



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	LYALLPUR KHALSA COLLEGE, JALANDHAR
Name of the head of the Institution	Gurpinder Singh Samra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0181-2241466
Mobile no.	9878822140
Registered Email	lkcjald@yahoo.com
Alternate Email	principalofficelkc@gmail.com
Address	GT Raod
City/Town	Jalandhar
State/UT	Punjab
Pincode	144001
<b>2. Institutional Status</b>	

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Harion Verma
Phone no/Alternate Phone no.	01812241467
Mobile no.	9592795030
Registered Email	xverma@yahoo.com
Alternate Email	blindtohate@rediffmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://lkc.ac.in/wp-content/uploads/2021/07/AQAR-2018-19.pdf">https://lkc.ac.in/wp-content/uploads/2021/07/AQAR-2018-19.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<https://lkc.ac.in/wp-content/uploads/2019/06/Academic-Calendar-2019-20.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
3	A	3.21	2020	14-Feb-2020	13-Feb-2025

### 6. Date of Establishment of IQAC

15-Dec-2004

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on The Process of Copyrights and Patents	25-Feb-2020 1	40
Interactive Session on	07-Feb-2020	11

Aspects of Drafting Skills	1	
Faculty Development Program on Research Methodology and Data Analysis using SPSS	16-Dec-2019 6	23
Lecture on Fundamentals of Intellectual Property Rights with Special Reference to Procedural Safeguards under Indian Patent Laws	14-Dec-2019 1	32
Workshop on IPR with Particular Reference to Copyright laws	23-Sep-2019 1	37
Training Workshop for Horticulture Staff	04-Sep-2019 1	14
Training workshop for Microsoft Excel for Clerical Staff	29-Aug-2019 1	11
Workshop on Soft Skills and Personality Development	26-Aug-2019 1	27
Workshop on Basic Errors in English for Secretarial Staff	12-Aug-2019 1	13
Induction Workshop for the Newly Recruited Teachers	17-Jul-2019 1	22
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department	INSPIRE PROJECT GRANT	DST	2019 5	1564620
Faculty	Capacity building of SC communities in S&T of extraction of aromatic oils at Lyallpur Khalsa College, Jalandhar, Punjab state	DST	2019 1095	3109939
Department	National Mathematics Day Celebration	Punjab State Council for Science and	2020 1	15000

Technology

No Files Uploaded !!!

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

1. Under the guidance of IQAC, the institution underwent assessment and accreditation process by the NAAC and earned A grade with CGPA of 3.21 2. IQAC prompted the introduction of Four Skill based courses promoting entrepreneurship in students were introduced this session which included Certificate Course in Mushroom Cultivation, Diploma in Professional Accountancy, B.Com. (Professional Services), M.Voc. (Web Technology and Multi Media), Certificate Course in French. 3. The IQAC ensured Solid waste segregation systematised by planting separate garbage bins in the campus. 4. Under the spur of IQAC, the college app was launched and was brought to use by students. 5. A number of professional development programmes were organized for the faculty and other staff.

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To retain cultural and sports trophies.	The college retained zonal trophy for cultural activities. The decision of sports trophy was left pending by the university due to Covid 19.
To launch college app.	The college app was launched and was brought to use by students.
To complete the construction work of the new auditorium for cultural and academic activities.	The construction work of the new auditorium for cultural and academic activities was completed to a great

	extent, however it could not be complete due to lockdown conditions.
To introduce automation in book search in the college library	Automation in book search in the college library was duly introduced with installation of touchscreen systems.
To install and bring to use a phytoremediation unit for safe liquid waste disposal	A phytoremediation unit was set up in the college to ensure safe liquid Waste disposal.
To make campus more clean by introducing solid waste segregation	Solid waste segregation was ensured and systematized by planting separate garbage bins in the campus.
To augment entrepreneurial activities	Certificate Course in Mushroom Cultivation was started with this objective. The incubation centre focused on entrepreneurship in Music.
To undergo assessment and accreditation process by the NAAC	The institution underwent assessment and accreditation process by the NAAC and earned A grade with CGPA of 3.21
To introduce and implement skill based courses	Four Skill based courses promoting and entrepreneurial aptitude in students were introduced this session. These included Certificate Course in Mushroom Cultivation, Diploma in Professional Accountancy, B.Com. (Professional Services), M.Voc. (Web Technology and Multi Media), Certificate Course in French.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes
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Name of Statutory Body	Meeting Date
The Governing Council	15-Dec-2020

<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	Yes
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Date of Visit	11-Feb-2020
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<b>16. Whether institutional data submitted to AISHE:</b>	Yes
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Year of Submission	2020
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Date of Submission	13-Mar-2020
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<p><b>17. Does the Institution have Management Information System ?</b></p>	<p>Yes</p>
<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>The Management Information System is in practice and is used to do various functions such as maintaining personnel data, fees and exam records and library details etc. Library uses Campus Analyzer an integrated multi user, multitasking library information software that supports all inhouse operations of the library. The software has all inbuilt facilities required for library automation particularly three main service packages of Acquisition, Cataloging and Circulation. The database of books available in the library and can be accessed through OPAC. Campus Analyzer is also used in the administration and finance units to facilitate related jobs such fees history, category wise student data, admission status for all classes, category wise statistical report, admission fee summary report, library status details etc. Students receive SMS and email alerts on specific events. Apart from this, the hostel management is also e administered. Information related to examinations and its data management, student attendance and result student verification is managed electronically in digital format. The institution has its own learning management system (LMS) hosted on its website. The major modules of LMS are Learning Management, Student Login, Teaching Staff Login, notice, feedback and Human Resources. The LMS takes care of online assignments, Resources as study material, ICT and course outcome. Student Login includes enrolment details, subjects, project assignment, mark details, syllabus, study material, timetable. Teaching Staff login has records of staff designation, type and job role and their professional details.-e notice has options to prepare view notices, access based on work flows rights. The feedback system works in online mode collection of feedback through web kiosk with approval and summary reports. The institution also has eexam software which has option of taking online exams, class test, house exam and online result check. The</p>

institution also uses auto generated biometric attendance system for the faculty and salary calculation. The CatPro software is used for finance and accounting purpose and can generate account statements easily. Since the lockdown phase of the last quarter of session 201920, information sharing and availability for different stakeholders has been ensured through online mode. Different IT applications such as google meet , zoom, webex and whatsapp have been brought to use for interacting with the students and providing them necessary information.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution has an effective curriculum delivery system which is a well planned and documented process. Much before the beginning of the session, an academic calendar of Institution is prepared in which all the curricular and co-curricular activities of the institution are enlisted sequence wise, so as to make the students aware of the academic and other activities schedule.

Programme outcomes, programme specific outcomes and course outcomes are conveyed to the students. In addition to this, students are provided details of the curriculum planning of the courses being taught which includes the schedule of coverage of the syllabus in the term evaluation and assessment system and other related information. This curriculum delivery blueprint is given both online as well as offline and / or by the department and the teacher individually using social media like whatsapp, through personal interaction in the classrooms and is also displayed on the notice board of the department. The quantum of syllabus to be covered in a specified time slot is finalized in the faculty meetings of the department. Similarly, the extent of syllabus coverage is regularly monitored by the heads of the respective departments and discussed in the meetings of the department. Students are provides with a list of books and resources which they can consult for better understanding of the topics. Time table pertaining to classes is also displayed on the notice board at least three days before the commencement of the session. Academic activities are planned and scheduled in advance and are organized accordingly as much as possible. Students are informed in advance about their seminars and workshops and the information regarding this is displayed on notice boards. Information regarding tutorial classes, unit test, house tests, class quiz, and PG classes seminars and their topics is also displayed on the notice boards. Videos and films related to the course are shown to the students in a scheduled manner. Field Visits and trainings, are organized for the courses with such provisions in the curriculum. In courses with projects works , due guidance is provided to the students. One special feature of the institution is facility of e-resources and e-assignments. The college website hosting lecture notes in e form remain available to the students who can access them by registering themselves on the website. Similarly, e assignments are also assigned to the students willing to be evaluated and assessed electronically. This ensures an unhindered teaching -leaning - evaluation assessment process beyond the college hours. Information

regarding these resources and their availability is made known to the students through the college website, departmental and main notice boards, through personal interactions and also through social media. In the last quarter of the session, in the lockdown phase due to covid -19, curriculum transaction was undertaken in online form. All academic and mentoring activities with the students took place online through various platforms such as zoom, google meet, webex, Whatsapp and institution's own LMS.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in French	Nil	01/07/2019	365	Employability	Aimed at developing Linguistic Skills
Nil	Diploma in Professional Accountancy	01/07/2019	365	Entrepreneurship	Aimed at developing entrepreneurial skills related to the field

