Annual Quality Assurance Report (AQAR) of the IQAC for the year 2016-17

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

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

1.9 Institutional Status

University   State | NA | Central | NA | Deemed | NA | Private | NA |

Affiliated College   Yes | √ | No | |

Constituent College   Yes | | No | √ |

Autonomous college of UGC   Yes | | No | √ |

 Regulatory Agency approved Institution Yes | √ | No | |

Type of Institution   Co-education   √   Men   ☐   Women   ☐

Urban   √   Rural   ☐   Tribal   ☐

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

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

1.10 Type of Faculty/Programme

Arts   √   Science   √   Commerce   √   Law   ☐   PEI (Phys Edu)   ☐

TEI (Edu)   ☐   Engineering   ☐   Health Science   √   Management   ☐

Others   √

1.11 Name of the Affiliating University   Guru Nanak Dev University, Amritsar

1.12 Special status conferred by Central/ State Government--UGC/CSIR/DST/DBT/ICMR etc.   NO

Autonomy by State/Central Govt. / University   NO

University with Potential for Excellence   NA   UGC-CPE   YES

DST Star Scheme | YES   UGC-CE | NO

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

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

UGC-COP Programmes | Yes

2. IQAC Composition and Activities

2.1 No. of Teachers | 5

2.2 No. of Administrative/Technical staff | 2

2.3 No. of students | --

2.4 No. of Management representatives | 1

2.5 No. of Alumni | 1

2. 6 No. of any other stakeholder and

   community representatives | --

2.7 No. of Employers/ Industrialists | --

2.8 No. of other External Experts

1

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

03

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

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

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

If yes, mention the amount **NA**

2.13 Seminars and Conferences (only quality related)

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

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

Institution Level | 06 |

(ii) Themes

1. Quality Concerns in Teaching : A Seminar for New Entrants in Teaching
2. Workshop on Basic Computer Skills
3. Workshop on integrating ICT with teaching
4. Workshop on Spoken English for Support Staff
5. Seminar on Internet and IPR
6. Seminar on Avoiding Plagiarism in Research
7. Seminar on Ethics in Teaching

2.14 Significant Activities and contributions made by IQAC

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

1. The IQAC played the dual role of driving force as well as monitoring agency in context of all institutional activities.

2. Acting as a policy making and implementing agency, it finalized the action plan for the institution, ensured its implementation and reviewed its progress and drafted the action plan for the next year.

3. In consultation with the Academic Council, it devised and implemented the academic and co-curricular activities calendar for the session.

4. The IQAC conducted an academic and administrative audit of the institution. The four member team inspected the institutional facilities, activities and achievements and also gave suggestions for improvement.

5. Like previous years the IQAC, in consultation with the academic council, organized an orientation week for the entry level students to bridge the gap between their previous knowledge and new course.

6. The IQAC organized six institution level quality related seminars for teachers and one for support staff.

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

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

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
To ensure sustenance and quality enhancement in academics.	As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and special classes were organized for them from the beginning of the session rather than holding them towards the end of the session. Activity based learning was promoted in the classes. As a result there were 24 first, 18 second, 22 third and 94 merit positions in various university semester exams.
To ensure involvement of students in research activities	Departments were asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support. Keeping students in focus the institution organized DST- INSPIRE programme with sponsorship of DST.
To generate financial resources by seeking financial grants under different heads from different funding agencies	The college made significant achievement under this head. This included: Award of Potential for Excellence to the college by the UGC with financial assistance of Rs. 1.5 Crores

	Award of FIST (Level-0 category) Grant of Rs. 1.5 Crores by the Ministry of Science and Technology, Govt. of India
To involve *Divyang* students in co-curricular activities.	Efforts were made top involve to differently-abled students in co-curricular activities. Policy of giving encouragement to such students at different levels was framed. Fee concessions to differently-abled students doing well in co-curricular activities were announced. Two divyang students participated in paper reading competition organized by the department of English.
To defend University Sports Championship.	The college retained the University Sports Championship this year as well. The college players participated in 44 GNDU Inter College Competition wherein they bagged 11 first positions, 11 seconds positions and 12 third positions.
To pay more attention on development of sports infrastructure.	• Physical infrastructure pertaining to sports was enhanced. A conditioning hall and a practice hall were constructed. The Basket ball court as well as the Boxing Ring was repaired. All the other requirements were taken care of through the regular maintenance of the sports ground. In addition to this, pits in various corners of the college playground

	formed to collect the dump were made deep and wide. This was done in order to make more waste as manure.
To complete the construction of third floor of the computer block	The construction of the third floor was completed. The third floor has a provision of classrooms , well equipped seminar hall and washrooms
To construct indoor auditorium in place of old open air theatre.	The old open air theatre was demolished and the construction of an indoor auditorium at the same place began. The auditorium will be spacious and air conditioned,

* 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) [ ]

Please provide an analysis of the feedback in the Annexure

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.

> ---

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
97	74	23	-	-

40	45

2.2 No. of permanent faculty with Ph.D

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
4	36	-	-	-	-			4	36

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	6	115

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	5	90	
Presented papers	4	85	
Resource Persons		02	02

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

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

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

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

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

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

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

-

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

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

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

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

18	26	

2.10 Average percentage of attendance of students

79.9

2.11 Course/Programme wise distribution of pass percentage

Title of the Programme	Total no. of students appeared	Divisions 2016-17				
		Distinction (No.)	I	II	III	Pass %
Under Graduate Degree						
BA III	179		5	18	7	17
BSC(MEDICAL)III	42		14	3	0	40
BSC(NON-MEDICAL)III	79		18	25	1	55
BSC(BIOTECH)III	38		30	4	0	89
BSC(ECONOMICS)III	24		3	12	1	66
BSC(CS)III	47		2	8	2	25
BSC(IT)III	19		8	4	0	63
BCA	92		14	19	0	35
B.Com	193		22	31	69	63
B.Com(prof)	231		32	72	21	54
BBA	70		9	18	10	53
BPT	27		21	6	0	100
DCA	53		29	3	0	60
DCM	24		3	5	0	33
POST GRADUATE DEGREE						
MA(English)	65		0	15	12	42
MA(Punjabi)	37		4	24	2	81
MA(Geography)	15		15	0	0	100
MA(History)	42		19	14	0	79
MA(Political Science))	63		40	12	0	83

MA(Economics)	36		22	0	0	61
M.Sc.(Chemistry)	22		22	0	0	100
M.Sc.(Physics)	23		10	4	0	61
M.Sc.(Biotech)	24		18	0	0	75
M.Sc.(Math)	109		23	30	0	75
M.Sc.(CS)	35		23	5	0	82
M.Sc.(IT)	23		15	2	0	73
M.Sc.(NPD)	9		9	0	0	66
M.Com	116		82	15	1	84
MTM	29		25	0	0	86
PGDCA	75		44	1	0	60
PGDWD	16		12	1	0	81
PGDBM	48		36	9	0	81
PGDMM	7		4	1	0	71
PGDPMIR	5		5	0	0	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
IQAC not just monitors but also contributes to the institutional processes along with evaluating the Teaching learning process. Following is the list of its key contributions:

1. 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	4
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	10
Others (Shotr term course/workshops less than a week duration)	5

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	34	27	1	120
Technical Staff	7	2	-	3

Criterion – III
3. Research, Consultancy and Extension

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

- Ensuring availability , maintenance and optimal utilization of research facilities
- Creating a research ambience in the institution by encouraging faculty awareness regarding research activities by informing them about seminars, conferences and workshops being held in surroundings, and motivating them to participate in the same.
- Facilitating organization of seminars , conferences and workshops in the institution
- Informing the faculty about research schemes and funding agencies
- Encouraging faculty to participate in refresher courses, orientation programmes and other short term courses that result in their research orientation.
- Informing the faculty about new research in their respective domains so as to Encouraging teaching departments to publish research journals
- motivate them
- Encouraging student participation in research activities such as workshops, conferences and seminars and providing them needed guidance.
- 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	1	Nil
Outlay in Rs. Lakhs		13.52 lacs	11.5 lacs	

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	41	20	2
Non-Peer Review Journals		1	6
e-Journals	3	2	
Conference proceedings	20	19	7

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	Six Months	Industry	7000/-	7000/-
Projects sponsored by the University/ College	One Year	Management	15000/-	9000/-
Students research projects (other than compulsory by the University)			--	--
Any other(Specify)	1.5 Year	Management	20000/-	12000/-
Total			42000/-	28000/-

3.7 No. of books published   i) With ISBN No. [4]   Chapters in Edited Books [02]

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

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

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

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

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

3.10 Revenue generated through consultancy [213795]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	2	01	-	08
Sponsoring agencies	-	UGC	Management		Management

3.12 No. of faculty served as experts, chairpersons or resource persons [07]

3.13 No. of collaborations: International [–]   National [06]   Any other [–]

3.14 No. of linkages created during this year: [01]

3.15 Total budget for research for current year in lakhs :

From Funding agency | 18407 | From Management of University/College | 40248

Total | 58655

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
18				03		15

3.18 No. of faculty from the Institution who are Ph. D. Guides | 02
and students registered under them | 03

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

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

JRF `NA`   SRF `NA`   Project Fellows `NA`   Any other `NA`

3.21 No. of students Participated in NSS events:

University level `  `   State level `267`   National level `  `   International level `  `

3.22 No. of students participated in NCC events:

…

University level `  `   State level `30`   National level `07`   International level `  `

3.23 No. of Awards won in NSS:

University level `06`   State level `02`   National level `  `   International level `  `

3.24 No. of Awards won in NCC:

University level `  `   State level `13`   National level `05`   International level `  `

3.25 No. of Extension activities organized

University forum `N.A.`   College forum `18`   NCC `  `

NSS `09`   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 seminar was organized in collaboration with vigilance Bureau, Punjab on 21 July 2016. The objective of the seminar was to generate awareness among students regarding anti-corruption activities in government departments. The key speaker of the day was Sh. Ashwani Kumar (D.S.P. Vigilance).

- *Van Mahotsav* was celebrated on 02 July 2016 by planting tress in college campus A cleanliness drive was begun on the occasion.

- Independence Day was celebrated on 12 August 2016 of by organizing Rangoli & Poster Making Competition. Various activities on the theme of patriotism to mark the occasion of Independence Day. Students participated in Rangoli competition and Poster making. On the occasion the staff members and students pledged to make India prosperous and clean under missions of 'Swachh Bharat Abhiyan Pakhwada Programme'.

