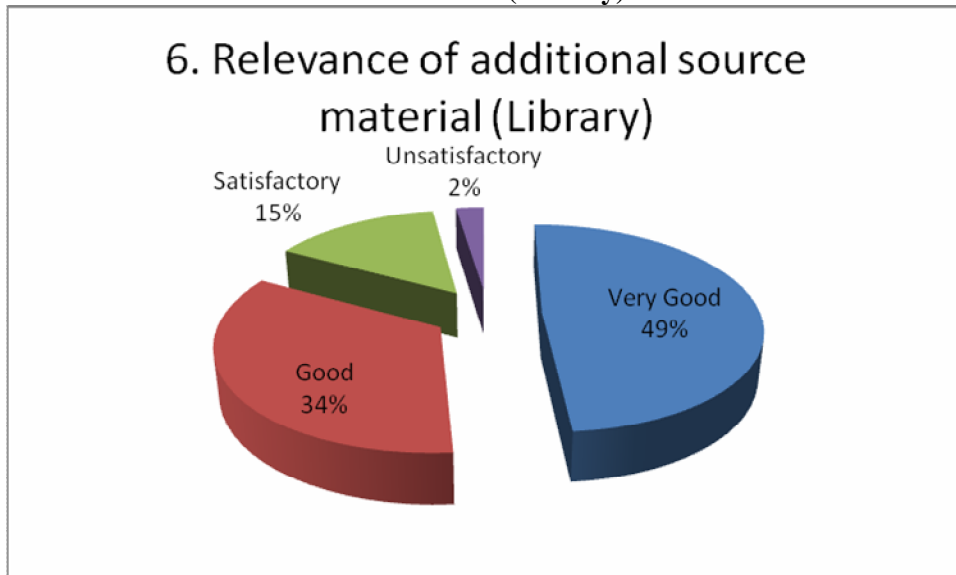
49% students said the additional source material was very good. 34% students marked it good. 15% students said it was satisfactory and only 2% said it was unsatisfactory.

6. **Extent of effort required by students-**
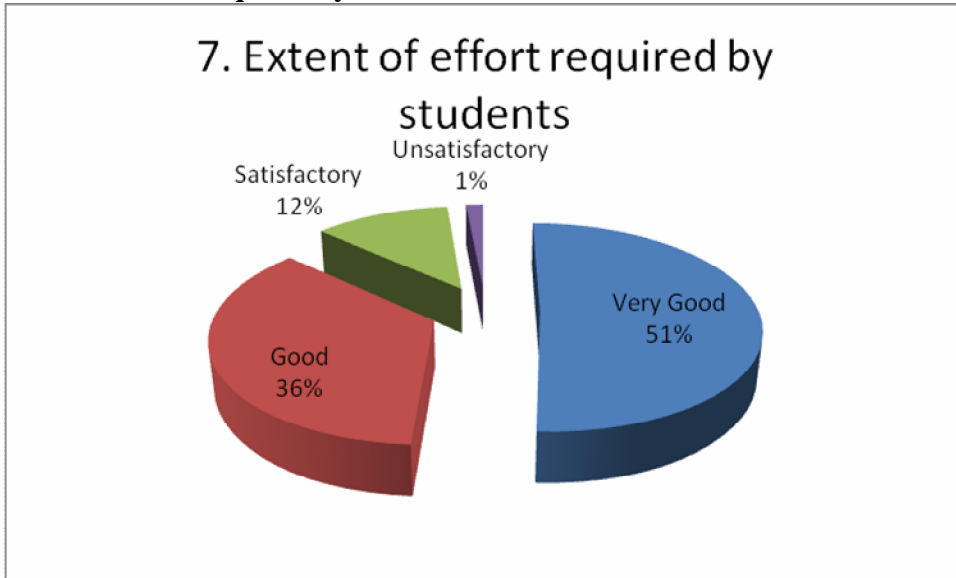
51 % students ranked it very good. 36 % students said it was good. Satisfactory and unsatisfactory remarks were given by 12% and 1% respectively.

7. **Overall rating-**
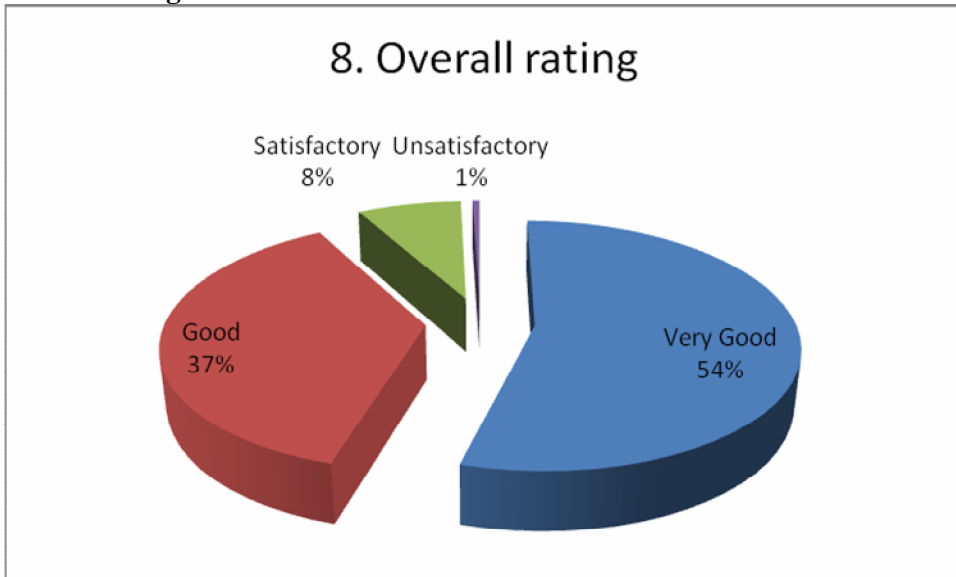
54% students said the overall course content was very good. 37% said it was good. 8% students ranked it Satisfactory and unsatisfactory rank was given by only 1%.