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MVoc	Web Technology & Multimedia	01/07/2019
BCom	Financial Services	01/07/2019
BA	Fine Arts	01/07/2019
<a href="#">View File</a>		

##### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	History, Political Science, Physical Education, Economics, Geography, Hindi	01/07/2019
BA	Music, Fine Arts, Psychology	01/07/2019
BCom	Nil	01/07/2019
BCom	Financial Services	01/07/2019
BBA	Nil	01/07/2019
BSc	Medical, Non Medical, Computer Science, Bio Technology, Economics, Information Technology	01/07/2019
BCA	Nil	01/07/2019
BDes	Multimedia	01/07/2019



BVoc	Software Development, Print Technology	01/07/2019
BPT	Null	01/07/2019
MSc	Physics	01/07/2019
MCom	Null	01/07/2019
MA	English, History, Economics, Geography, Punjabi	01/07/2019
PGDCA	Null	01/07/2019

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	14	54

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Trends in Biotechnology- A	13/09/2019	16
Phytopathology and Plant Protection	19/08/2019	14
Fundamental Course in Qualitative Chemical Analysis	19/08/2019	24
Web Technology	19/08/2019	80
Data Analysis with SPSS	20/08/2019	13
Basic Skills in English Language	19/08/2019	27
Resource Management	10/08/2019	10
Basics of Cartography	05/08/2019	15
Introduction to Historical Monuments of Doaba Region II	19/08/2019	21
Problem Solving in Competitive Exams	21/08/2019	17
<a href="#">View File</a>		

### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA (Journalism)	Mass Communication	7
BDes	Multi Media	12
MTTM	Management	7
MSc	Bio Technology	15
BSc	Medical	50
BPT	Physiotherapy	24

BVoc	Software Development	21
BVoc	Print Technology	11
<a href="#">View File</a>		

#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

**Feedback Obtained**

Believing that feedback paves a way for improvement , the institution hs established a developed feedback system wherein feedback is taken from different stakeholders on course contents and institutional working. Sources of Feedback : Feedback on course contents is collected from students, teachers, parents , alumni and industry/ employers. Student feedback is taken from the students before and after their exams. Alumnae feedback is obtained from the alumnae in online mode, and also in offline way on their visit to the college on alumni meets or otherwise. Feedback from parents and employers is also taken in these ways. This feedback is also put to analysis to frame relevant suggestions. Modes of feedback collection : The College employs multiple ways to obtain feedback on course contents from different stakeholders. It has designed student feedback forms through which students can provide their feedback on course contents of the courses they are studying or have studied. The link for Student feedback has been separately displayed on the College Website. Apart from the online facility, students can provide their feedback offline as well, by obtaining the feedback forms from their respective departments. Days are earmarked in each Semester to take the feedback from the students. The other ways of obtaining student feedback is through Student-Faculty and mentor-mentee meetings , classroom interactions and suggestion boxes installed at key locations in the campus. Mechanism of Analysis : Feedback is taken on each course and then it is evaluated by the teacher concerned .The analysis of the feedback is autogenerated by the software working at the back end. The teacher prepares a teachers report on the basis of the analysis pointing out significant trends suggesting changes in the course contents. Teachers' reports are submitted to the head of the department who prepares Head's report. The heads' reports collected are from various departments by the Feedback Incharge of the college who prepares a consolidated report and submits it to the IQAC. Head too, at their ends, notice significant trends in the student feedback and frame relevant suggestions and forward them to teachers who are members of curriculum designing bodies of the affiliating university. IQAC keeps a track of this entire process and makes sure that feedback taken from these quarters becomes a guiding force in curriculum design by the affiliating university. Feedback on other aspects of institutional working is also taken from relevant stakeholders. Student satisfaction survey is also a feedback system that informs the institution about the efficiency of its working. Suggestion boxes maintained by Grievances Redressal Cell and IQAC obtain collect feedback from the students and other stakeholders. The system of mechanism here too is the same. Verbal feedback is also entertained by the principal, heads and teachers.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Medical	80	38	38
BSc	Non Medical	80	60	60
BSc	Computer Science	90	37	37
BSc	Bio-Technology	90	35	35
BCom	Financial Services	50	17	17
BSc	Economics	70	22	22
BCom	Nil	835	204	204
BBA	Nil	190	45	45
BCA	Nil	190	81	81
BSc	Information Technology	130	47	47

[View File](#)

### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3407	765	25	8	76

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
109	109	Nil	47	6	Nil

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College has adopted and implemented Mentoring System as a student support measure. In this system a teacher acts like a mentor -both as a friend and a guide who supports and encourages a student in his/her academic and personal growth and emotional and psychological development, particularly in the latter's transition phase. The mentor also guides the mentees in how much they should try to achieve. The system, though flexible, functions along well-defined lines. Each faculty member is the mentor of a group of 25 to 30 students allocated to him/ her by the Head of the Department. The teacher mentor counsels the mentees without

touching sensitive issues or forcing any information out of them and then providing them needed counseling. Critical issues are brought in the notice of the Head of the Department. The mentor meets the mentees informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes. Mentors provide their mentoring report to the head of the department who prepares a departmental report which is submitted to the Incharge mentoring scheme. The incharge prepares his consolidated report which is presented to the Principal for necessary action. Types of Mentoring in the institution are mentoring regarding Professional Guidance – regarding professional goals, selection of career, higher education regarding Career advancement regarding self employment opportunities and entrepreneurship development. Besides this the mentoring can be Course-specific (academic) and Lab-specific – regarding Do's and Don'ts in the lab. In the lockdown phase in the last quarter of the session 2019-20, student mentoring was done in online mode. Students were asked to contact their mentees telephonically or digitally, even after the mentor mentee sessions, if they ever felt the need. During the phase of lockdown mentoring was also done on both physical and mental health keep up.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4172	109	1:38

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
109	89	20	20	62

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Gopal Singh	Associate Professor	Paper presented at World Punjabi Conference at Canada
2019	Dr. Arun Dev Sharma	Assistant Professor	Invited as a resource person at Foldscope training programme for outreach and research activity at Goalpara College, Assam
2019	Dr. Gurpreet Singh	Assistant Professor	Paper presentation at Young scientist conference under India international science festival 2019 at Kolkata
2019	Dr. Dinkar Sharma	Assistant Professor	Invited to chair a technical session in first National Conference on Innovation in Applied Science and