- *Azadi 70* a fortnight long programme dedicated to the 70 years of Indian Independence ended on 23 August 2016. During the fortnight celebrations, various activities were conducted on the theme of patriotism.

- The 15 days cleanliness drive organised under Swatch Bharat Abhiyan culminated on 24 August 2016. The drive focused on sensitizing students towards the importance of cleanliness & sanitation in the neighbourhood. A special programme was organised on the last day of the drive in which support staff members participating in the drive were honoured.

- Live projection of short film *Begging for Breath* produced by Roll in Reels Motion Pictures was organised in the campus on 31 August 2016. The objective of this animated 27 minute short film was to generate awareness regarding the evil of female foeticide. The director of film Rohit Sharma along with entire star cast was present.

- The National Post Day was celebrated on 10th Oct. 2016 in the college campus.

- Legal Services Day was celebrated on 9th November in which awareness was created among students regarding their legal rights.

- Rashtriya Ekta Diwas was celebrated on 1 November 2016 to commemorate the Birth Anniversary of Sardar Vallabhbhai Patel. A Pledge taking ceremony was duly organised to mark the occasion.

- A talk on Oil and Gas conservation was organized on 02 December 2017 under mass awareness campaign 'Suksham 2017'. The officials of Indian Oil Corporation Mr. Jasmer Singh, Deputy Manager Ms. Davinder Kaur, Assistant Manager and Ms. Bhavna Garg sensitized the students by giving live demonstration for lesser gas consumption. The purpose of seminar was to create awareness among students to conserve resources and save environment.

- For the parents of autistic children, one day workshop was organized by the Department of Physiotherapy in association with SOCH –an NGO working with children with Autism on 1st September. Dr.Anjali, Occupational Therapist, informed the Parents of children having autistic children and social workers of the city on the issue.

- World AIDS day was celebrated on 1st December 2016.

- National Youth Day was celebrated on 12th January 2017. Students were informed on various challenges before society today.

- National Voters Day was celebrated on 25th Jan. 2017. NSS volunteers and other students of the College pledged to cast their vote for the strong and healthy democratic set up of the country.

- To spread awareness regarding conservation of natural resources like oil and gas, a walkathon was organized on 8 Feb. 2017 with collaboration of Petroleum Conservation Research Association.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28 Acres	--	---	28 Acres
Class rooms	86	--	--	86
Laboratories	36	--	--	36
Seminar Halls	04	--	--	04
No. of important equipments purchased (≥ 1-0 lakh) during the current year		03		03
Value of the equipment purchased during the year (Rs. in Lakhs)				3850608
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	76274	11349134	97	43268	76371	11392402
Reference Books	1048	277164	-	-	1048	277164
e-Books						
Journals	29	46020			29	46020
e-Journals	Through NList programme			17200		17200
Digital Database						
CD & Video	263	Free	25	Free	288	-
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** | 95555

ii) **Campus Infrastructure and facilities** |

iii) **Equipments** | 148891

iv) **Others** |

TOTAL | 244446

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

5.3 (a) Total Number of students: 4947

UG	PG	Ph. D.	Others
3750	1197	Nil	Nil

(b) No. of students outside the state   71

(c) No. of international students   Nil

Men	No	%		Women	No	%
	3165	64			1782	36

Last Year						This Year					
Gen	SC	ST	OBC	Physically Challenged	Total	Gen	SC	ST	OBC	Physically Challenged	Total
3568	1351	10	506	0	5435	2979	1412	04	552	0	4947

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   322

5.5 No. of students qualified in these examinations

| NET | 02 | SET/SLET | - | GATE | | CAT | |

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

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   340

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**
13	**452**	**365**	

5.8 Details of gender sensitization programmes

The institution tries to ensure gender sensitization through its well defined and working mechanism for gender sensitization. There are support bodies specially made for the purpose which organize gender sensitization activities solely or in association with teaching departments or governmental bodies. The Grievances Redresal Cell and the Social Sensitization Cell organize on their own and in collaboration activities that sensitize students on gender issues. Skits, nukkad natak, Slogan writing, poster making,

poetic symposia, story writing and special lectures and seminars concerning rights of women, women health and other women issues are organized for girls' students as well as women employees of the institution. For this reason it organizes a number of gender sensitization activities. Select posters and slogans are displayed on the college wall magazine and select writings are published in the college magazine. The legal aid club of the college organizes informative interactive sessions on legal rights and assistance available to women against problems like gender discrimination and domestic violence. International Women's Day is celebrated each year on 8th March where seminars and lectures on Women Empowerment are organized.

5.9 Students Activities

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

State/ University level   138   **National level**   62   **International level**   09

    No. of students participated in cultural events

State/ University level   115   **National level**   32   **International level**

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

    Sports :

State/ University level   55   **National level**   16   **International level**   05

    Cultural:

State/ University level   74   **National level**   01   **International level**   09

5.10 Scholarships and Financial Support

		Number of Students	Amount
Financial support from institution		134	2160230
Financial support from Government	**SC/ST Scholarship**	2112	45546290
	Minority scholarship	82	410000
	Other Govt. funded benefits	5	106960
Financial support from other sources		23	39000
Number of students who received International/ National recognitions		2	10000

5.11   Student organised / initiatives

Fairs   :

State/ University level | 05 | **National level** | | **International level** | |

Exhibition:

 State/ University level | 04 | **National level** | | **International level** | |

5.12   No. of social initiatives undertaken by the students | 11 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

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

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

6.2 Does the Institution has a Management Information System

The institution has a management information system for meeting its different requirements. 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. The IQAC office and departments are also computerized. The college prints it annual report every year which contains information on key developments and achievements regarding institutional activities.

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

Financial benefit is also allowed to the teachers who have undergone research work (M. Phil. / Ph.D.) by granting them additional increment(s), as per government rules. In addition this faculty members making significant achievements in research are honored by the institution.

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

The central library of the college ensures easy access to reading material by implementing open shelf system and computerized cataloguing according to OPAC with DDC Scheme 22nd Edition, making it easier for the students to locate a book. Computerization of the library aids in facilitates record and classification of books issue and return of books and audio-visual material, stock verification, MARC (machine readable catalogue), OPAC (online public access catalogue) and bar-coding. There is a Book Bank also. The library is linked with more than 1000 national and international

libraries through DELNET for resource sharing. E-Journals, E-Books and Bibliographic databases are available through N-LIST Programme to the faculty members under the project funded by the Ministry of Human Resources Management. These Resources include more than 2100 e-journals, 5100, e-books and a bibliographic database called MathScinet containing more than two million reviews of research articles in mathematics.

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

The institution has infrastructure matching with the requirement of courses being offered and also for research by the faculty and students. There is an ample number of labs, apparatus and computer systems to conduct the practical sessions for students. The infrastructure caters to the needs of the diverse range of students. There are special provisions for the physically challenged students which includes ramps and wheel chairs, special toilets and books in Braille.

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

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

6.3.6 Human Resource Management

IQAC facilitates multiple facilities for the employees to ensure their maximum efficiency. This is effected by ensuring a congenial work atmosphere in the institution,

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

Under swapping system of university exams teachers are allowed to opt for a duty station of their choice and convenience.

6.3.7 Faculty and Staff recruitment

The institution recruits faculty on temporary basis almost at the same time each year whereas faculty on permanent basis is recruited according to the vacancy. However, while recruiting faculty of any kind the focus is always on quality. After the completion of the academic session the IQAC informs the Principal about the requirement of faculty and other staff. Recruitments are made according to definite and set procedures. An advertisement in this context is published in the newspaper and Recruitments of regular

faculty both government aided and management funded are done as per UGC norms and University regulations. The selection of temporary and part time faculty is done according to a set procedure. The IQAC demands the details of workload of various classes and the requirement of teachers from the Academic Council, this information is then conveyed to the Principal. and interviews for various posts are conducted on predetermined date and time. Interviews are held by an interview panel which consists of members of the Managing Committee, Principal and the head of the related department. The non teaching staff is also recruited on permanent and temporary basis through advertisement in the newspapers and through a fair selection procedure.

6.3.8 Industry Interaction / Collaboration

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

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. 226671152.00**

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. No-Plastic Weeks are observed at least twice a year to sensitize students towards plastic hazards. 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 Post Graduate Diploma course in Business Management. There was a very good response to the course from the students. In addition the college got one more unit for Diploma in Computer Applications.

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 proposed in the action plan to ensure quality enhancement in academics. As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and special classes were organized for them from the beginning of the session rather than holding them towards the end of the session. Activity based learning was promoted in the classes. As a result there

were 24 first, 18 second, 22 third and 94 merit positions in various university semester exams.

2. It was passed to ensure involvement of students in research activities. Departments were asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support. Keeping students in focus the institution organized DST-INSPIRE programme with sponsorship of DST.

3. The action plan proposed to generate financial resources by seeking financial grants under different heads from different funding agencies. The college made significant achievement under this head. This included: a) . Award of Potential for Excellence to the college by the UGC with financial assistance of Rs. 1.5 Crores b) Award of FIST (Level-0 category) Grant of Rs. 1.5 Crores by the Ministry of Science and Technology, Govt. of India

4. It was decided to involve *divyang* students in co-curricular activities. So, special efforts were made to involve differently-abled students in co-curricular activities. Policy of giving encouragement to such students at different levels was framed. Fee concessions to differently-abled students doing well in co-curricular activities were announced. Two *divyang* students participated in paper reading competition organized by the department of English.

5. The action plan included defending University Sports Championship. Following this target, the college retained the University Sports Championship this year as well. The college players participated in 44 Inter College Competitions of the university wherein they bagged 11 first positions, 11 seconds positions and 12 third positions.

6. It was also passed to pay more attention on development of sports infrastructure. Physical infrastructure pertaining to sports was enhanced. A conditioning hall, and a practice hall were constructed. The Basket ball court and the Boxing Ring were repaired. All the other requirements were taken care of through the regular

maintenance of the sports ground. In addition to this, pits in various corners of the college playground formed to collect the dump were made deep and wide. This was done in order to make more waste as manure.

7. The action plan included completion of the construction of third floor of the computer block .The construction of the third floor was completed. The third floor has a provision of classrooms, well equipped seminar hall and washrooms.

8. It was a part of the action plan to construct an indoor auditorium in place of the old open air theatre. The old open air theatre was demolished and the construction of an indoor auditorium at the same place began. The auditorium will be spacious and air conditioned.

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

Participative Learning

The objective of learning is to develop skills, usually lifelong skills. The institution believes that learning can be better and quick if it is of participative nature. Keeping this in mind the institution promotes participative learning approach for its students.