Alumni Feedback on Course (2015-16)

1. 52% 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. 27% gave it good. 21% alumni marked it satisfactory and 0% unsatisfactory.
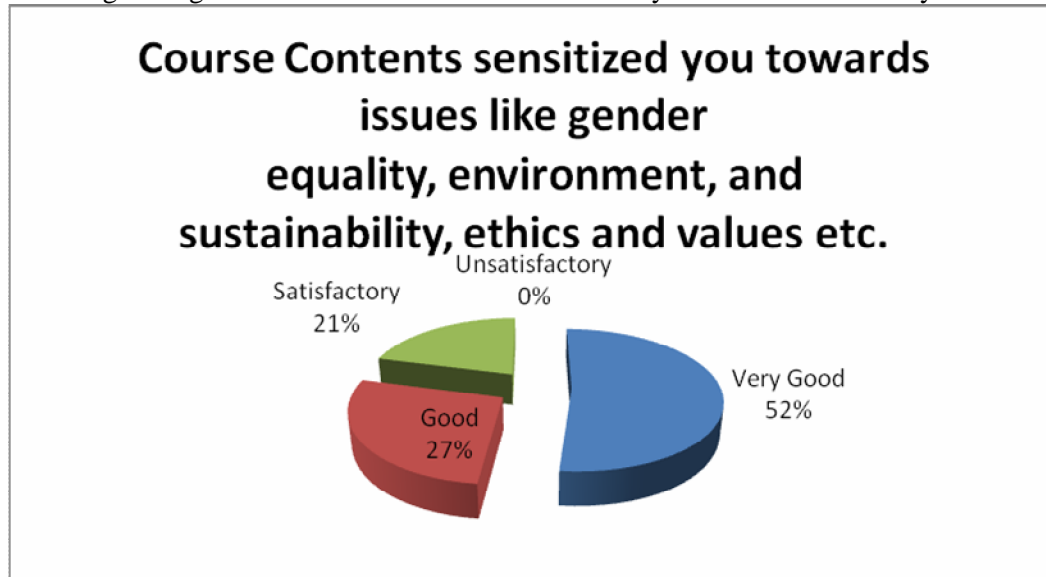
2. 59% Alumni felt that Academic flexibility in their curriculum provided them opportunities to pursue their interest by choosing from a vast number of options from their own area/specialization as well as from other areas. They ranked it very good. 27% gave it good. 14% alumni marked it satisfactory and 0% unsatisfactory.
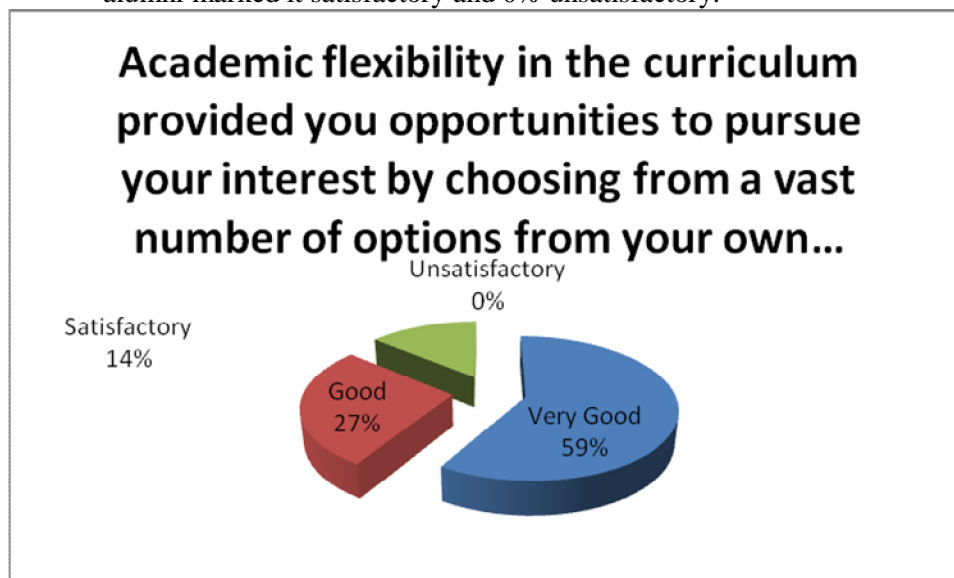
3. 53% Alumni considered the curriculum aims at making students job-ready by imparting analytical and reasoning, language and soft skills in addition to technical competencies, as demanded by the job market. They called it very good. 32% gave it good. 15% alumni marked it satisfactory and 0% unsatisfactory.
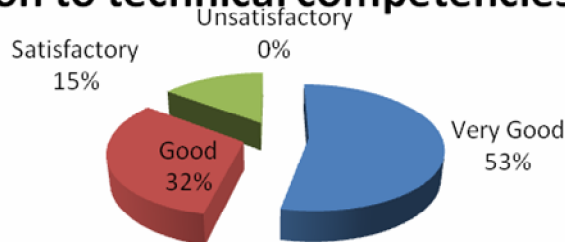
4. 52% Alumni realized that Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups. They marked it very good. 25% gave it good. 16% alumni marked it satisfactory and 7% unsatisfactory.