			Engineering at Dr B.R. Ambedkar NIT, Jalandhar
2019	Dr. Jaspal Singh	Associate Professor	Appointed team Manager for Rugby and Handball teams in World University Games at Napoli, Italy
2020	Dr. Tarsem Singh	Associate Professor	Acted as contingent leader (Punjab, Himachal and Haryana) in 23rd National Youth festival 2020 at Luckow.
2020	Dr. Tarsem Singh	Associate Professor	Appointed Camp Commandant for Hiking trekking camp at Manali, organized by Directorate Youth Services, Punjab
2020	Dr. Jyoti Vohra	Assistant Professor	Best Paper Award in the International Conference on Industry 4.0: Current Perspectives and Future Directions at Institute of Management, Ghaziabad
2019	Ms. Jasreen Kaur	Associate Professor	Member, Faculty of Languages
2019	Ms. Jasreen Kaur	Associate Professor	Member, Board of Moderation
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	B.Com.	4	12/06/2020	22/08/2020
BCom	B.Com.	3	24/12/2019	21/03/2020
BCom	B.Com.	2	18/06/2020	18/08/2020
BCom	B.Com.	1	18/12/2019	10/03/2020
BA	B.A.	6	25/06/2020	14/08/2020

BA	B.A.	5	20/12/2019	20/03/2020
BA	B.A.	4	17/06/2020	18/08/2020
BA	B.A.	3	19/12/2019	19/03/2020
BA	B.A.	2	10/06/2020	07/08/2020
BA	B.A.	1	17/12/2019	11/03/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Continuous Internal Evaluation system of the institution operates through regular class tests, topic/ subject related quiz weekly/monthly / unit exams, group discussions and in-house exams. Teachers are given autonomy in conducting the class tests. Departments are given autonomy to conduct topic/ subject related quiz and weekly/monthly / unit exams. The House exams are held for all the students. Teachers decide the time, the frequency and the paper pattern of the class test as they deem right or as is necessitated by the learning abilities of the pupils. The departments conduct topic/ subject related quiz and weekly/monthly / unit exams. In-House exams are conducted when around 3/4th of the syllabus is covered so as to provide students an exposure to university exams and also to assess their learning levels in context of the university exams and the syllabus covered by then. To enhance the learning abilities of the students, following reforms were undertaken :

1. Interactive learning through quiz, group discussions, practical work and model making competitions
2. E-assignments given to the students through the college website.
3. Providing E-learning resources such as lecture notes, PowerPoint presentations, list of web resources on the college website.
4. Tutorial and extra/remedial classes are held for the weak students in order to improve their performance.
5. Providing question banks , list of questions asked in previous years' exams, model question papers and model answer papers.
6. Swapping of examiners' for class tests checking .
7. In the lockdown phase in the last quarter of the session 2019-20, online tests were conducted to compensate for the offline studies and evaluation procedures. Students were given online objective type tests as well to assess their understanding levels.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Institution conducts its academic and co-curricular activities according a well planned schedule documented in the form of Academic Calendar. The academic calendar is prepared by the Incharge academic planning in consultation with the academic council and is implemented after its approval by the IQAC of the college. The IQAC ensures that the academic calendar of the institution is prepared well ahead of the beginning of the session, is well conveyed, and implemented properly. The institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation. The IQAC also sees to it that the academic calendar allows for CIE effectively. The aim of the institutional academic calendar is to provide students a information regarding the schedule of various activities of the institution such as bridge courses, remedial classes, in house and semester exams, so that they may prepare for the things accordingly. It also aims at ensuring discipline in the institutional working.

The academic calendar of the institution describes the schedule of various academic and co-curricular activities to be undertaken by the institution in that particular academic session. The academic calendar of the institution is conveyed to the students through the institutional website, college prospectus and is displayed in the campus through departmental notice boards. The institution ensures that the academic calendar of the institution is followed as closely as possible, subject to conditions. Besides this, departments are

also asked to prepare their respective academic calendars and activity schedules for the academic and co-curricular activities of their departments.

The schedules are planned in such a way as to facilitate effective and efficient delivery of curriculum and to assess and evaluate, regularly and continuously the learning outcomes of the students. Though efforts are made to adhere to the academic calendar strictly, still there is provided a scope for need based changes. The schedule of the academic and co-curricular activities as mentioned in the academic calendar for the session 2019-20 got altered in the last quarter of the session due to lockdown conditions.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://lkc.ac.in/programme-and-course-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BSc	Medical	31	16	51.61
NIL	BSc	Non Medical	29	17	58.62
NIL	BSc	Computer Science	20	14	70
NIL	BSc	Bio technology	18	16	88.89
NIL	BSc	Economics	20	11	55
NIL	BCom	Nil	195	148	75.90
NIL	BBA	Nil	48	22	45.83
NIL	BCA	Nil	60	16	26.67
NIL	BSc	Information Technology	35	7	20
NIL	BVoc	Software Development	21	13	61.90

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://lkc.ac.in/wp-content/uploads/2021/08/SSS\\_2019-20.pdf](https://lkc.ac.in/wp-content/uploads/2021/08/SSS_2019-20.pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Interdiscipli	6	DST	15.64	15.64

nary Projects				
Major Projects	1095	DST	31.09	14.61
Any Other (Specify)	30	Punjab State Council for Science and Technology	0.15	0.15
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Digital Language Lab- Orell	Computer Science and IT	31/07/2020
Workshop on Graphics Designing	Computer Science and IT	28/08/2020
Workshop on Network Security and Administration	Computer Science and IT	09/09/2020
Workshop on IPR with Particular Reference to Copyright laws	IQAC and Department of Biotechnology	23/09/2020
Workshop on Paddy Straw Management	Zoology and Botany	04/10/2020
Workshop on Mushroom Cultivation	Biotechnology	20/10/2020
Workshop on Creative Writing	Punjabi	15/11/2020
Lecture on Fundamentals of Intellectual Property Rights with Special Reference to Procedural Safeguards under Indian Patent Laws	IQAC and Department of Computer Science and IT	14/12/2020
Workshop on Entrepreneurship in Music	Music	22/01/2020
The Process of Copyrights and Patents	IQAC and Department of Biotechnology	25/02/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
1	Mushroom Cultivation	Self	Nil	Entrepreneurship	04/09/2019



	Training Centre				
1	Music Entrepreneurship	Self	Nil	Entrepreneurship	13/09/2019
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
31	4	4

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
English	1
Mathematics	1

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Bio Technology	5	0.55
International	Chemistry	2	4.13
International	Computer Science	4	Nil
National	English	3	Nil
National	Geography	1	Nil
National	History	1	Nil
International	Mathematics	5	1.61
International	Physical Education	1	1.09
National	Commerce	1	Nil
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	4
Mathematics	2
Geography	1
Computer	1
Chemistry	9
Bio Technology	2
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self
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					the publication	citation
Involvement of Boiling Stable Antioxidant Enzymes in Adaptation of Invasive Alien Plant Lantana to Abiotic Stress under Natural Conditions	Arun Dev Sharma, P. Kaur, Sh. Mamik, M. Mehta N. Sharma	Russian Journal of Plant Physiology	2019	1	Lyallpur Khalsa College, Jalandhar	1
Data set of in-silico analysis and 3D modelling of boiling stable stress-responsive protein from drought tolerant wheat	Arun Dev Sharma, G. Rakhra, D. Vyas	Data in Brief	2019	0	Lyallpur Khalsa College, Jalandhar	Nil
Antioxidants and secondary metabolites changes in stomata and pollens of invasive alien plant Lantana camara	P. Nischal, Arun Dev Sharma	Biologia	2019	0	Lyallpur Khalsa College, Jalandhar	Nil
Molecular docking and pharmacokinetic screening of eucalyptol (1,8 cineole) from	Arun Dev sharma Inderjeet Kaur	Notulae Scientia Biologicae	2019	0	Lyallpur Khalsa College, Jalandhar	Nil

eucalyptus essential oil against SARS-CoV-2						
Research and development of biopesticide: challenges and prospects	Gurpreet Singh	Outlooks on pest management	2019	3	Lyallpur Khalsa College, Jalandhar	3
Isatin-Triazole-Functionalized Rhodamine: A Dual Sensor for Cu <sup>2+</sup> and Fe <sup>3+</sup> Ions and its Application to Cell Imaging	Parveen Gahlyan, Rashim Bawa, Harshita Jain, Manu Dalela, Ankita Joshi, C.N. Ramachandran, Ashok K Prasad, Arunjit Kaur and Rakesh Kumar	Chemistry Select	2019	4	Lyallpur Khalsa College, Jalandhar	4
Analysis of micellar, thermodynamic and structural parameters of gemini surfactants in aqueous solutions of vitamins.	Harjinder Kaur, Neha Aggarwal, Ashwani Kumar Sood, Tarlok Singh Banipal	Journal of Molecular Liquids	2019	1	Lyallpur Khalsa College, Jalandhar	1
Perception of Fair Price Shop Dealers towards the working of Public Distribution System in Punjab	Rupinder Sampla	Think India Journal	2019	0	Lyallpur Khalsa College, Jalandhar	Nil