Participative learning is effected by involving students in activities that add to their academic knowledge by making them do things. The teaching departments organize seminars, workshops, contest focusing on acquisition of skills. The post graduate classes of Humanities group have a provision of seminars in their curriculum. Hence the students are asked to present seminars on their course contents and this enhances their knowledge about the topics. Students of Economics department organize and participate in discussion sessions on topics like Budget, inflation, economic policies of the state, world economy etc. The department of English organizes Book Review Contest, quiz on English Literature, Spelling Contests, Story Writing contest etc. to develop literary skills in students. Students are also shown movies based on works prescribed to them in

curriculum to ensure better learning. For some classes, there is provision of projects reports and as they undertake projects students learn a lot. Department of Physiotherapy, department of Computer Science organize workshops for students to provide them firsthand experience of the things. Departments of Chemistry organizes paper reading contests. Guest lectures are organized by the Departments of Physics , Zoology, Botany and Biotechnology.

Apart from this the departmental students' bodies have students on key and responsible positions in them. These bodies organize activities with students in lead roles. Various welcome and farewell function for incoming and outgoing students respectively are organized by students.. In addition to this, co-curricular activities are also planned and implemented by students under the supervision of the teacher in-charge. Some of the support bodies of the institution like Social Sensitization Club, Centre for Youth Affairs and Youth Club and Legal Aid Club have active involvement of students in them.

The outcome of this practice is quite obvious. It makes them understand course contents very easily. It instills the sense of responsibility in students, side by side strengthening their problem solving and decision making abilities in them. It also develops in them managerial skills. As a result the students feel contented and richer than before in terms of skills, which is evident from their feedback and from positive comments in social media.

Safe and secure campus and hostel

In addition to developing lifelong skills in students the institution also aims at providing them safe and secure stay in the campus and in the hostels. The college has a large campus sprawling in 28 acres and it is protected by a high boundary wall on all sides. The college campus is under CCTV surveillance to prevent any undesired activity inside the campus. The high definition cameras installed at key locations keep a watch on all activities.

The entrance is guarded by a security staff which allows restricted entry into the institution. Entry is permitted to students of the college holding valid identity cards, to the students from other institutions bringing a valid authorization letter from their institution or having a concrete reason for entry into the campus. Some of the members of the security staff have been assigned responsibility of blocks and buildings whereas some keep on patrolling throughout the campus all day.

Each of the blocks has been constructed in a way as to ensure safety in emergency conditions. Fire extinguishers have been installed and are refilled regularly to ensure safety.

The boys' hostels and the player students' hostels are located within the campus. The girls' hostel building is located in the staff colony of the college. Both girls and boys hostels have provision of security in them. Day scholars are not permitted to enter the hostel without the permission of the wardens appointed to look after the affairs of the hostels. For safety and ease, the VIP gate of the college remains open for the residents of the girls' hostel. Attendance registers are maintained to ensure the hostel inmates' safety. The hostel inmates have to mark their attendance while entering or leaving through the VIP gate.

Besides these provisions, there is a discipline committee consisting of two wings - boys and girls. The committee ensures that no indiscipline is created by students, which may become a threat for other students. There is an anti ragging committee to check the malpractice of ragging in campus and in hostels.

Lapse in safety and security, if any, is taken seriously, and is responded with prompt appropriate action. As a result the students feel safe and secure within the college campus.

*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 also organizes Cleanliness Drives under Swachh Bharat Abhiyan campaign to sensitize students in this direction.

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

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

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

STRENGTHS	WEAKNESSES
• Ideally located campus, easily approachable to students coming from urban as well as rural area, situated on GT Road, walking distance from the main bus terminal and a railway halt station, two kilometers from the city railway station • Safe and secure beautiful campus ensuring conducive environment for academic pursuits • State of the art physical infrastructure, scientific laboratories, provision of modern teaching learning facilities • A widest variety of courses supported by state -of -the -art infrastructure for teaching and research in context of • Participative learning approach for students • Non interfering , visionary and supportive Governing Council • Coordination between different levels of administration to ensure smooth functioning of the institution. • Gender Equity • Dedicated support services • Excellent performance in academics , cultural and sports activities • Special emphasis on women education • Winner of University cultural and sports overall trophies	• Weak placement services for students of Arts classes • Lack of infrastructure for water games • Poor research guidance score due affiliating university's rules

• Wide range of over 40 games for participation at inter-college and inter-varsity level • Liberal concessions to the deserving and the needy students	
OPPORTUNITIES	**CHALLENGES**
• Scope for greater faculty exchange programmes • Scope for more physiotherapeutic services • Making faculty and students benefit more from UGC schemes	• Increasing the range of courses in BA • Retaining the university sports and cultural championships • To meet the rising expenses without increasing the fees

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

1. To track academic performance particularly in newly implemented courses.
2. To implement allotted new courses and to find scope for new courses at certificate, diploma and degree level
3. To construct a new auditorium for various academic and co curricular activities
4. To make the campus wi-fi
5. To make the campus eco-friendly by finding out and implementing pro-environment measures
6. To beautify the surroundings of the institution, in collaboration with the municipal corporation.
7. To prepare 5 yearly external academic audit (for the term 2012-17)
8. To start bio oil extraction and mushroom cultivation units and a plant nursery with sale counters
9. To make the college website more interactive and informative
10. To apply for new job oriented courses

ANNEXURE I
Tentative Academic and Extra Curricular Calender for the Session (2016-17)

ODD SEMESTER (JULY TO DECEMBER)		
SN.	**Event**	**Tentative Schedule**
1.	Commencement of the session	08 July, 2016
2.	Registration, selection and Admission dates	Second week of July, 2016
3.	Bridge courses for the entry level classes	Third week of July, 2016
4.	Independence Day Celebrations	14 August, 2016
5.	Talent hunt for University Youth Festivals	Third week of August, 2016
6.	Blood group checking camp	Last week of August, 2016
7.	House Exams	First week of September, 2016
8.	Declaration of House exams results	Second week of September, 2016
9.	Submission of University Admission Forms	Last week of September, 2016
10.	University Zonal Youth festival	Second week of October, 2016
11.	IT-SPARK	14,15 October, 2016
12.	Spectrum-16	4 Nov 2016
13.	University Inter Zonal Youth festival	First week of November, 2016
14	Special classes for the slow learners and underperformers	Second week of November, 2016
15.	University examinations	Third week of November, 2016

| 16. | Annual Alumni Meet | 5 December, 2016 |
| 17. | Winter Break | 19 Dec, 2016-05 Jan, 2017 |

EVEN SEMESTER (JANUARY TO MAY)		
SN.	Event	Tentative Schedule
1.	Commencement of Teaching	06 Jan, 2016
2	Annual Convocation	First week of February, 2017
3.	IT-Plasma-2017	28 February, 2017
4.	Annual Prize Distribution	First week of March
5.	Synergy-2017	26,27 March 2017
6.	Placement Drive	Last week of March, 2017
7.	Farewell to the outgoing classes	First week of April, 2017
8.	University Exams	First week of May, 2017
9.	Summer Break	29 May-10 July, 2017

Annexure II Summary of Feedback Analysis 2015-16			
Students	Alumni	Parents	Employers
The formal feedback of the students taken on curriculum and teaching - learning process showed their agreement with the course contents. They found them to be having proper depth, long enough to be coverable in the term, greatly applicable to real life situations and having relevant learning values. Parameters like 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.	The formal feedback from the parents was taken on course contents and facilities and they also expressed satisfaction with the curriculum being taught to their wards. They were also of the opinion that more job oriented courses be introduced to cater to the needs of the students. Some of them suggested more interaction opportunities between parents and the teachers.	Employers' feedback highlighted overall approval of the course contents yet it also suggested that computer training must be made compulsory for all the students irrespective of their streams.
The verbal feedback reflected that the students were contented with the facilities offered to them yet they demanded a range of add-on certificate level courses.	The verbal feedback taken from the alumni during their visits to the institution also showed their general satisfaction with the institutional	The verbal feedback received from parents in interactive sessions with them indicated their satisfaction with the safe and secure environment	

	functioning.	within the campus for both boys and girls students and also their appreciation of infrastructural facilities.	

ANNEXURE III
Technology Upgradation

2016-17

	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	430	13	10 mbps	01	01	10	18	12	11	04	14	30
Added	0	0	8 mbps	0	0	0	01	0	02	0	01	04
Total	430	13	18 mbps	01	01	10	19	12	13	04	15	34

ANNEXURE II a

Students' Feedback on Course (2016-17)

1. **Depth of the Course content including project if any-**
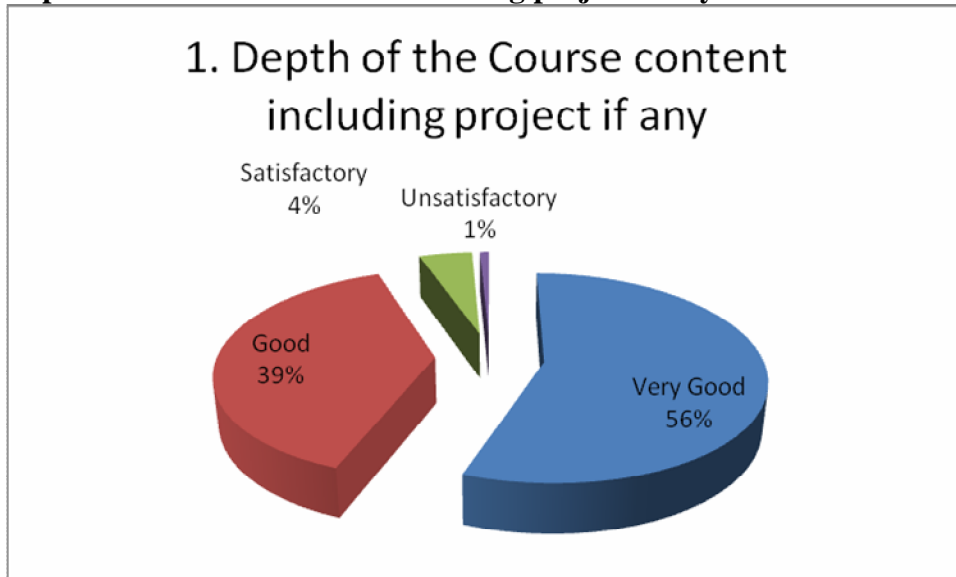
This pie chart depicts the feedback of the students on the depth of the course content including project. It was appreciated by 56% of the students and they ranked it very good. On the other side, 39% students marked it good. Satisfactory rank was given by 4% and 1% students said it was unsatisfactory.