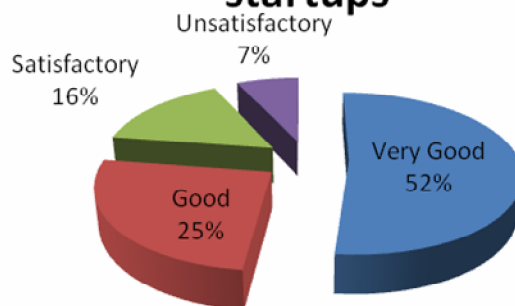
5. 52% alumni felt that the curriculum was outcome based and the expected outcomes, through various courses, are attained. They called it very good. 24% gave it good. 19% alumni marked it satisfactory and 5% unsatisfactory.
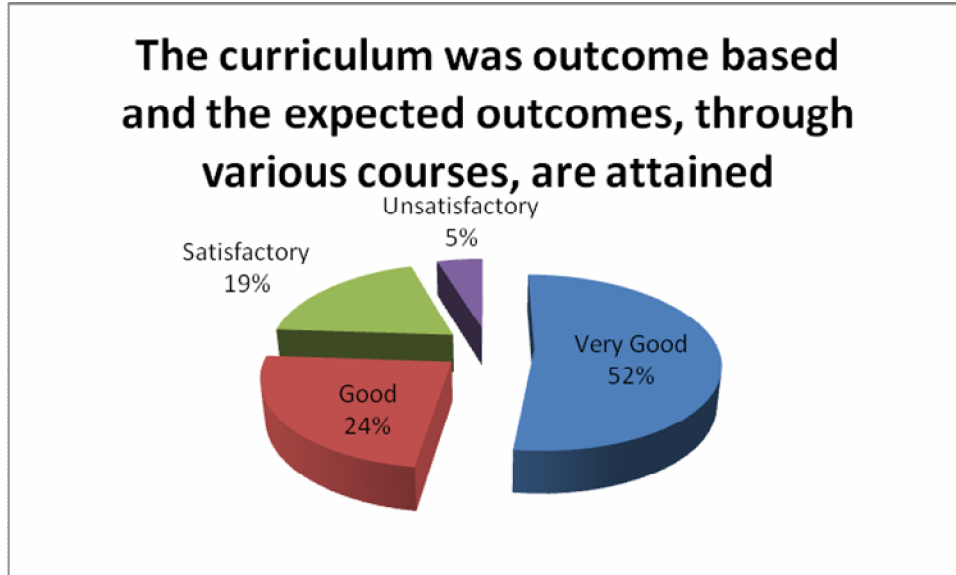
6. 47% alumni felt that the course contents were up to date. They ranked it very good. 24% gave it good. 19% alumni marked it satisfactory and 10% unsatisfactory.
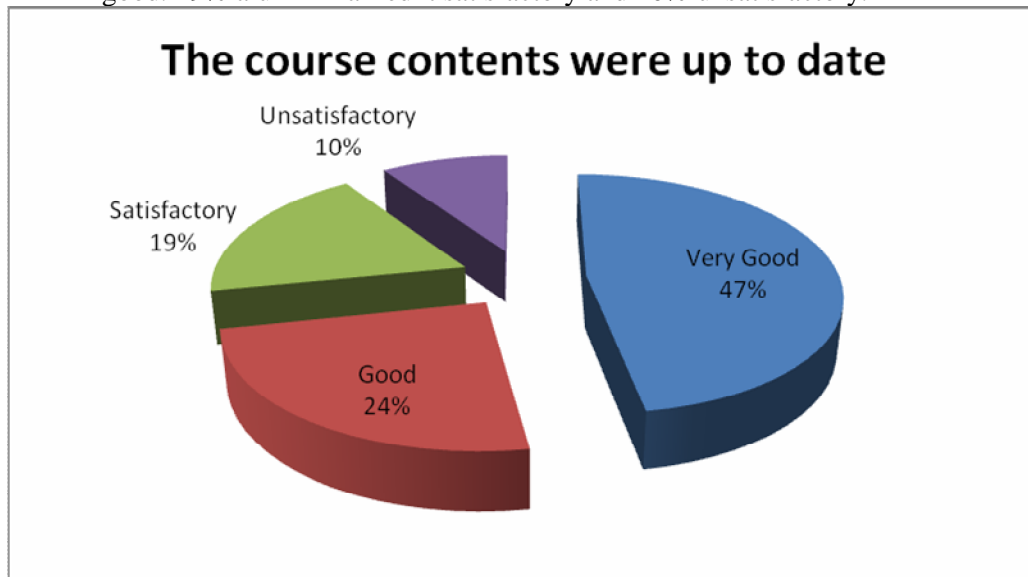
7. 63% alumni felt that the course contents added to their previous knowledge. They called it very good. 32% gave it good. 5% alumni marked it satisfactory and 0% unsatisfactory.
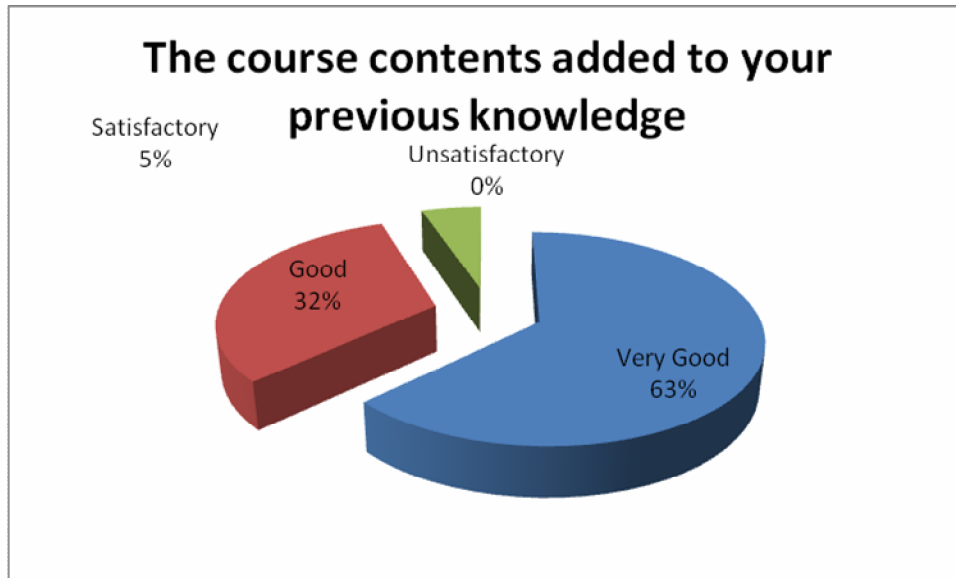
8. 54% Alumni gave their Overall rating in each and every aspect of their course and its content. They marked it very good. 34% gave it good. 12% alumni marked it satisfactory and 0% unsatisfactory
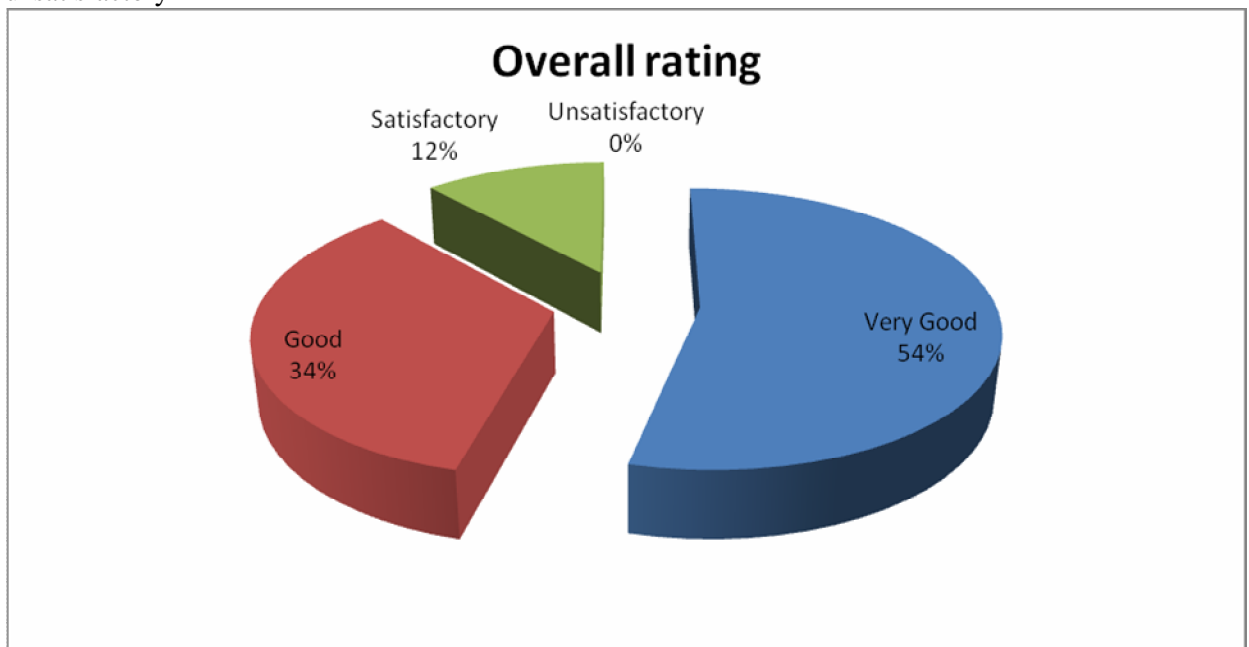
Alumni Feedback on other Aspects (2015-16)