Economics of Vulnerabilities and Security Issues of Social Networking	Baldev Singh	International Journal of Advanced Science and Technology	2019	0	Lyallpur Khalsa College, Jalandhar	Nil
Sentiment Analysis as Prediction Tool in Multiple Domain Applications	Baldev Singh	International Journal of Future Generation Communication and Networking	2019	0	Lyallpur Khalsa College, Jalandhar	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Involvement of Boiling Stable Antioxidant Enzymes in Adaptation of Invasive Alien Plant Lantana to Abiotic Stress under Natural Conditions	Arun Dev Sharma, P. Kaur, Sh. Mamik, M. Mehta N. Sharma	Russian Journal of Plant Physiology	2019	3	1	Lyallpur Khalsa College, Jalandhar
Data set of in-silico analysis and 3D modelling of boiling stable stress-responsive protein from drought tolerant wheat	Arun Dev Sharma, G. Rakhra, D. Vyas	Data in Brief	2019	3	Nil	Lyallpur Khalsa College, Jalandhar

Antioxidants and secondary metabolites changes in stomata and pollens of invasive alien plant Lantana camara	P. Nischal, Arun Dev Sharma	Biologia	2019	3	Nil	Lyallpur Khalsa College, Jalandhar
Molecular docking and pharmacokinetic screening of eucalyptol (1,8 cineole) from eucalyptus essential oil against SARS-CoV-2	Arun Dev Sharma Inderjeet Kaur	Notulae Scientia Biologicae	2019	3	Nil	Lyallpur Khalsa College, Jalandhar
Research and development of biopesticide: challenges and prospects	Gurpreet Singh	Outlooks on pest management	2019	3	3	Lyallpur Khalsa College, Jalandhar
Isatin-Triazole-Functionalized Rhodamine: A Dual Sensor for Cu <sup>2+</sup> and Fe <sup>3+</sup> Ions and its Application to Cell Imaging	Parveen Gahlyan, Rashim Bawa, Harshita Jain, Manu Dalela, Ankita Joshi, C.N. Ramachandran, Ashok K Prasad, Arunjit Kaur and Rakesh Kumar	Chemistry Select	2019	3	4	Lyallpur Khalsa College, Jalandhar
Analysis of	Harjinder	Journal of	2019	3	1	Lyallpur Khalsa

micellar, thermodynamic and structural parameters of gemini surfactants in aqueous solutions of vitamins.	Kaur, Neha Aggarwal, Ashwani Kumar Sood, Tarlok Singh Banipal	Molecular Liquids				College, Jalandhar
Perception of Fair Price Shop Dealers towards the working of Public Distribution System in Punjab	Rupinder Sampla	Think India Journal	2019	3	Nil	Lyallpur Khalsa College, Jalandhar
Economics of Vulnerabilities and Security Issues of Social Networking	Baldev Singh	International Journal of Advanced Science and Technology	2019	3	Nil	Lyallpur Khalsa College, Jalandhar
Sentiment Analysis as Prediction Tool in Multiple Domain Applications	Baldev Singh	International Journal of Future Generation Communication and Networking	2019	3	Nil	Lyallpur Khalsa College, Jalandhar
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	24	101	15	Nil
Presented papers	12	43	1	Nil
Resource persons	2	8	3	Nil
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Human Rights Lecture on World Human Rights Day	NSS	40	110
Seven Day Special Camp	NSS	6	65
Constitution Day Celebration	Centre for Youth Affairs and Youth Club	78	287
Blood Donation Camp Organized in College campus.	Centre for Youth Affairs and Youth Club	8	69
Rally to aware village of Johlan regarding Blood donation.	Centre for Youth Affairs and Youth Club	6	39
Awareness drive regarding save water and environment.	Centre for Youth Affairs and Youth Club	7	48
Rally to aware villagers of Johlan regarding drug abuse	Centre for Youth Affairs and Youth Club	6	46
Poster making competition on Women Empowerment and Environment	Centre for Youth Affairs and Youth Club	10	26
Diwali Celebration at Orphanage at Budhiana.	Centre for Youth Affairs and Youth Club and Ahram and Charitable Society, Budhiana	6	40
Nukkad Natak	District Legal Services Authority	8	14

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Youth Exchange Programme	Selection in International youth Exchange Programme 2019-20	Ministry of Youth Affairs and Sports, Government of India	1
23rd National	Participation	Ministry of Youth	1

Youth festival

Affairs and Sports,  
Government of India

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	Grievances Cell	Lecture on Gender Sensitization and Legal Rights of Women and Children	4	113
NIL	Grievances Cell	Lecture on Free Legal Aid Provisions for women	6	47
NIL	Social Sensitization Cell	International Girl Child's Day	5	172
NIL	Social Sensitization Cell	Awareness Lecture on Osteoporosis in Women	8	128
NIL	Grievances Cell	National Nutrition Month : Health Checkup Camp for Girls	6	163
NIL	NSS and Gram Panchayat Sang Dhesian	Legal Aid Awareness Lecture at village Sang Dhesian	5	90
NIL	NSS and Gram Panchayat, Johlan	Legal Aid awareness seminar	5	110
NIL	Directorate Youth Services Punjab, Punjab State AIDS control society, Chandigarh	AIDS Awareness Rally at Trinity College	2	30
NIL	District Administration and Municipal Corporation, Jalandhar	Swacch Bharat Mission	5	110
NIL	MHRD	Essay Writing on Womens role	4	30



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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
National Mathematics Day	353	Punjab State Council for Science and Technology	1
INSPIRE Camp	180	DST	5
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Training and Placement	Digital Marketing, Graphics Designing, Brochure, Prospectus Designing,	Being Social hub, Jalandhar	17/12/2019	16/12/2020	5
Training/Workshop/Placement	Training in Designing, 2D Animation and Editing	Evergreen Publications Ltd, Jalandhar	28/08/2019	27/08/2020	70
Training/Workshop/Seminars/Placement	Programming Languages and Latest Technologies	NTPR Centre, Chandigarh	26/08/2019	25/08/2020	102
Training and Placement	Web Development, WebDesigning	Nugen Computer IT Services, Jalandhar	25/09/2019	24/09/2020	2
Training/Workshop/Placement	Software Development, Web Technology	ANSH Infotech, Ludhiana	09/09/2019	08/09/2020	100
Training and Placement	Website development, Mobile apps	GTB Infotech, Chhoti Baradari, Jalandhar	19/07/2019	18/07/2020	5
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GTB Infotech, ChhotiBaradari, Jalandhar	29/07/2019	Providing training and placement drive for the students of B.Voc(Software Development) and M.Voc(Web Technology and Multimedia)	39
ANSH Infotech, Ludhiana	23/10/2019	Workshop on Network Security and Administration was organized for the students of BCA, B. Sc. (IT), M.Sc. and B. Voc (Software Development).	67
The Kites, Jalandhar	21/11/2019	Training for students of Diploma in computer animation	50
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
45	39.79

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Newly Added
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### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus Analyzer	Fully	4	1999

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20857	770102	Nil	Nil	20857	770102