2. **Extent of coverage of course-**
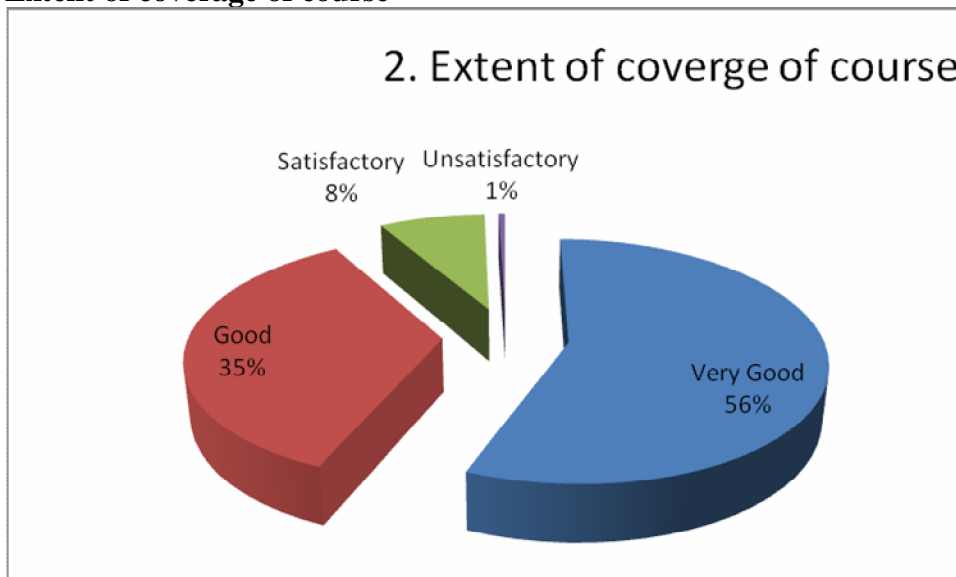
This pie chart explains the feedback of the students on extent of coverage of course. 56% students said that the course was covered in a very good way. 35% students felt good with the coverage of the course. On the contrary, 8% students marked it satisfactory and only 1% said it unsatisfactory

3. Applicability/relevance to real life situations-

3. Applicability/relaevance to real life situations

- Unsatisfactory 1%
- Satisfactory 12%
- Very Good 49%
- Good 38%
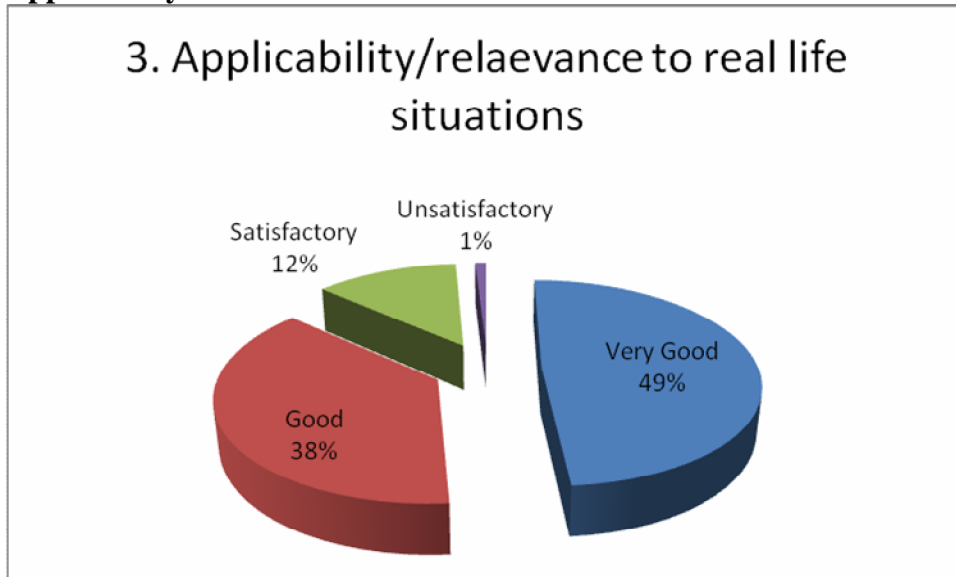
This pie chart elaborates the applicability or relevance of the course to real life situations. 49% students said the course was very good and it was relevant to the real life situations. 38% students called it good and 12% called it satisfactory and only 1% ranked it unsatisfactory.

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

4. Learning value

- Satisfactory 8%
- Unsatisfactory 1%
- Good 37%
- Very Good 54%

The present pie chart explains the feedback on the Learning values (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives). 54 % students said the course they chose was highly valuable, particularly in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives. They ranked it very good. 37 % students said it was good. 8% marked it with satisfactory and only 1% said it was unsatisfactory.

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

5. Clarity and relavance of textual reading material

- Satisfactory 9%
- Unsatisfactory 1%
- Good 37%
- Very Good 53%

This pie chart describes the feedback of the students on Clarity and relevance of textual reading material. 53% students said the textual reading material was very much relevant and they ranked it very good. 37 % students said it was good. Satisfactory rank was given by 9% and unsatisfactory given only by 1% students.

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

6. Relevance of additional source material (Library)

- Satisfactory 16%
- Unsatisfactory 3%
- Good 34%
- Very Good 47%
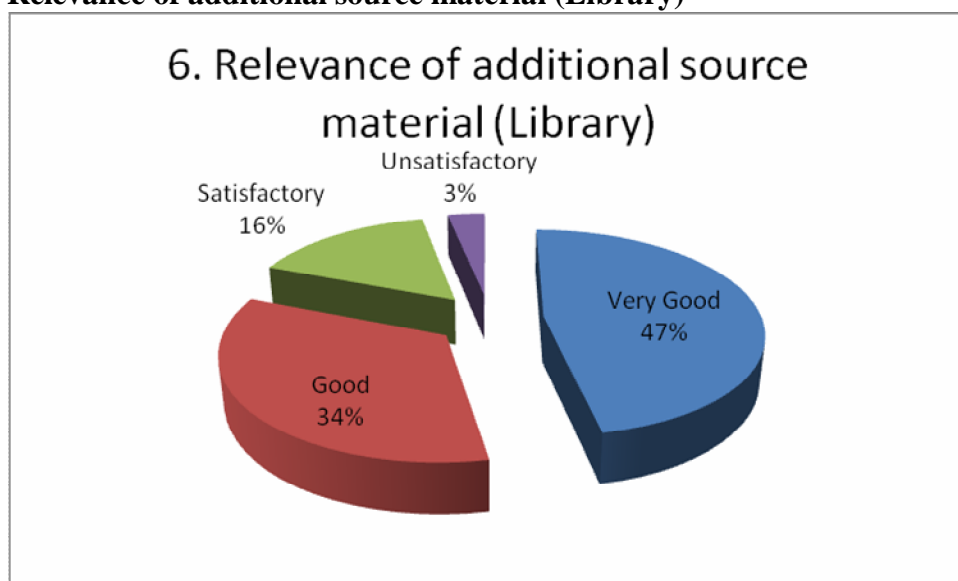
The present pie chart demonstrates the feedback of the students on Relevance of additional source material (Library). 47% students said the additional source material was very good, helpful and relevant. 34% students marked it good. 16% students said it was satisfactory and only 3% said it was unsatisfactory.

7. Extent of effort required by students-
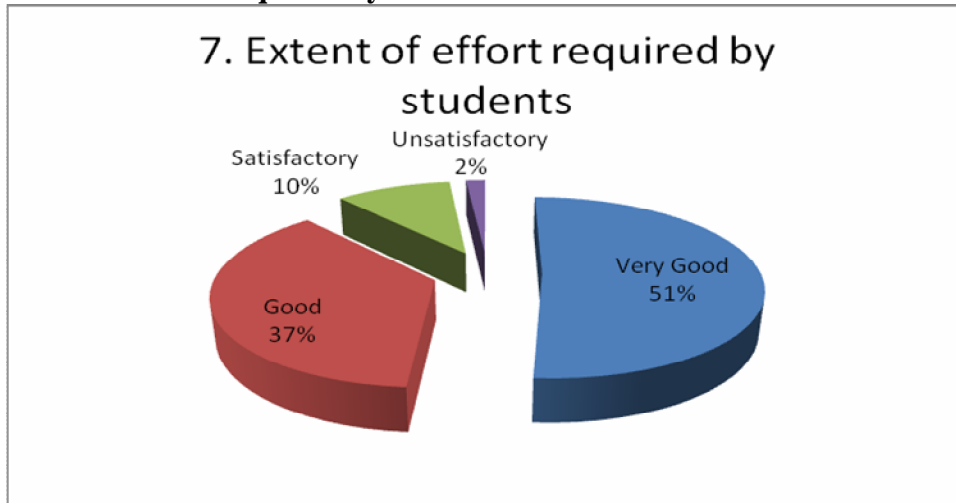
This pie chart explains the efforts put by the students to cover the course content. 51 % students said they don't put extra efforts to cover the content and they ranked it very good. 37 % students said it was good. Satisfactory and unsatisfactory remarks were given by 10% and 2% respectively.

8. Overall rating-
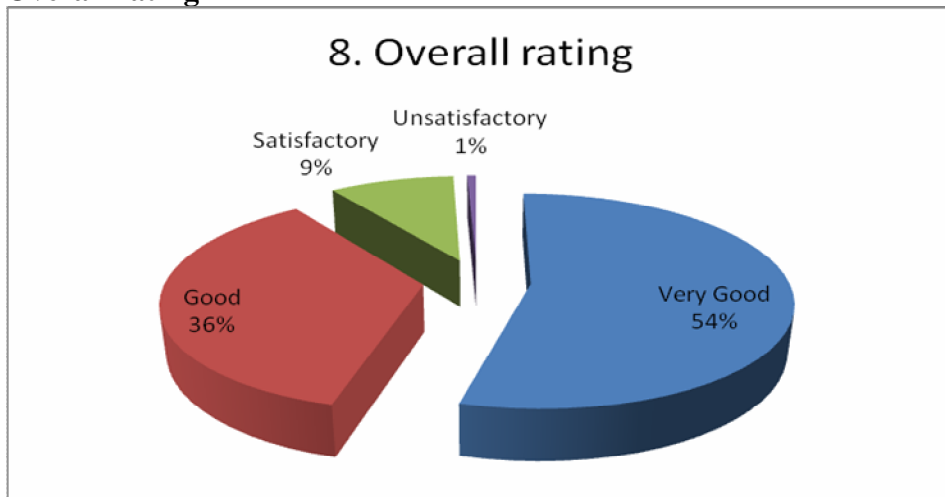
The given pie chart shows the overall rating of the students on their course and its content. 54% students said the overall course content was very good. 36% said it was good. Satisfactory and unsatisfactory rank was given by 9% and 1% respectively.