1. 54% Alumni said the range of courses was excellent. 23% said it very good. 23 % ranked it good. 0% called it average and 0% mentioned it poor.
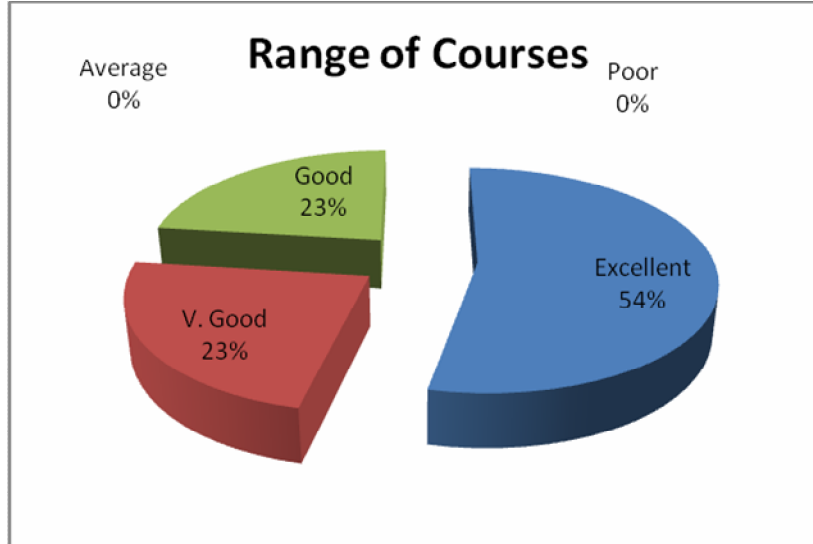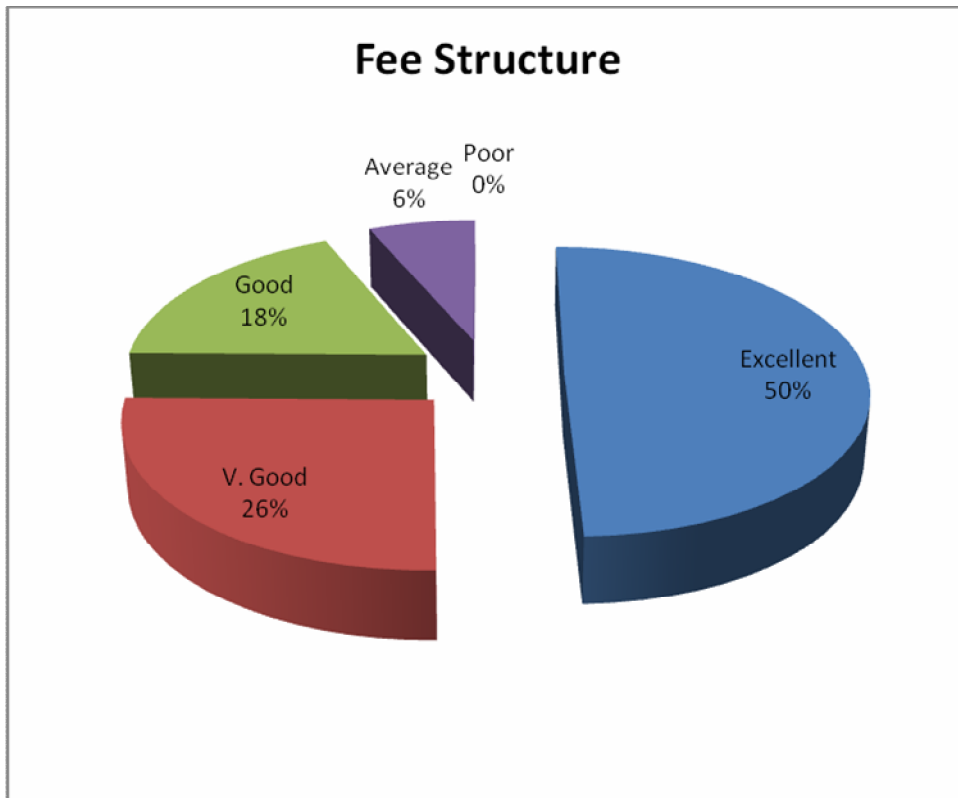