Reference Books	71184	10601198	180	106782	71364	10707980
e-Books	4186185	5900	139	5900	4186324	11800
Journals	56	77704	28	41350	84	119054
e-Journals	14345	13570	7	13570	14352	27140
CD & Video	452	Nill	Nill	Nill	452	Nill
Library Automation	8	239920	Nill	Nill	8	239920

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. S.S. Bains	Lecture	Institutional LMS	10/08/2019
Dr. Dinkar Sharma	Lecture	Institutional LMS	25/09/2019
Dr. Hajit Singh	Lecture	Institutional LMS	09/03/2020
Dr. Navneet Arora	Lecture	Institutional LMS	17/09/2019
Mr. Hariom Verma	Lecture	Institutional LMS	20/08/2019
Dr. Vikas Kumar	Lecture	Institutional LMS	22/08/2019
Dr. Harshveer Arora	Lecture	Institutional LMS	18/10/2019
Mr. Gobind Ram	Lecture	Institutional LMS	25/10/2019
Dr. Narveer Singh	Lecture	Institutional LMS	13/07/2019
Dr. Upma Arora	Lecture	Institutional LMS	12/11/2019

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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	460	19	45	1	0	1	19	50	0
Added	0	0	5	1	0	0	0	20	0
Total	460	19	50	2	0	1	19	70	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

70 MBPS/ GBPS

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
--	--

Lecture	<a href="https://www.youtube.com/watch?v=WNOExHm_dDLk">https://www.youtube.com/watch?v=WNOExHm_dDLk</a>
Lecture	<a href="https://www.youtube.com/watch?v=1zjJ9pWnh1c">https://www.youtube.com/watch?v=1zjJ9pWnh1c</a>
Lecture	<a href="https://www.youtube.com/watch?v=H10KoL4FhhI">https://www.youtube.com/watch?v=H10KoL4FhhI</a>
Debate	<a href="https://youtu.be/8SZacg80-3I">https://youtu.be/8SZacg80-3I</a>
Lecture	<a href="https://youtu.be/ie-f09EItEY">https://youtu.be/ie-f09EItEY</a>
Lecture	<a href="https://youtu.be/xI1xp-1DRho">https://youtu.be/xI1xp-1DRho</a>
Lecture	<a href="https://youtu.be/1rWjbMYV0d0">https://youtu.be/1rWjbMYV0d0</a>
Lecture	<a href="https://youtu.be/POFKXEFneCY">https://youtu.be/POFKXEFneCY</a>
Lecture	<a href="https://youtu.be/q2UjYn5GVv8">https://youtu.be/q2UjYn5GVv8</a>
Lecture	<a href="https://youtu.be/GWaZUemcbfy">https://youtu.be/GWaZUemcbfy</a>
Lecture	<a href="https://youtu.be/8DknpHtXnhO">https://youtu.be/8DknpHtXnhO</a>
Lecture	<a href="https://youtu.be/6_P9udh6VHA">https://youtu.be/6_P9udh6VHA</a>
Lecture	<a href="https://youtu.be/CnJjYGsLNsy">https://youtu.be/CnJjYGsLNsy</a>
Lecture	<a href="https://youtu.be/0BMGuJpo3wU">https://youtu.be/0BMGuJpo3wU</a>
Lecture	<a href="https://youtu.be/FCjkmCMDq-M">https://youtu.be/FCjkmCMDq-M</a>
Lecture	<a href="https://youtu.be/MaUeUv-oBmc">https://youtu.be/MaUeUv-oBmc</a>
Lecture	<a href="https://youtube.com/playlist?list=PL_Yj3zx61EZQUsQi8CSb0_qmWKWt6v4aN">https://youtube.com/playlist?list=PL_Yj3zx61EZQUsQi8CSb0_qmWKWt6v4aN</a>
Lecture	<a href="https://youtube.com/playlist?list=PL_Yj3zx61EZTp4idyTBnZnHfUuAloV1Oa">https://youtube.com/playlist?list=PL_Yj3zx61EZTp4idyTBnZnHfUuAloV1Oa</a>
Lecture	<a href="https://youtube.com/playlist?list=PL_Yj3zx61EZR4m-UGWqjOL-outlpUAUVK">https://youtube.com/playlist?list=PL_Yj3zx61EZR4m-UGWqjOL-outlpUAUVK</a>
Lecture	<a href="https://youtube.com/playlist?list=PL_Yj3zx61EZTy7BltgBAuIZVpOlrr2euM">https://youtube.com/playlist?list=PL_Yj3zx61EZTy7BltgBAuIZVpOlrr2euM</a>
Lecture	<a href="https://youtube.com/playlist?list=PL_Yj3zx61EZR3sibsSGSb82_BUrSrhM5F">https://youtube.com/playlist?list=PL_Yj3zx61EZR3sibsSGSb82_BUrSrhM5F</a>
Domestic Violence Play	<a href="https://www.facebook.com/116216153087432/videos/392924134895401/">https://www.facebook.com/116216153087432/videos/392924134895401/</a>
Discussion on Laws	<a href="https://www.facebook.com/116216153087432/videos/433531800693090/">https://www.facebook.com/116216153087432/videos/433531800693090/</a>
Discussion	<a href="https://www.facebook.com/116216153087432/videos/658362208034641/">https://www.facebook.com/116216153087432/videos/658362208034641/</a>
Radio Program	<a href="https://youtu.be/hdr4kbwIgxE">https://youtu.be/hdr4kbwIgxE</a>

Lecture	<a href="https://youtu.be/zeWIkC03dfQ">https://youtu.be/zeWIkC03dfQ</a>
Lecture	<a href="https://youtu.be/_vswh6Buff0">https://youtu.be/_vswh6Buff0</a>
Lecture	<a href="https://www.youtube.com/watch?v=2gzNhXInGkw">https://www.youtube.com/watch?v=2gzNhXInGkw</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
9	7.8	11	10.3

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

**Infrastructure Maintenance:** The institution has competent infrastructure that ensures the optimum availability of physical, academic and support facilities to its students and staff for proficient execution of academic and co-curricular activities. The infrastructure as well as the other existing relevant things are regularly updated and augmented under the guidance of the IQAC. Based on the feedback of the students, faculty members, lab and support staff, visitors to the college, the major requirements of infrastructural augmentation and maintenance and also the topical requirements are determined in the final meeting of the IQAC of the session while chalking out the action plan for the next session. However, minor and emergency infrastructure maintenance requirements are met with immediately by the Principal instead of being included in the action plan. The expenditure incurred is met from the financial grants received from funding agencies such as the UGC, or from the management funds. The institution has recruited specific staff like electricians, computer labs technicians, plumber, carpenter, mason, gardeners and janitors for regular maintenance jobs. Each science department has required staff for equipment maintenance. Security staff also ensures the infrastructure overall care. As infrastructure maintenance set up, the institution follows a hierarchical system with clearly defined duties and responsibilities. For each of the five teaching blocks a senior teacher is appointed as the coordinator of the block to look after the maintenance and cleanliness affairs of the block and works in consultation with the heads of the departments housed in their respective blocks. The Campus Ecology and Maintenance Committee of the college looks after the general cleanliness of the campus, support facilities like notice boards, drinking water, waste management and facilities for divyang students. It also looks after the Student Centre and the Hostel Mess through their respective contractors. Sports playgrounds are maintained by the support staff of the Department of Physical Education and Sports.