Alumni Feedback on Course (2016-17)

1. 51% of the Alumni felt that their course Contents sensitized then towards issues like gender equality, environment, and sustainability, ethics and values etc. They ranked it very good. 28% gave it good. 21% alumni marked it satisfactory and 0% unsatisfactory.
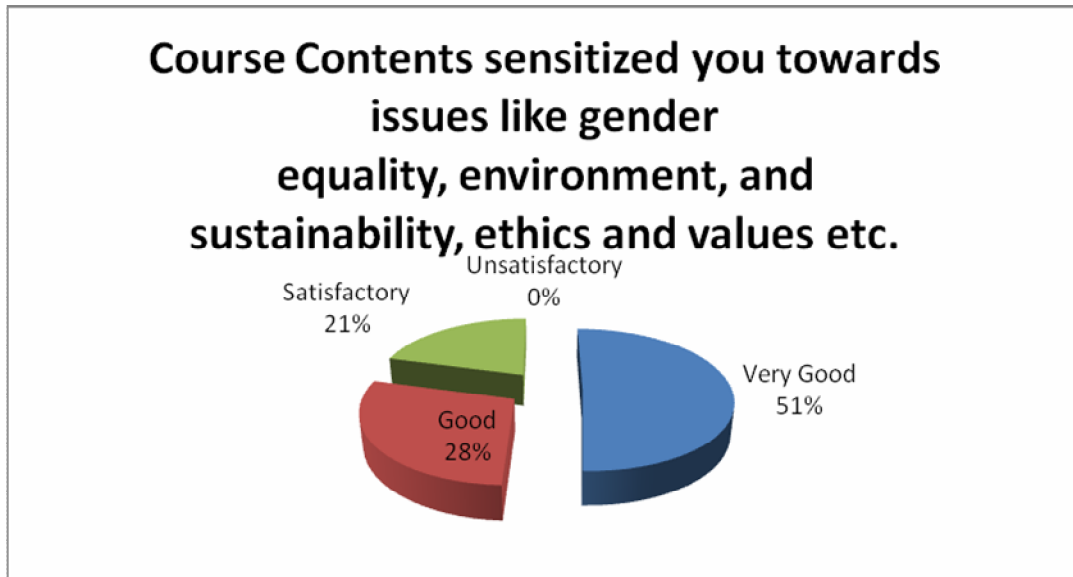
2. 58% Alumni felt that Academic flexibility in their curriculum provided them opportunities to pursue their interest by choosing from a vast number of options from their own area/specialization as well as from other areas. They ranked it very good. 28% gave it good. 12% alumni marked it satisfactory and 2% unsatisfactory.
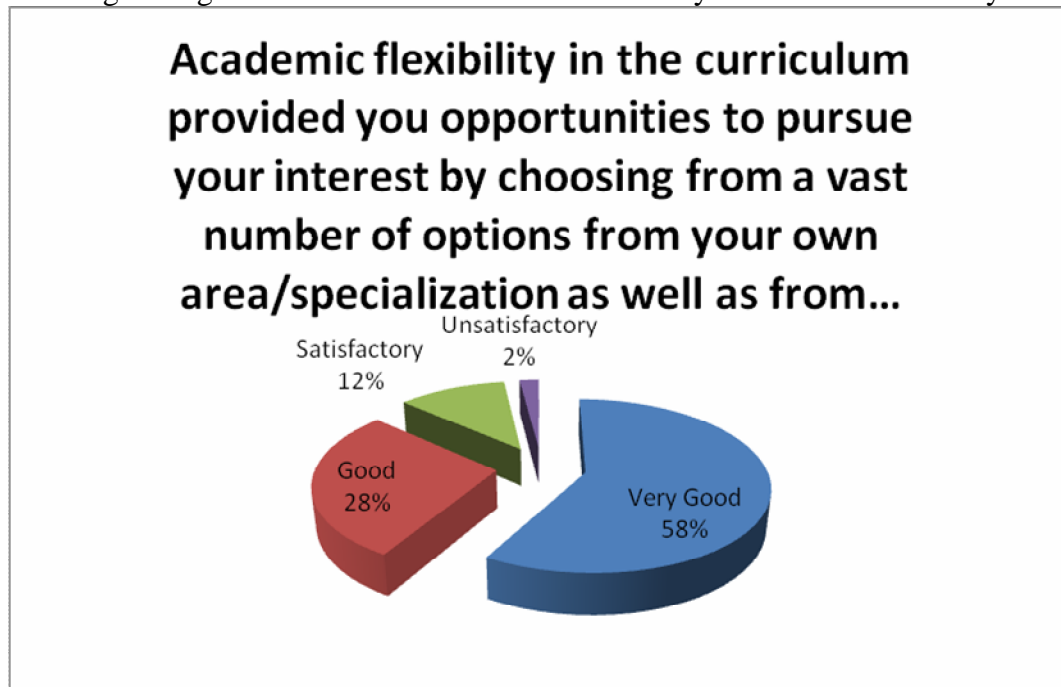
3. 54% Alumni considered the curriculum aims at making students job-ready by imparting analytical and reasoning, language and soft skills in addition to technical competencies, as demanded by the job market. They called it very good. 26% gave it good. 20% alumni marked it satisfactory and 0% unsatisfactory.

The curriculum aims at making students job-ready by imparting analytical and reasoning, language and soft skills in addition to technical competencies, as…

Unsatisfactory 0%
Satisfactory 20%
Good 26%
Very Good 54%
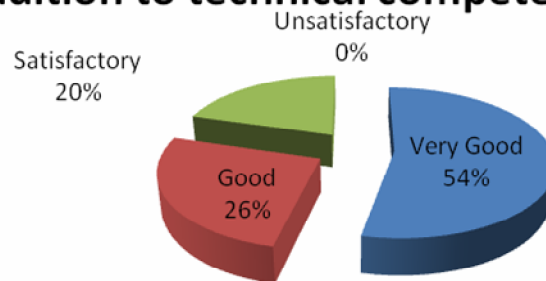
4. 52% Alumni realized that Course contents in the curriculum promote entrepreneurship and students were encouraged and supported to initiate startups. They marked it very good. 25% gave it good. 19% alumni marked it satisfactory and 4% unsatisfactory.

Course contents in the curriculum promote entrepreneurship and students are encouraged and supported to initiate startups

Unsatisfactory 4%
Satisfactory 19%
Good 25%
Very Good 52%
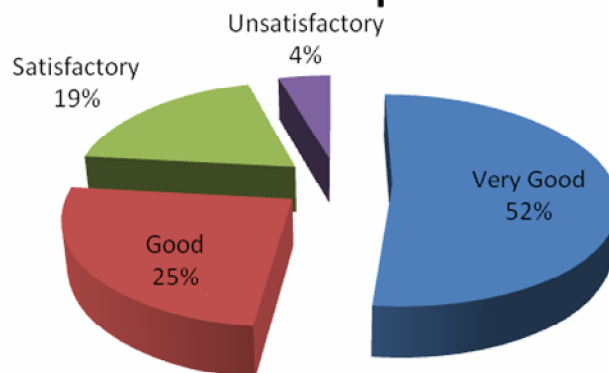
5. 51% alumni felt that the curriculum was outcome based and the expected outcomes, through various courses, were attained. They called it very good. 25% gave it good. 17% alumni marked it satisfactory and 7% unsatisfactory.

The curriculum was outcome based and the expected outcomes, through various courses, are attained
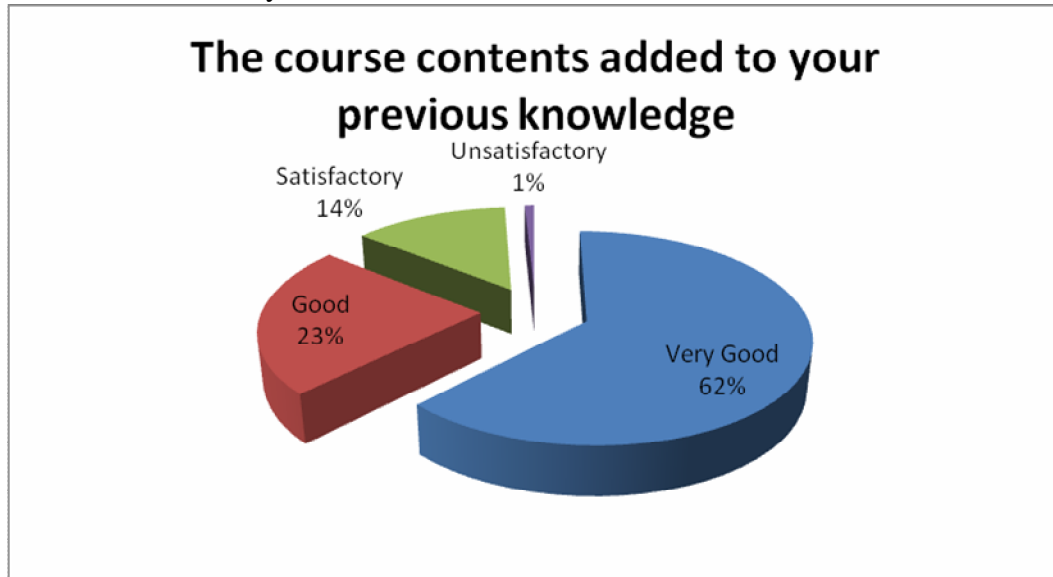
Unsatisfactory 7%
Satisfactory 17%
Good 25%
Very Good 51%
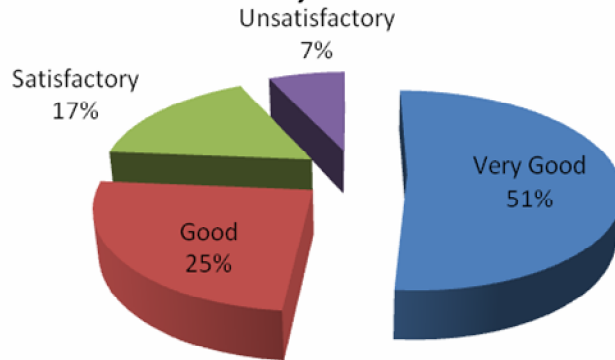
6. 45% alumni felt that the course contents were up to date. They ranked it very good. 25% gave it good. 18% alumni marked it satisfactory and 12% unsatisfactory.