2. 55% alumni felt that the environment and infrastructure of the college was excellent. 23% said it very good. 17 % ranked it good. 5% called it average and 0% mentioned it poor.
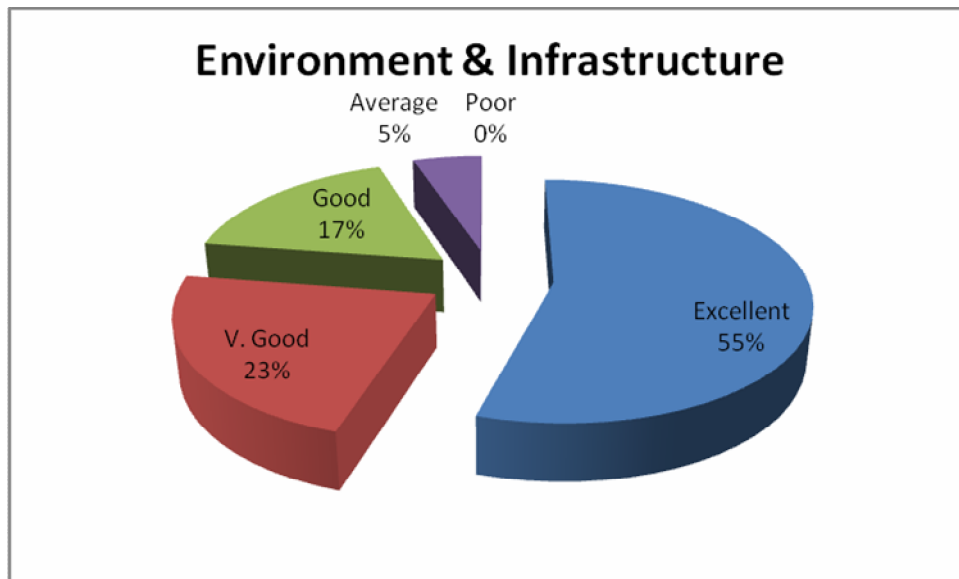

3. 51% alumni felt that the faculty of the college was excellent. 28% said it very good. 21 % ranked it good. 0% called it average and 0% mentioned it poor.
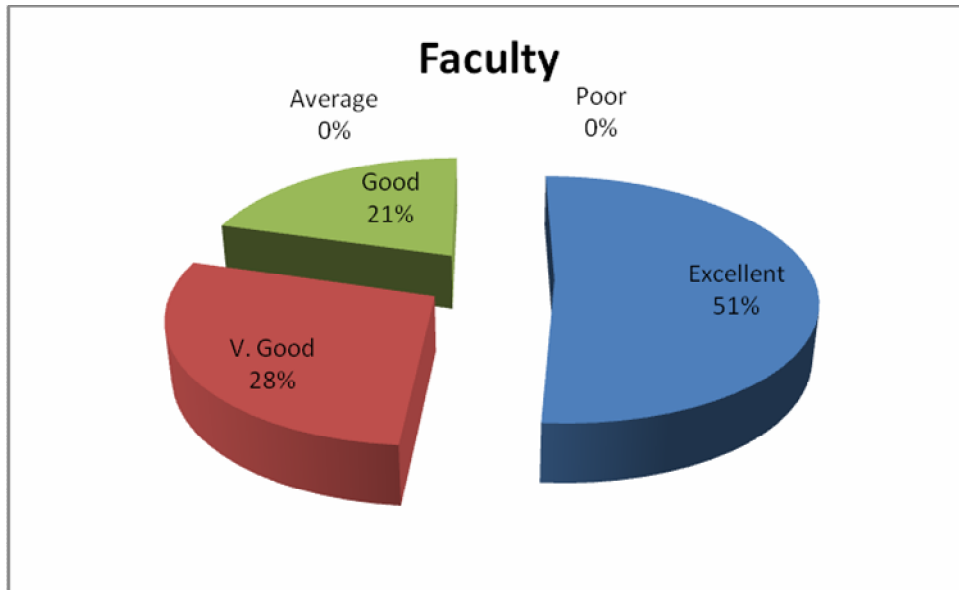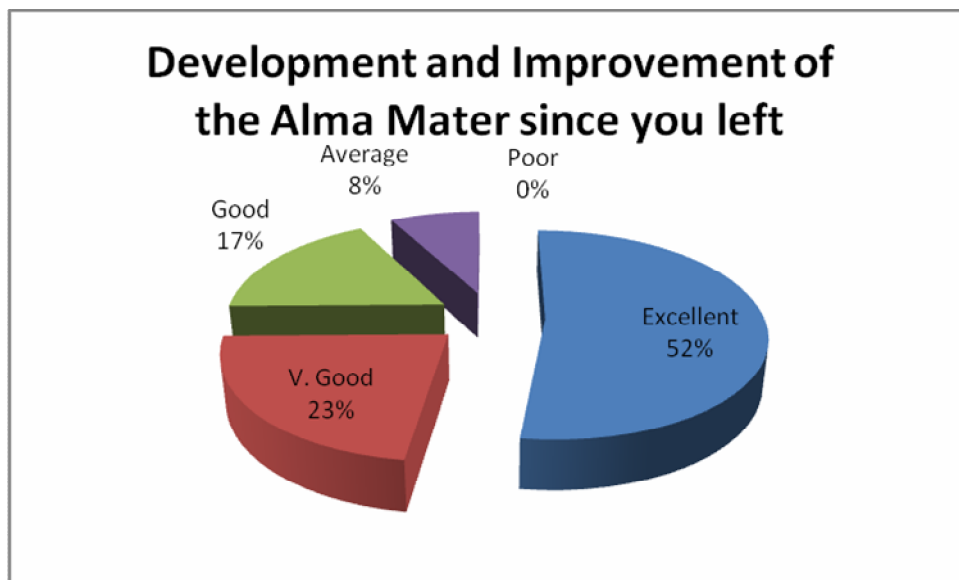
4. 50% alumni felt that the fee structure of the college was excellent. 26% said it very good. 18 % ranked it good. 6% called it average and 0% mentioned it poor.