**Infrastructure Utilization:** The institution has a definite policy and specific duties have been assigned for optimum utilization of institutional infrastructure. Examination and timetable committee is responsible for finalizing the time table in consultation with the Principal for optimal use of classrooms and labs. All the class rooms remain occupied from 8 a.m. to 4 p.m. Practical sessions are held in shifts making optimum use of the labs. The central library remains open from 9 to 4 and support staff remains available all the time to ensure its full use. The cyber centre in the computer block remains open even beyond the teaching hours. Physiotherapy labs remain available for students' practical sessions as well as for treatment of patients coming to the Physiotherapy OPD for treatment of related problems. The seminar and activity

halls are used for academic and co-curricular activities. Apart from the institutional activities, the institutional infrastructure- such as classrooms and computer labs- are also used for other activities like online and offline entrance, recruitment and promotion examinations conducted by outside agencies. Requests for use of college infrastructure by outside agencies are dealt with by the Principal directly.

[https://lkc.ac.in/wp-content/uploads/2021/08/Infrastructure\\_maintenance.pdf](https://lkc.ac.in/wp-content/uploads/2021/08/Infrastructure_maintenance.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Poverty Cases	91	2224140
Financial Support from Other Sources			
a) National	Post -matric Scholarships	1218	27423967
b) International	NIL	Nil	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Bridge course (UG)	12/07/2019	40	Department of English
Bridge course (UG)	13/07/2019	11	Department of Geography
Bridge course (UG)	12/07/2019	25	Department of Music
Bridge course (UG)	15/07/2019	12	Department of Political Science
Bridge course (UG)	12/07/2019	20	Department of History
Bridge course (UG)	13/07/2019	35	Department of Punjabi
Bridge course (UG)	12/07/2019	36	Department of Computer Science IT
Bridge course (UG)	13/07/2019	10	Department of Economics
Bridge course (UG)	15/07/2019	45	Department of Environment Science
Bridge course (UG)	12/07/2019	35	Department of Chemistry

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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Career Counseling/Placements/Higher Education	42	442	3	50
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
15	15	3

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Vishal Publishing Co.	18	4	Amandeep Hospital, Grand trunk road, Model town, Rani ka Bagh, Mohindra colony. Amritsar, Punjab 143001	4	1
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.A.	Department of Arts	Lyallpur Khalsa College	M.A. (Music Vocal)
2020	2	BCA	Department of Computer Science & IT	Lyallpur Khalsa College	M.Sc. (IT)
2020	4	B.Sc. (IT)	Department of Computer Science & IT	Lyallpur Khalsa College	M.Sc. (IT)
2020	2	B.A.	Department of Arts	Lyallpur Khalsa	M.Voc. (Web)

				College	Technology & Multimedia)
2020	1	B.Voc. (PT)	Department of Computer Science & IT	Lyallpur Khalsa College	M.Voc. (Web Technology & Multimedia)
2020	1	B.Com.	Department of Commerce	Lyallpur Khalsa College	M.Voc. (Web Technology & Multimedia)
2020	1	B.Sc. (N.M.)	Department of Science	Lyallpur Khalsa College	M.Sc. (Physics)
2020	1	B.Sc. (Economics)	Department of Arts	Lyallpur Khalsa College	M.Sc. (Maths)
2020	4	B.Sc. (Medical)	Department of Science	Lyallpur Khalsa College	M.Sc. (Chemistry)
2020	6	B.Com.	Department of Commerce	Lyallpur Khalsa College	M.Com.

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SLET	1
Any Other	14

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Teej Festival	Institution	500
Basant Panchami Celebration	Institution	286
Spell Bee Competition	Institution	20
Creative writing competition	Institution	18
IT Spark 2019	Institution	487
Yoga Camp	Institution	76
Fitness@IT 2020	Institution	843
Teachers day Celebration	Institution	349
Spectrum 2019	Institution	135
National Mathematics day celebration	Institution	76



**5.3 – Student Participation and Activities**

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	First Prize AIU National Youth Festival	National	Nil	1	2016KJ/A.8	Mansa Singh
2020	Second Position AIU National Youth Festival	National	Nil	1	2016KJ/A.8	Mansa Singh
2020	First Prize AIU National Youth Festival	National	Nil	1	2018RKJ/A73	Harjot Singh
2020	Second Position AIU National Youth Festival	National	Nil	1	2018RKJ/A73	Harjot Singh
2020	Second Position AIU National Youth Festival	National	Nil	1	2016KJ/A.75	Goldy Kumar
2020	Second Position AIU National Youth Festival	National	Nil	1	2018SCJ/A35	Bharat Mal
2020	Second Position AIU National Youth Festival	National	Nil	1	2016KJ/A.32	Kanwalpreet Singh
2020	Second Position AIU National Youth Festival	National	Nil	1	2016KJ/A.46	Talib Sain

2020	Second Position AIU National Youth Festival	National	Nil	1	2018KJ/A .199	Ravinder Singh
2020	Second Position AIU National Youth Festival	National	Nil	1	2016KJ/A .35	Gurtej Singh
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has implemented a two tier system of student bodies to harness the students' talent and potential in accomplishment of the mission of the institution. The system comprises of two levels, the lower level consisting of departmental students' bodies in the form of students clubs, associations and societies that provide students a proper platform for their intellectual growth and the higher level constituting institutional student council. Both of these structures have a set mechanism of formation and operation and distinct functions. The Student Council generally consists of representatives (usually the top position) taken from each departmental students' body and is formed by the principal in consultation with the heads of the departments. The council is actively involved in the organization of various academic and co-curricular activities such as conferences, seminars, cultural functions etc. It also conveys students' issues and problems to the principal. The departmental student bodies are formed to instill a sense of responsibility among students and increase their active participation in departmental activities. Departments are given autonomy regarding the formation and operation of these bodies with the condition that they conform to the College vision and mission. The Head of the Department in consultation with the teacher-in-charge of the body and other faculty members nominates the students as the office bearers of these bodies. These bodies may have membership of students only or also include teachers as members. These bodies hold academic functions of the department such as extension lectures, knowledge based programmes relevant to their course, cultural competitions and social service and sensitization activities and sports activities, with students in lead and responsible roles. Students also learn event management and acquire managerial skills while organizing activities of these students' bodies on their own. The institution also ensures an active participation of students in advisory roles, in its academic and administrative activities. Two students are nominated by the principal as the members of the college IQAC. They participate in the IQAC meetings and activities as active members and are made a part of the decision making process.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

1728

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

The institution stays in touch with its alumni. The alumni of the college provide valuable feedback on various aspects of the institution and its working. This feedback proves highly useful in planning the institutional development and working. The annual alumni meet of the college was organized on 5 December 2019 in which over 150 old students of the college participated. In addition, departments of English, Punjabi and Economics also celebrated their respective alumni meets. Apart from this, a number of alumni living in the country as well as abroad visited the institution.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution believes that decentralization of administration is the key to administrative efficiency. Hence, the IQAC tries to ensure decentralization and participative management in institutional working. With this aim, autonomy is provided to the institutional different bodies and teaching departments of the college in matters of planning and implementation. One such matter is teaching learning process. The mechanism of teaching learning has been decentralized as the departments are free to devise and implement teaching strategies for their students. Departments are asked to prepare their respective academic calendars in consonance with the main academic calendar, according to which they plan their teaching learning activities. The distribution of classes to teachers is also decided by departments on their own. Teachers plan and implement teaching-learning strategies as per the requirements of their course contents and students. Innovation in teaching learning process is encouraged. Teachers are free to plan the schedule of class tests and other academic activities for their respective classes. Any difficulty encountered is conveyed to the head of the department who brings it in the notice of the principal. Another good example of decentralization and participative management is system of student bodies. Each of the teaching department has its own student body which is formed as per its constitution by the head of the department, in consultation with the faculty of the department. The office bearers of the body are students nominated by the head of the department and they function under the guidance of one teacher assigned this responsibility by the head, usually on rotation basis. Planning of different academic and co-curricular activities and functions of the department is done by the body and this planning is executed with involvement of students. This instills sense of belongingness and responsibility in students and develops managerial skills in them, thereby ensuring decentralised and participative decision making process and working. The Student council of the college is constituted by the top student members (one each ) of all these bodies. The student council has student office bearers working under the guidance of Dean Student Welfare, which reflects participative management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### **6.2 – Strategy Development and Deployment**