The course contents were up to date

Unsatisfactory 12%
Satisfactory 18%
Good 25%
Very Good 45%
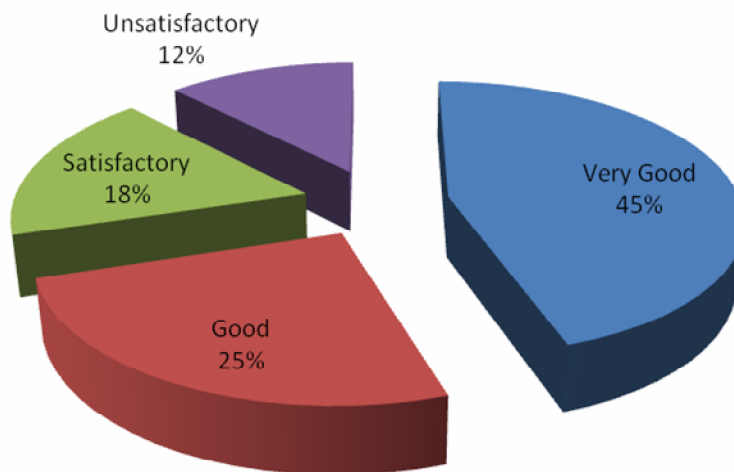
7. 62% alumni felt that the course contents added to their previous knowledge. They called it very good. 23% gave it good. 14% alumni marked it satisfactory and 1% unsatisfactory.

The course contents added to your previous knowledge

- Unsatisfactory 1%
- Satisfactory 14%
- Good 23%
- Very Good 62%

8. 52% Alumni gave their Overall rating in each and every aspect of their course and its content. They marked it very good. 28% gave it good. 20% alumni marked it satisfactory and 0% unsatisfactory.

Overall rating

- Unsatisfactory 0%
- Satisfactory 20%
- Good 28%
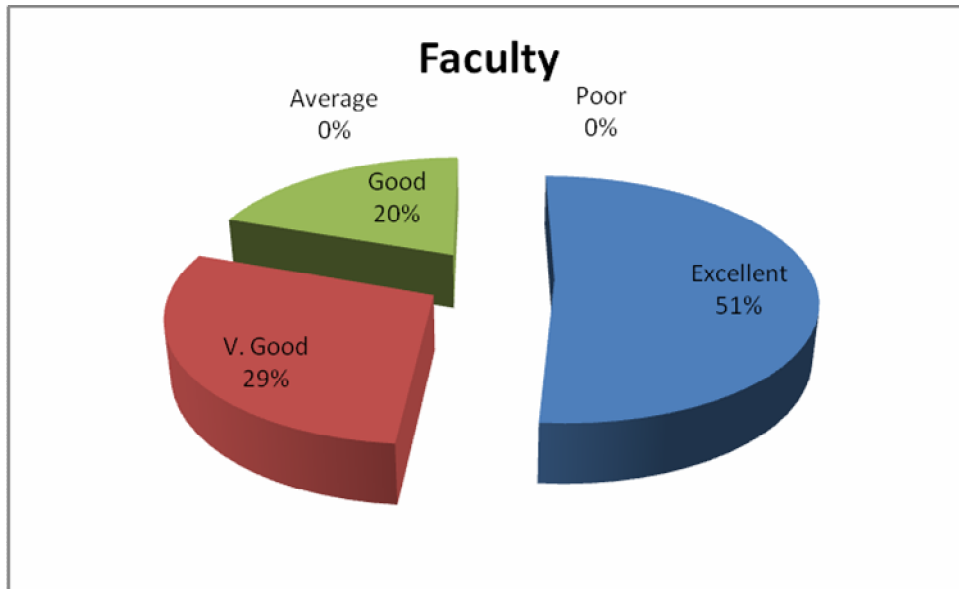- Very Good 52%
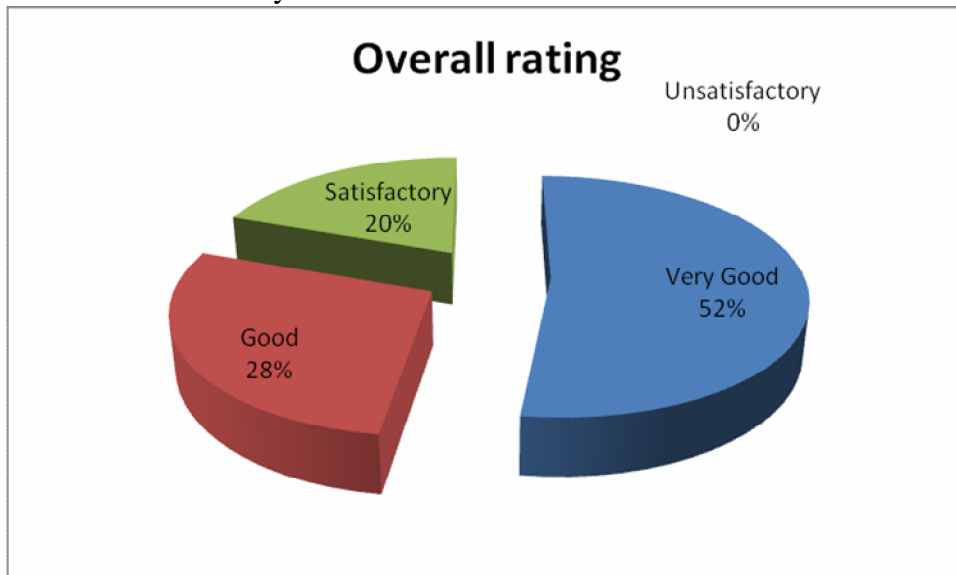
Alumni Feedback on other Aspects (2016-17)

1. 53% Alumni said the range of courses was excellent. 25% said it very good. 22 % ranked it good. 0% called it average and 0% mentioned it poor.

Range of Courses

- Average 0%
- Poor 0%
- Good 22%
- V. Good 25%
- Excellent 53%
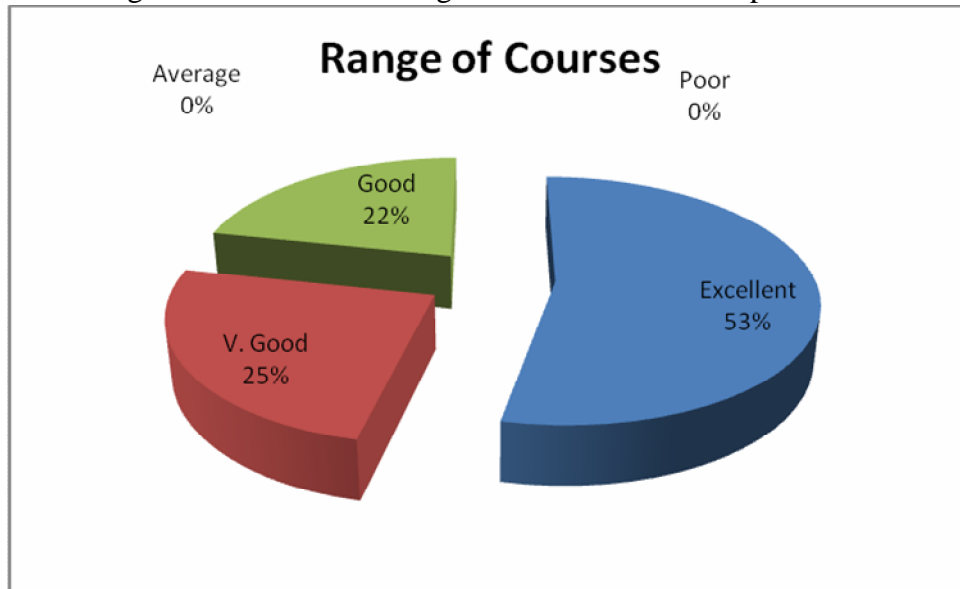
2. 51% alumni felt that the environment and infrastructure of the college was excellent. 24% said it very good. 21 % ranked it good. 4% called it average and 0% mentioned it poor.

Environment & Infrastructure

- Average 4%
- Poor 0%
- Good 21%
- V. Good 24%
- Excellent 51%
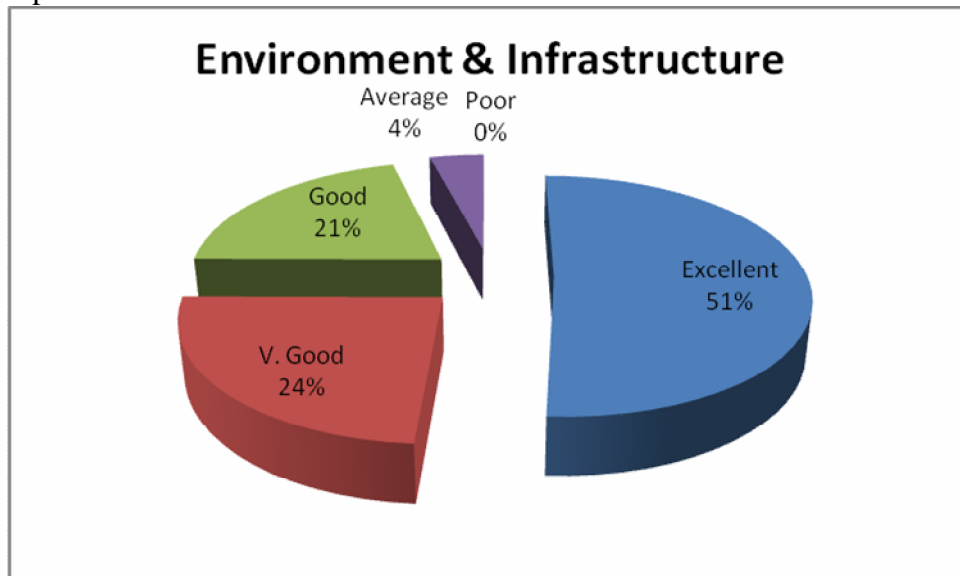
3. 51% alumni felt that the faculty of the college was excellent. 29% said it very good. 20 % ranked it good. 0% called it average and 0% mentioned it poor.
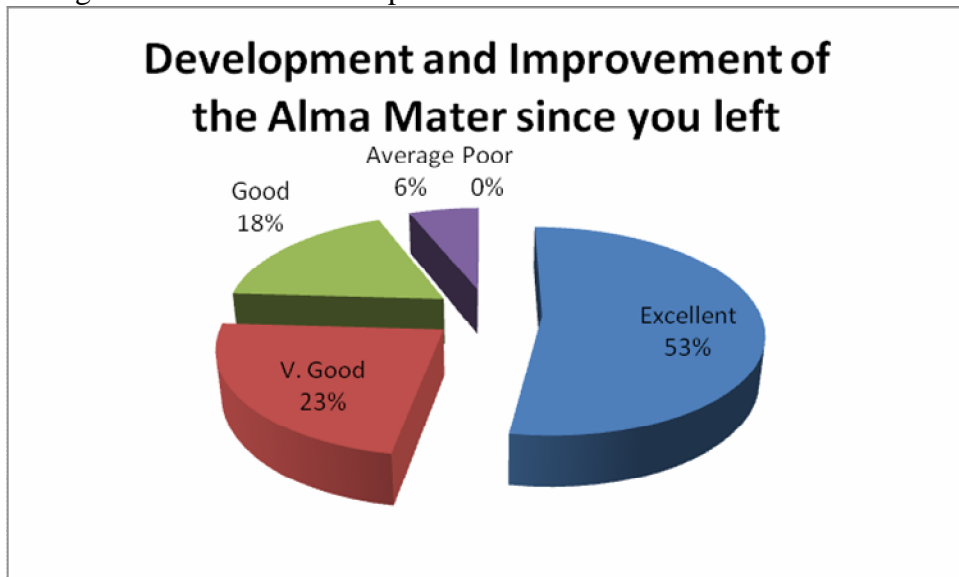