5. 58% alumni felt that the attitude of the institution towards alumni was excellent. 29% said it very good. 9 % ranked it good. 4% called it average and 0% mentioned it poor.
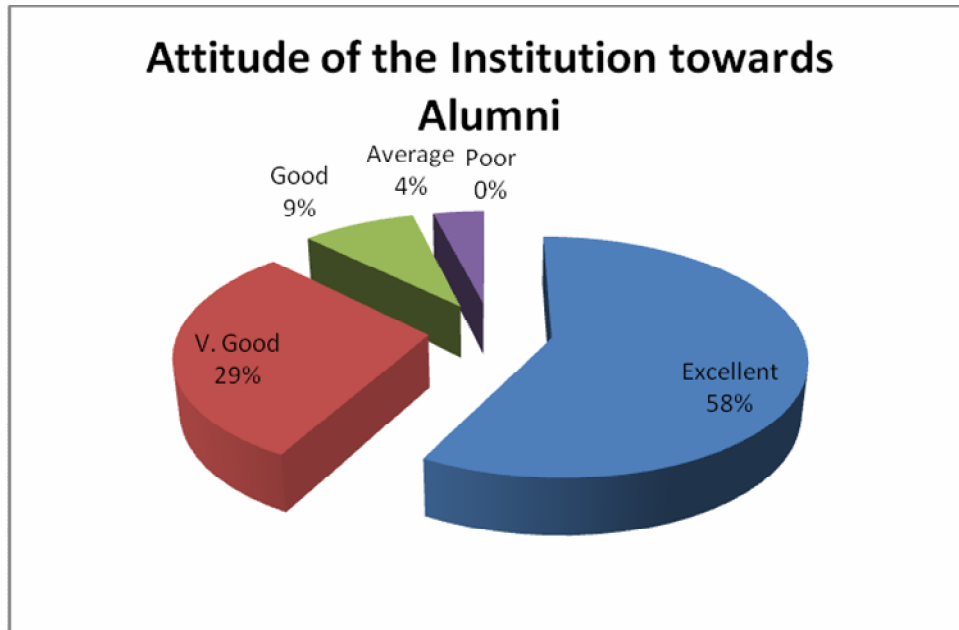
6. 52% alumni felt that the development and improvement of their alma mater since they left was excellent. 23% said it very good. 17 % ranked it good. 8% called it average and 0% mentioned it poor.

Annexure II b

Summary of Feedback Analysis 2015-16

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 found their respective courses at both UG and PG levels as having proper depth in knowledge content, easily coverable length, right applicability to real life situations, relevant learning values, clarity and relevance of textual reading material, relevance of additional source material (Library) and extent of effort required by students were also answered in positive terms by the students. From their feedback on teaching methodology and teacher quality, students seemed satisfied about the same.	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 and facilities and they also expressed satisfaction with the curriculum on parameters like relevance of course contents, length of the syllabus, course books and study material availability in the market, degree of comfort on the part of the ward, inclusion of technology and improvement in personality of the wards and the applicability of course to practical life.	Feedback from the employers showed a general approval of the course contents.

The verbal feedback reflected that the students were contented with the facilities offered to them yet some of them demanded that the syllabus should be revised to delete some of the outdated contents.	The verbal feedback taken from the alumni during their visits to the institution also showed their general satisfaction with the institutional functioning.	The verbal feedback received from parents in interactive sessions with them indicated their satisfaction with the fee structure and fee payment facilities like part payment facility.	The employers in their informal feedback suggested that the course contents of some of the arts courses needed to be effective in promoting entrepreneurship

Annexure II c

Summary of Action Taken on Feedback

- Teachers nominated in the syllabus designing bodies of the university were asked by the academic council to suggest revision of the syllabi in order to remove obsolete elements. The suggestions were forwarded to the university.

- As the employers in their informal feedback suggested that the course contents of some of the arts courses needed to be effective in promoting entrepreneurship, suggestions in this regard were forwarded to the university by the teachers , particularly of commerce and computer streams.

- The IQAC ensured that temporary teachers were appointed in time to ensure enough time for covering the entire syllabus.

- Quality related seminars were organized for teachers in order to ensure better teacher quality and effective teaching learning.