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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<p>Industry Interaction / Collaboration</p>	<p>The institution collaborates with the industry for the innovation and entrepreneurship. The institution is has established incubation centre to translate innovations into commercially viable products, processes and services while working in harmony with the placement cell of the college for providing students suitable training, personality development and informing them of career opportunities. For effective creation and transfer of knowledge, activity based learning such as training workshops, project works, internships and field visits in collaboration with the industry and other related bodies are undertaken. The institution has signed MoUs and linkages with industry for student training and well being.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The DELNET linked INFLIBNET subscribed fully computerized central library of the college is managed through an Integrated Library Management System. The library has both online and offline public excess catalogues. Most of the classrooms are ICT enabled. Learning resources have been made available on the college website. Course related and even advanced infrastructure has been provided in the college labs. An instrumentation lab has been set up for productive research. There are six seminar halls to conduct seminars/ workshops / lectures and cultural activities. A media centre has been established to record lectures for the students.</p>
<p>Examination and Evaluation</p>	<p>Students are internally evaluated through class tests and house exams. Examination and evaluation blue print is provided to the students during the session. House exams are held on the pattern of university exams. Efforts are made to ensure objectivity in evaluation and assessment of the students by introducing examiner swapping system in house exams and even in class tests wherein any teacher teaching a particular course is asked to evaluate the answer sheets of the same course but of another section. Post (house) examination counseling of the students is also done to inform them of their performance.</p>

Curriculum Development	<p>Feedback on course contents is collected from the students, parents, teachers and industry and analysed to ascertain the quality of course contents. This analysis is employed to form suggestions regarding needed changes in curriculum. These suggestions are conveyed to the affiliating universitys curriculum framing bodies through their teacher members. The institution has a number of faculty members acting as members of these bodies who contribute to curriculum design in this way.</p>
Teaching and Learning	<p>Directed by the IQAC, the Academic council of the institution meets, usually in the beginning, middle and end of the session, apart from as and when needed, reviews teaching learning process, its methodologies and learning outcome, and takes appropriate decisions in this regard. For example it was decided to provide curriculum planning and evaluation blueprint to the students containing term wise division of the syllabus and the details of the examination and evaluation scheme. Mentorship scheme has been introduced where individual and regular counselling of the students is done to ensure their balanced growth, development and progress.</p>
Research and Development	<p>Research is promoted by providing research facilities to the faculty. These include computer and internet facility, DELNET and INFLIBNET facilities, rich central library along with departmental libraries, college labs having high end infrastructure and financial assistance to conduct research ctivities wherever needed. The faculty is encouraged to apply for minor and major research projects, to conduct national and international conferences and seminars. The teachers are encouraged to publish their papers in journals of repute and recognition. Workshops/ seminars are conducted on Intellectual Property Rights (IPR) and on other aspects as a part of industry-academia collaboration.</p>
Human Resource Management	<p>To ensure work expediency and high efficiency , the institution pays particular attention to human resource management. A Performance Appraisal System functions for teaching and non-teaching staff whereby their</p>

performance is assessed and remedied or rewarded accordingly. Welfare measures exist for teaching and non-teaching staff like loan against salary, quick retirement benefits, group insurance scheme, maternity leave, fee concession to the children of staff, accommodation to staff, free medical facility, free uniform to the Class IV employees, special provisions for divyang staff etc. Besides, encouragement to outstandingly performing staff is given in monetary and other terms.

**Admission of Students**

Admission process of students is transparent and on merit basis and also on first come first serve basis. Admission dates are well advertised through newspapers and college website and the admission process is ensured to be student friendly. Student counseling at the time of admission is done on range of courses and their details, eligibility criteria student welfare schemes and admission process. Programme outcomes and programme specific outcomes are also briefly described. Students are allowed to deposit admission fee in installments. Concessions are offered to the deserving students.

**6.2.2 – Implementation of e-governance in areas of operations:**

E-governance area	Details
<p><b>Planning and Development</b></p>	<p>Planning and development activities of the institution have involvement of e-governance. The institutional website acts as a portal to view the updated information on academic and co-curricular planning . The academic calendar of the institution entailing details of the academic and co-curricular activities is displayed on the institutional website. It includes information regarding the dates of commencement of classes, dates of commencement of internal exams, vacations dates and dates of co-curricular activities and other events. The record of IQAC planning for the session and also for the next session is duly recorded electronically. Whatsapp groups of Classes, departments and committees have been formed for round the clock and quick communication between the faculty and principal and faculty and students. The communication between the staff and the office takes</p>

place largely electronically.

Administration

Most of the administrative work is done in electronic mode. All communication and office work , unless specified or needed, takes place in paperless or digital mode. Data management is done electronically. A specialized software Campus Analyser is used for maintenance of all sorts of data for administrative purposes. The college library, hostels, teaching departments and different wings of the institution carry out their working in electronic mode. The campus is secured by e-surveillance through CCTV cameras installed in the campus. The code of conduct for students and faculty has been duly displayed on the college website which also displays notices regarding various activities of the institution. The entire working of the college library right from book search to book issue and return and record maintenance is done in electronic mode.

Finance and Accounts

E-governance is an exclusive feature of finance and accounts aspect of the institutional working. Account entries are made and statements are prepared electronically. All financial transactions are electronically recorded and so any record can be viewed easily . A particular software 'Catpro' is used for the purpose. Transactions such as University payments, Provident Fund, Income Tax etc. are done online. Payment of salaries to the employees takes place by digital transfer in their accounts. Remuneration data of teachers on examination duties is forwarded to the university online.

Student Admission and Support

Admission process is carried out largely in electronic mode. Admission dates are flashed on the college website and are circulated in class whatsapp groups. Student enrolment takes place on university portal online. Admission data of the students is maintained electronically and can be retrieved very easily. Admission fee record, Student Roll number and unique ID are also electronically maintained and allotted respectively. Mentor-mentee groups are managed by teachers electronically. Application to different scholarship schemes are made electronically. Information on

different student support services is made available on the college website. Students can convey their grievances through emails to their respective redressal cells. Hostel management is also done in electronic mode. The entire working of the college library right from book search to book issue and return is done in electronic mode.

**Examination**

E-governance is also practiced in examination process, in house as well as university exams. In case of house exams, the entire process including preparation and circulation of date sheet, compilation of student data and allotment of centres accordingly, students' absentee, allocation and receipt of answer sheets and preparation of award lists is managed electronically. Teachers are asked to prepare and submit question papers electronically. For university exams, the student data is managed and forwarded to the university electronically. Whatsapp and email groups of teachers on exam duties in both exams are formed for speedy communication. Students' marks obtained in house exams are displayed on the student portal on the college website.