4. 51% alumni felt that the fee structure of the college was excellent. 24% said it very good. 26 % ranked it good. 9% called it average and 0% mentioned it poor.
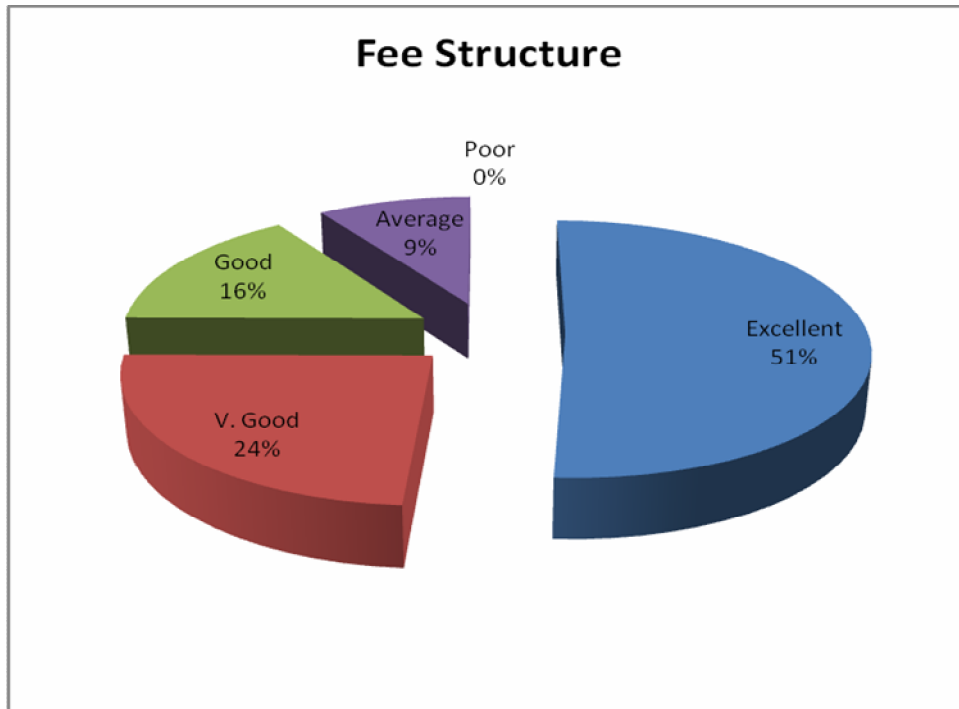
5. 57% alumni felt that the attitude of the institution towards alumni was excellent. 27% said it very good. 12 % ranked it good. 4% called it average and 0% mentioned it poor.
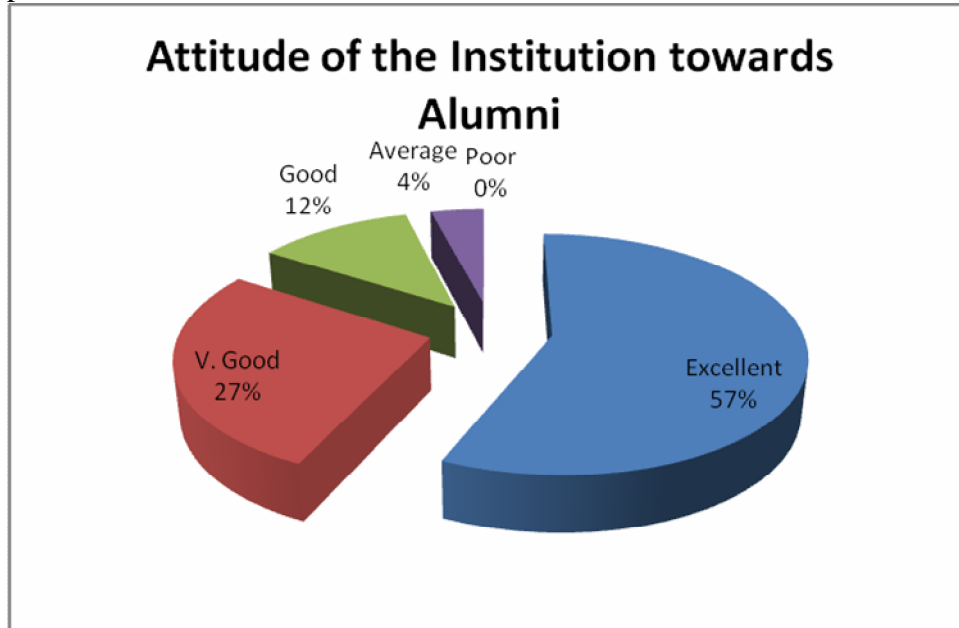
6. 53% alumni felt that the development and improvement of their alma mater since they left was excellent. 23% said it very good. 18 % ranked it good. 6% called it average and 0% mentioned it poor.

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 showed their agreement with the course contents. They found them to be having proper depth, long enough to be coverable in the term, greatly applicable to real life situations and having relevant learning values. Parameters like 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.	The formal feedback from the parents was taken on course contents and facilities and they also expressed satisfaction with the curriculum being taught to their wards. They were also of the opinion that more job oriented courses be introduced to cater to the needs of the students. Some of them suggested more interaction opportunities between parents and the teachers.	Employers' feedback highlighted overall approval of the course contents yet it also suggested that computer training must be made compulsory for all the students irrespective of their streams.
The verbal feedback reflected that the students were contented with the facilities offered to them yet they demanded a range of add-on certificate level courses.	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 safe and secure environment within the campus for both boys and girls students and also their appreciation of infrastructural facilities.	

Annexure II c

Action Taken

- The verbal and informal feedback of some of the students and industry demanded some of the courses to include practical element in curriculum , relevant suggestions were for forwarded to the affiliating university which, however is the final deciding authority.
- Teachers nominated in the syllabus designing bodies of the university were asked to get computer training made an essential part of the curriculum wherever possible.
- The academic council was asked to look for the scope of various add on courses as per the demand of the students
- Safety and security being one of the strongest points of the institution, it was decided to enhance theses services. It was also decided to request to the government to construct a foot over bridge on the road outside the college.
- Infrastructure facilities as a routine were maintained and updated.

ANNEXURE III
Technology Upgradation

2016-17

	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	430	13	10 mbps	01	01	10	18	12	11	04	14	30
Added	0	0	8 mbps	0	0	0	01	0	02	0	01	04
Total	430	13	18 mbps	01	01	10	19	12	13	04	15	34

Annexure IV

Action Taken Report on Action Plan 2016-17

1.   The IQAC had proposed in the action plan to ensure quality enhancement in academics. As a measure to ensure Quality enhancement and quality sustenance, weak students were identified and special classes were organized for them from the beginning of the session rather than holding them towards the end of the session. Activity based learning was promoted in the classes. As a result there were 24 first, 18 second, 22 third and 94 merit positions in various university semester exams.

2.   It was passed to ensure involvement of students in research activities. Departments were asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support. Keeping students in focus the institution organized DST- INSPIRE programme with sponsorship of DST.

3.   The action plan proposed to generate financial resources by seeking financial grants under different heads from different funding agencies. The college made significant achievement under this head. This included: a) . Award of Potential for Excellence to the college by the UGC with financial assistance of Rs. 1.5 Crores b) Award of FIST (Level-0 category) Grant of Rs. 1.5 Crores by the Ministry of Science and Technology, Govt. of India

4.   It was decided to involve divyang students in co-curricular activities. So, special efforts were made to involve differently-abled students in co-curricular activities. Policy of giving encouragement to such students at different levels was framed. Fee concessions to differently-abled students doing well in co-curricular activities were announced. Two divyang students participated in paper reading competition organized by the department of English.

5.   The action plan included defending University Sports Championship. Following this target, the college retained the University Sports Championship this year as well. The college players participated in 44 Inter College Competitions of the university wherein they bagged 11 first positions, 11 seconds positions and 12 third positions.

6.   It was also passed to pay more attention on development of sports infrastructure. Physical infrastructure pertaining to sports was enhanced. A conditioning hall, and a practice hall were constructed. The Basket ball court and the Boxing Ring were repaired. All the other requirements were taken care of through the regular maintenance of the sports ground. In addition to this, pits in various corners of the college playground formed to collect the dump were made deep and wide. This was done in order to make more waste as manure.

7.   The action plan included completion of the construction of third floor of the computer block .The construction of the third floor was completed. The third floor has a provision of classrooms, well equipped seminar hall and washrooms.

8.   It was a part of the action plan to construct an indoor auditorium in place of the old open air theatre. The old open air theatre was demolished and the construction of an indoor auditorium at the same place began. The new auditorium will be spacious and air conditioned.