- To make the teaching-learning practice more effective , teachers were given training on use of ICT in teaching.

Annexure III

Technology Upgradation

2015-16

	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	10 mbps	01	01	10	18	10	11	04	10	24
Added	100	03	0	0	0	0	0	02	0	0	204	05
Total	430	13	10 mbps	01	01	10	18	12	0	04	214	29

Action Taken Report 2015-16

9. The IQAC had passed to give more emphasis on academic performance of the institution in the faculty of Arts, particularly BA classes as the main area of focus. To facilitate this, the IQAC planned a multi layered mechanism comprising of Administration, Teachers and students to ensure better performance in B.A classes. Monthly tests, extra classes, learner wise teaching resulted in comparatively better performance of students 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.

10. It had been decided to encourage teachers to apply for minor and major research proposals to the UGC for financial assistance. Therefore, teachers were encouraged to apply to the UGC for minor research projects. As a result four teachers of the institution were awarded minor research projects:

    - Mr. Baldev Singh (Department of Computer Science)
    - Dr. Ranju Mahajan (Department of Physics)
    - Dr. Inderjit Kaur (Department of Biotechnology)
    - Ms. Manmeet Sodhi (Department of English)

    Dr. Gurpreet Singh of Biotechnology Department organized a national conference on *Recent Developments on Recent Developments on Stress Tolerance and Plant Biotechnology* with sponsorship of UGC.

    The institution organized a five day DST- INSPIRE camp with financial assistance from DST.

11. It had been passed to enhance integration of ICT in teaching learning process. A committee of four following teachers from the department of Computer Science

was formed for guiding the faculty members in incorporating ICT in their teaching methods. Each teacher was given the responsibility of one stream

- Mr. Baldev Singh (for Arts)
- Mr. Sandeep Singh (for Sciences)
- Mr. Gagandeep Singh (for Commerce)
- Ms. Ratnakar Maan (for Physiotherapy)

One smart class room were also setup in the Computer Block for this purpose.

12. It had been passed to effectively implement allotted job oriented courses. The college successfully implemented Bachelor of Multimedia, a three year degree course was keeping in mind the job trend. Music (Vocal) was also introduced as an optional subject in BA classes. Required infrastructure for the same was setup as well. There was a very good response to these courses from the students.

13. The action plan included introduction of co- education in BA.   All the courses except BA had coeducation in them.   With introduction of coeducation in the subject of Music (Vocal) in BA, co-education was opened in BA also, but only in the subject of Music.

14. It was a part of the action plan that required infrastructure-such as buildings, equipments; labs- for newly introduced courses would be procured. As the subject of Music Vocal was introduced, most of the required infrastructure was procured in advance for the course. Music room was setup, information resource material-like books- was arranged and needed musical instruments were purchased. Infrastructure and learning resources were also procured for Bachelor of Multimedia course.

15. The action plan also aimed at optimizing student support services. To realize this aim, heads of the departments were assigned responsibility to look after the support services for students of their respective streams and departments. They were also asked to devise a mechanism on their own to deal with student support

issues. This helped in promoting an effective system wherein the students were given a chance to be open about their problems with their respective department heads.

16. The IQAC had passed to recruit well in time faculty under grant in aid scheme and on temporary basis. As the state government opened recruitment of faculty on contract basis under grant in aid scheme, the institution recruited thirteen teachers through due selection norms and procedure. Temporary faculty was also appointed for session much before the formal beginning of the session.

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 09-07-2015 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Mr. JS Rana

4. Dr. Kulwant Singh Sandhu

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

1.2 Agenda

1. To discuss 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. 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

2. To approve the tentative academic and co-curricular activities calendar of the institution for the session 2015-16

3. To discuss any other matter relevant to the quality concerns of the institution

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the session 2014-2015. All the members agreed with the details and showed their consent with the implementation of quality sustenance and enhancement measures of the institution. There after the discussion began on the key agenda which was discuss over , review and finalize the action plan for the session 2015-16 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution were passed by the members:

1. It was decided that quality sustenance and quality enhancement would be ensured in Academics and other activities of the Institution and special attention was to be given to BA classes. For this purpose a multi layered mechanism involving the three main components of the institution of the

institution – Administration, Teachers and students - will be coordinated to check various lapses and loopholes in quality sustenance in the working of Institution Dr Kulwant Sandhu give the opinion that some kind of scrutinizing process must be carried while recruiting the temporary teaching faculty so that only quality teachers might be appointed. Ms. Jasreen Kaur opined that some kind of selection test might be introduced for incoming students. Brief discussion was done on this suggestion but the suggestion was given up as it discouraged weak students.

2. The cell almost equivocally decided that teachers will be informed on major and minor research project schemes of the UGC and will be asked to submit proposals to the UGC in this regard. A three member committee consisting of faculty members who had already received projects from the UGC was decided to be formed for the assistance of willing teachers in proposal preparation.

3. It was decided to enhance the inclusion of ICT in teaching learning process. Upon the suggestion of Mr. Hariom Verma, a committee of five teachers from the computer department was formed for guiding the faculty members in incorporating ICT in their teaching methods. The chairperson Dr. GS

Samra said that two new smart class rooms were being prepared in computer block for the purpose.

4. The cell gave its approval on the issue of starting new courses. It was decided to start new courses, particularly those of vocational nature. It was decided to apply to the UGC under community colleges scheme for grant and implementation of new courses. It was decided to apply to the University for Introduction of Music as a subject at undergraduate level. It was also decided to introduce co-education in BA with Music.

5. Proper and effective implementation of newly introduced courses was also decided. For this purpose two new labs were to be established alongwith classrooms. Similarly required infrastructure for newly introduced courses of B. Voc. Was also decided to be arranged.