ANNEXURE V

Minutes of the IQAC Meetings

1. The First Meeting of the IQAC

The first meeting of the IQAC of the college took place in the Principal's office on   09-07-2016 at 12:45 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

1.1 Attendance

Members Present

>   Dr. GS Samra (Chairperson and Principal)
>   Mr. Hariom Verma (Coordinator)
>   Mr. JS Rana
>   Dr. Kulwant Singh Sandhu
>   Ms. Tawinderpal Kaur
>   Ms. Jasreen Kaur
>   S. Jaspal Singh Waraich
>   Mr. Rana Ralhan
>   Dr. JS Puar

Members Absent

1. S. Deepinder Singh Purewal

1.2 Agenda

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

2. To review the ongoing infrastructure development work in the institution

3. To finalise and approve the tentative academic and co-curricular activities calendar of the institution for the session 2016-17

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

1.3 Minutes

The meeting began with a brief introduction of the achievement and activities of the outgoing session by the Principal and the IQAC chairperson. He informed the members of the achievements made by the institution in the session 2015-2016. All the members showed their

consent. There after the discussion began on the key agenda which was to discuss over , review and finalise the action plan for the session 2015-16 as chalked out in the previous meeting of the IQAC. Discussions were held on various points of the agenda and following resolution was passed by the members:

1. It was passed that quality sustenance and quality enhancement would be ensured in Academics. Prof. Hariom Verma suggested that monthly tests must be conducted and that there must be selection tests for the students seeking admission in the institution. Prof. Kulwant Sandhu also advocated the idea of special classes for weak students. Principal Dr Samra said that the institution already had a system of organizing special classes for slow and advanced students in particular subjects. A brief discussion was held on this issue and the matter was left pending to be discussed in the next meeting. He said that it was not right to conduct a selection test before admission as this could discourage weak students from seeking admission in the college. Prof Tawinderpal Kaur said that it was better to organize special classes for weak students from the beginning of the session rather than holding them towards the end of the session. She also suggested that weekly tests might be conducted for such students. The suggestion was accepted and the Principal said that heads of departments would be informed about that.

2. The cell equivocally agreed over ensuring and enhancing students participation in research activities. The chairperson and the Principal Dr. Samra informed that the institution had organized INSPIRE programme keeping students in focus. He said that teachers would be asked to prepare proposals for research projects having participation of students in them, and forward them to various funding agencies for financial support.

3. The cell was of the opinion that extra attention be given to differently-abled students. Prof. Hariom Verma opined that students with different-abilities should be encouraged to participate in both curricular and co-curricular activities. This was accepted in principle and the Chairperson said that any such student willing to participate in sports or cultural activities would be given due encouragement al different levels. It was passed to give fee concessions to differently-abled students doing well in co-curricular activities.

4. To defend University sports Championship

5. It was proposed to enhance physical infrastructure pertaining to sports. The principal Dr Samra said that new conditioning hall was proposed to be built this year in Hockey grounds on the demand of the sports department. Prof Hariom Verma suggested that the hall should have store and washroom facilities too. To this the Principal said that for this the sports department will be consulted before finalizing the structure and the utilities of the hall. Prof. Jasreen Kaur said that the open air theatre of the college was in a poor condition and it needed repair. Prof. Kulwant Sandhu said that it would be better to rebuild it. All other members supported this thing and agreed over rebuilding the structure. However the matter was left pending as consultation was also to be done in this regard with the College Governing Council .

6. A team of following faculty members was unanimously constituted upon the suggestions of the Principal Dr. G.S Samra for the Academic Audit of the institution for the session 2015-2016.

Prof Jasreen Kaur

Prof. Manohar Singh

Sh. Kanwar Sukhjeet Singh

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

A. To ensure sustenance and quality enhancement in academics.

B. To ensure involvement of students in research activities

C. To involve students with special needs in co-curricular activities as well.

D. To defend University Sports Championship.

E. To pay more attention on development of sports infrastructure.

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

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

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

2. Second Meeting of the IQAC

The second meeting of the IQAC of the college took place in the Principal's office on 18-12-2016 at 12:15 onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

2.1 Attendance

Members Present

Dr. GS Samra (Chairperson and Principal)
Mr. Hariom Verma (Coordinator)
Dr. Kulwant Singh Sandhu
Ms. Tawinderpal Kaur
Ms. Jasreen Kaur
S. Jaspal Singh Waraich
Mr. Rana Ralhan.
S. Deepinder Singh Purewal
Dr. JS Puar

Members Absent

1. NIL

2.2 Agenda

1. Assessment of the targets of the institution and their implementation so far.

2. Discussion of means and ways related to the quality enhancement programs of the institution.

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

2.3 Minutes

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

1. It was passed that in addition to weekly tests, participatory learning would be promoted in the classes. The key idea behind this motive was to ensure maximum participation of the students in the classes. In order to make learning easy, the teachers would adopt various measures to increase the students grasping power. It was also decided that the teachers would make lecture wise notes in easy language and pass on the same to the

students. In this way, the students would have access to easily available study material. The members of the cell expressed their agreement over this matter.

2. The Principal informed that a committee of senior teachers had been formed to look for scope for involvement of students in research activities and had been asked to submit its report by the end of January.

3. It was passed in the previous meeting to make special provisions to encourage the participation of the differently abled students in co-curricular activities. The principal informed that the provision of concessions for such students performing outstandingly in these activities had already been made. Upon the suggestion of Prof. Tawinderpal Kaur it was passed that some special prize may also be instituted for such students.

4. The chairperson Dr Samra informed the members that the institution had performed well in the university Youth Festivals and it was all set to win the Sports championship this year too. All the members expressed their satisfaction on this point. .

5. The Principal informed that the Governing Council had agreed to rebuild the open air theatre. Dr. JS Puar suggested that instead of open air theatre a roofed auditorium would be better. Prof. Jasreen Kaur seconded his idea. The Principal agreed over the thing but expressed his concern over the financial aspects of the auditorium. S. Jaspal Singh Waraich said that though the financial aspects went against the roofed auditorium but it was still a better choice because of its multi-utility nature. Hence it was passed to raise a roofed auditorium. 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 23-05-2017 at 12:30 PM onwards. The meeting was presided over by the Principal and the Chairperson IQAC Dr. GS Samra.

3.1 Attendance

Members Present

1. Dr. GS Samra (Chairperson and Principal)

2. Mr. Hariom Verma (Coordinator)

3. Dr. Kulwant Sandhu

4. Ms. Tawinderpal Kaur

5. Ms. Jasreen Kaur

7. Dr. JS Puar

8. Jaspal Singh Waraich

9. Rana Ralhan

Members Absent

1. S. Deepinder Singh Purewal

3.2 Agenda

1. To chalk out action plan for the next year

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

3. To discuss any other pending /new issue

3.3 Minutes

The meeting opened with a welcome note 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 2016-17. He also informant the members of

the cell that the governing council gave its approval for the construction of the roofed auditorium. All the members expressed their contentment over this.

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

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1. The Principal and the chairperson of IQAC Dr. GS Samra informed the members of the cell that the performance students in newly implemented courses was to be tracked carefully. He suggested that fortnightly feedback should be taken from the students and study material must be made available to them as per their requirement. Prof. Jasreen Kaur suggested that monthly tests must be conducted and that each teacher must maintain a record of the performance and ensure to uplift the weak and mediocre students. She further added that if required then extra classes must be conducted and audio visual aids must be made available so that the students could gain a better understanding of the subject.

2. Keeping in mind , the pool of career opportunities available for students , it was decided that the college would introduce new courses and also find scope for other such courses at the diploma , degree and graduate level. Dr. GS Samra informed the members of the cell that keeping in line with the University , all the provisions had been made to introduce a new course of Journalism in BA in the next session. He further added that the infrastructure needed for the new course had already been procured. He said that since media is a vast field and an upcoming industry, students would highly benefit from such a course. The members were equivocal in this regard.

3. It was decided that the campus would be made wi-fi. This was done keeping in mind, the huge amount of study material available online. Dr. Kulwant Sandhu said that with free wi-fi access , the students would able be able to download e-books and benefit largely from them.

4. It was passed that the college would adopt various pro environment measures in order to make the college eco friendly. Prof Hariom Verma suggested that the Eco Navigator Club should make a team coordinating both teachers and students wherein they are encouraged to plant trees and keep a weekly check of the same. Prof. Jasreen Kaur said that the students should be discouraged from the use of plastic bags. She said that conscious steps must be taken to make the students aware of all issues degrading the environment. She also added that timely lectures regarding environment must be given to the students so that maximum awareness could be spread.

5. Prof. Hari Om Verma suggested that there was dire need to maintain the area surrounding the college. He said that attention need to paid in this regard. Dr GS Samra informed the members of the cell that the institution had contacted the municipal corporation. He had that the work to beautify the surroundings of the institution would begin from the next session onwards.

6. The cell expressed its contentment at the process of internal academic Audit carried by the institution every year. Prof. Jasreen Kaur expressed that there was a need to conduct five yearly academic audit. In this regard , Dr GS Samra said that the preparation had been made to carry out external academic audit for the term (2012-17) .

7. Dr GS Samra informed the members of the cell that a new unit namely bio oil extraction unit would be setup in the institution in the next session. He also added that some kind of sale units might also be setup to sell the products of the unit. He told the members of the cell that the college was also planning to undertake a plant nursery.

8. Prof. Hariom Verma raised a point that it was the need of the hour to make the college website more interactive and informative. Prof. Jasreen Kaur said a team of teachers must be constituted who would monthly update the website and provide all the necessary information.

9. The Chair person Dr. Gurpinder Singh Samra informed the members that the regular feed back of the alumni and other stakeholders had highlighted the demand for job oriented courses. Therefore it would be good move to introduce psychology as a subject in BA classes. The idea was supported by Ms. Jasreen Kaur who said that some kind of certificate course may also be started in languages, particularly oriental languages like Urdu or Persian. She suggested that as Urdu was being spoken in parts of the country, it would appropriate to start this course. The idea was backed by S. Jaspal Singh Waraich. The chairperson also informed that the institution had been planning to introduce a diploma level programme in Computer animation which would be purely job oriented. The ideas were accepted and it was passed to apply for these three courses in the next session.

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

1. To track academic performance particularly in newly implemented courses.

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

3. To construct a new auditorium for various academic and co curricular activities

4. To make the campus wi-fi

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

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

7. To prepare 5 yearly external academic audit (for the term 2012-17)

8. To start bio oil extraction and mushroom cultivation units and a plant nursery with sale counters

9. To make the college website more interactive and informative

10. To apply for new job oriented courses

II. The members of Cell the expressed equanimity at the various achievements and the progress made by the college

As there was no significant pending issue left for discussion, the meeting was adjourned thereafter. It was passed that the next meeting of the IQAC would take place in beginning of the next session. The time and date of the next meeting was left to be conveyed to the members later.

(Dr. Gurpinder Singh Samra)

Chairperson and Principal