6. It was passed that attention needed to be given to student support services. The members of the cell suggested that the process of placement should be augmented. It was decided that more and more companies would be incorporated by the placement cell of the college. It was also decided that maximum facilities such as single window scheme, clerical staff support, hostel facilities etc would be given to the students

7. It was also passed to ensure the retaining of the University sports championship. It was decided that there would be appointment of teachers under Grant in Aid Scheme. This measure was taken so that Quality teachers could be recruited. The advertisement for the appointment of Quality teachers had been given in three different newspapers. The selection process was in progress. Special attention was given to the rules to ensure the appointment of learned, experienced and proficient teachers in each field of study.

8. It was unanimously passed by the members that the institution would try to retain its university sports and cultural championships.

9. The tentative academic and co-curricular activities calendar for the session 2015-16 was approved by the members.

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

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on   18-12-2015 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

9. Dr. JS Puar

Members Absent

1. S. Deepinder Singh Purewal

2. Dr. Kulwant Singh Sandhu

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 told the members of the cell that as discussed in the previous IQAC meeting, a multi layered mechanism involving Administration, Teachers and students had been coordinated. A special team of senior teachers was made to counsel the students in regard to their course related problems. The idea of conducting weekly tests was set in motion and the

teachers were up to date with the performance of each student in the class. It was passed that a full syllabus test must be conducted in each class so that the students could prepare their syllabus before exams.

2. A three member committee consisting of the following faculty members who had received projects from UGC was formed :

- Dr. Arundev Sharma(Dept of Biotechnology)

- Prof Baldev Singh (Dept of Computer)

- Dr. Navjot Kaur(Dept of Chemistry).

With the assistance and guidance of these members, teachers submitted their research proposals under the UGC scheme.

3. The Principal and Chairperson of IQAC informed the members of the cell that two new classrooms had been setup in the computer block to enhance the inclusion of ICT in teaching learning process. The committee consisting of five teachers from the computer department imparted important knowledge and information to the faculty members in order to incorporate ICT in their teaching methods. The teachers report to the five

member committee suggested that the teachers along with the students benefitted greatly by including ICT in teaching learning process.

4. The Principal informed the members of the cell that that the preparations to implement the course of Bachelor of Multimedia and Music (Vocal) as a subject in B.A had been made. He also informed the members of the cell that the required infrastructure to begin the new courses had been procured and that the courses were being implemented from this session onwards.

5. It was passed that students with grievances would report to the respective Heads of the Department. A notice in this regard was displayed in the college campus. The Heads were given responsibility to look after the students complaints and give them full assistance in their problems. This was done to ensure that the students related problem solving process could be augmented.

6. Prof JS Rana said that the existing auditorium of the college was in a dilapidated and an unsafe state. He also that the

seating arrangement was very limited and there were no green rooms available for the students and the stage was small as well. Dr. GS Samra informed the members of the cell that the institution had decided to go for the construction of a new auditorium with ultra modern facilities.

7. The Principal and the Chairperson of IQAC , Dr G.S Samra informed the members of the cell that the interview procedure and selection of the quality staff under grant in aid scheme was successfully conducted. A panel of experts from various disciplines was called upon to take the interview. Out of various applicants who applied for the job, a total number of thirteen teachers were recruited.

8. The chairperson also informed that the institution had done well in field of cultural activities and it had won the overall trophy in the zonal youth festival of the university and it was on its way of winning the overall trophy for sports as well. He also informed that two students of the college represented University in the Debate Competition organized by University

of Kashmir at Srinagar and won Governor's Annual North Zone Inter University Debate Competition.

The meeting was adjourned thereafter at 1.35 PM. It was passed that the next meeting of the IQAC would take place towards the end of the session and the time and date of the next meeting would be conveyed to the members later.

3. The Final Meeting of the IQAC

The final meeting of the IQAC of the college took place in the Principal's office on 23-05-2016 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Mr. JS Rana

4. Dr. Kulwant Sandhu

5. Ms. Tawinderpal Kaur

6. Ms. Jasreen Kaur

7. Dr. 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

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

3.   To discuss any other pending /new issue

3.3 Minutes

The meeting opened with a welcome by the chairperson and the Principal Dr. G.S. Samra who thereafter gave a brief description of the achievement of the outgoing session. He elaborated the targets achieved by the institution in the session 2015-2016. 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. Dr Kulwant Sandhu emphasized the continual need for quality enhancement in academics. Prof Hariom Verma the coordinator of the IQAC emphasized the greater need for including students in research activities in the institution. He further suggested that teachers should encourage the students to take up small projects which would in turn enhance their knowledge. Prof

Jasreen Kaur suggested that certain infrastructural modifications were needed in the campus keeping in mind the need of differently abled students. Upon this the Chairperson assured that special attention to the needs of differently-abled students would be given so as to provide them greater opportunities in curricular and co-curricular activities.

The chairperson informed that it was the need of the hour to procure funds for research and other activities and therefore proposals needed to be sent to governmental funding agencies. It was therefore passed to seek seeking financial grants under different heads from different funding agencies It was also decided that in the next session the efforts would be made to retain University sports and cultural championships. Prof JS Rana suggested that sports infrastructure needed to be enhanced. The suggestion was accepted unanimously and the Chairperson said that a meeting in this regard would soon be held with the Dean Sports and Head Sport Department to discuss over the matter.

Out of the discussion following things were finalised as the key points of the action plan for the session 2016-17

1. To ensure sustenance and quality enhancement in academics
2. To ensure involvement of students in research activities.

3. To pay special attention to the needs of differently abled students so as to provide them greater opportunities in curricular and co-curricular activities.

4. To generate financial resources by seeking financial grants under different heads from different funding agencies

5. To defend University sports and cultural championships and to do better at national level

6. To pay more attention on development of available sports infrastructure

7. To complete the construction of third floor of the computer block

8. To construct a new auditorium for cultural and academic activities.

As there was no significant pending issue left for discussion, the meeting was adjourned thereafter at 1.45. 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