**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Manmeet Sodhi	IACLALS International conference on Reimagi(ni)ng Identities in the Global South: Challenges, Transgressions and Articulation	Indian Association for Commonwealth Literature and Language Studies	4500

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	From date	To Date	Number of participants (Teaching)	Number of participants (non-teaching)
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	programme organised for teaching staff	programme organised for non-teaching staff			staff)	staff)
2019	Induction Workshop for the Newly Recruited Teachers	NIL	17/07/2019	17/07/2019	42	Nil
2019	NIL	Workshop on Basic Errors in English for Secretarial Staff	12/08/2019	12/08/2019	Nil	13
2019	Workshop on Soft Skills and Personality Development	Workshop on Soft Skills and Personality Development	26/08/2019	26/08/2019	17	10
2019	NIL	Training workshop for Microsoft Excel for Clerical Staff	29/08/2019	29/08/2019	Nil	11
2019	NIL	Training Workshop for Horticulture Staff	04/09/2019	04/09/2019	Nil	14
2019	Workshop on IPR with Particular Reference to Copyright laws	NIL	23/09/2019	23/09/2019	37	Nil
2019	Workshop on Data Analytics using SPSS	NIL	18/10/2019	18/10/2019	17	Nil
2019	Workshop on Creative Writing	NIL	15/11/2019	15/11/2019	17	Nil
2019	Lecture on Fundame	NIL	14/12/2019	14/12/2019	32	Nil

ntals of Intellectual Property Rights with Special Reference to Procedural Safeguards under Indian Patent Laws

2019	Faculty Development Program on Research Methodology and Data Analysis using SPSS	NIL	16/12/2019	21/12/2019	23	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP (UGC-CPE) on Innovation in Teaching, Learning and Research	1	24/12/2019	30/12/2019	7
Short Term Course on Effective Research Proposal and Paper Writing	2	20/12/2019	24/12/2019	5
FDP on Research Methodology and Data Analysis using SPSS	47	16/12/2019	21/12/2019	6
Workshop on Data Analysis using SPSS	5	18/10/2019	18/10/2019	1
Navigating the rapid of parenting :a social responsibility	1	16/07/2019	16/07/2019	1

Online Refresher Course In Chemistry For Higher Education under ARPIT of SWAYAM CENTRAL	1	01/09/2019	31/12/2019	122
15 weeks online course on the topic "Direct Tax Laws and Practices" from Swayam.	1	01/07/2019	30/10/2019	120
12 week NPTEL online certification course on Management Accounting	1	01/07/2019	01/10/2019	84
Eight week NPTEL-AICTE course on Decision Making Using Financial Accounting	1	01/07/2019	02/09/2019	56
UGC-Sponsored Summer School	1	18/06/2019	08/07/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	20	Nil	87

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF contribution, Group Insurance Scheme , Free Medical Facility, Maternity leave to women employees Study Leave, Funding to attend Conference, Seminars, FDP's, Summer schools and Workshops, Funding for organizing research activities, loan against salary, fee concession to the wards , Flexibility in work for staff with major illness	EPF contribution, ESI , Group Insurance Scheme , Free Medical Facility, loan against salary, fee concession to the wards , Flexibility in work for staff with major illness maternity leave to women employees. Uniform to class four employees.	Insurance for students, Divyang friendly campus, online fee payment, Scholarships from Government and NGO's, liberal concessions for the deserving , free hostel and mess facility for the player students in addition to fee concession, free medical checkup campus. cash prizes for outperforming students.

## 6.4 – Financial Management and Resource Mobilization

### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In order to have fairness and transparency in financial matters, the institution has introduced the system of regular internal and external audits on basis. Internal and external audits both are conducted to ensure proper, justified and valid use of funds. Internal audit is done by qualified auditors on yearly basis. These auditors check, cross check and verify the transactions carried out in the financial year. Audited financial statements include income and expenditure account, balance sheet prepared by qualified auditors and submitted to banks and other regulatory agencies. External audit is carried out by Statuary auditors appointed by the DPI Colleges, Government of Punjab for the purpose. Any errors and objections, if ever pointed out by the auditors are immediately attended to and rectified and precautionary steps are taken to avoid recurrence of such errors in future.

### 6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Governing Council, Lyallpur Khalsa Colege, Jalandhar	150000	Financial Assistance to Dr. Jaspal Singh to participate as Manager in World University Games at Napoli, Italy
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### 6.4.3 – Total corpus fund generated

101965410

## 6.5 – Internal Quality Assurance System

### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	Internal Audit Committee
Administrative	No	Null	Yes	Internal Audit Committee

### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent teachers interaction helps the institution in a number of ways in improving its working and is thus contributive towards quality enhancement. IQAC ensures that the feedback of the parents is taken and considered while planning institutional activities. Feedback on course contents is also taken from the parents as parents are also one of the different stakeholders in education process. A feedback form for parents has been provided on the college website for the purpose. Feedback collected from the parents on course contents informs the institution about the needed changes in existing curriculum. Parents also provide their suggestions on infrastructure and student facilities during their interaction with teachers, department heads and the principal. Parents also act as brand ambassadors of the institution and their appreciation motivates the institution to work better.

### 6.5.3 – Development programmes for support staff (at least three)

1. Workshop on Basic Errors in English for Secretarial Staff on 12 August 2019
2. Workshop on Soft Skills and personality Development on 26 August 2019
3. Training workshop for Microsoft Excel for Clerical Staff on 29 August 2019
4. Training Workshop for Horticulture Staff on 04 September 2019
5. Free Joint Pain Relief Camp on 09 September 2019
6. Friendly Cricket Match between teaching and on teaching staff on 22 February 2020

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Since its first cycle accreditation in 2004, the college has been bringing improvements in its working by introducing need based changes. There has been a rise in number of academic programs, augmentation of infrastructure, particularly research oriented one, wider spread of e-governance, introduction of value added courses, and increase in the number of student support facilities. Within six months of the third cycle accreditation in February 2020, the institution undertook a number of initiatives focusing on quality enhancement. One significant of these was greater involvement of ICT in education. The onset of the pandemic paved a way for online transaction of curriculum resulting in a greater involvement of ICT in education. The entire teaching learning process including sharing of information and information resources, evaluation and assessment of achievement of learning goals, student mentoring and career guidance took place in digital mode. As decided by the affiliating university, even the university exams were held online. Another initiative taken by the institution was to switch over to digital mode of fee payment by the students so as to ensure their well being and to save time and energy. Students were allowed to pay their fees digitally. One significant initiative by the institution was the use of social media to reach out to students, staff and local community. Messages spreading awareness regarding the pandemic and safety measures against it were created and circulated among them through social media for their physical and mental well being. People of local community stranded in the lockdown conditions for food and medicine were identified through social media and all sorts of possible help was extended to them by the college NSS and Youth club volunteers.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Induction Workshop for the Newly Recruited Teachers	17/08/2019	17/08/2019	17/08/2019	22
2019	Workshop on Basic Errors in English for Secretarial Staff	12/08/2019	12/08/2019	12/08/2019	13
2019	Workshop	26/08/2019	26/08/2019	26/08/2019	27

	on Soft Skills and Personality Development				
2019	Training workshop for Microsoft Excel for Clerical Staff	29/08/2019	29/08/2019	29/08/2019	11
2019	Training Workshop for Horticulture Staff	04/09/2019	04/09/2019	04/09/2019	14
2019	Workshop on IPR with Particular Reference to Copyright laws	23/09/2019	23/09/2019	23/09/2019	37
2019	Lecture on Fundamentals of Intellectual Property Rights with Special Reference to Procedural Safeguards under Indian Patent Laws	14/12/2019	14/12/2019	14/12/2019	32
2019	Faculty Development Program on Research Methodology and Data Analysis using SPSS	16/12/2019	16/12/2019	21/12/2019	23
2020	Interactive Session on Aspects of Drafting Skills	07/02/2020	07/02/2020	07/02/2020	11
2020	Workshop on The Process of Copyrights and Patents	25/02/2020	25/02/2020	25/02/2020	40

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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

## 7.1 – Institutional Values and Social Responsibilities

### 7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
National Nutrition Month : Health Checkup Camp for Girls	10/09/2019	10/09/2019	145	18
Awareness Lecture on Osteoporosis in Women	19/09/2019	19/09/2019	110	18
International Girl Child's Day	11/10/2019	11/10/2019	120	52
Lecture on Free Legal Aid Provisions for women	21/10/2019	21/10/2019	32	15
Lecture on Gender Sensitization and Legal Rights of Women and Children	11/12/2019	11/12/2019	76	37
Girls Hostel Night	22/11/2019	22/11/2019	68	10
Teej Celebrations	26/07/2019	26/07/2019	350	150
Raksha Bandhan celebration with the Indian Army	14/08/2019	14/08/2019	28	10
Legal Rights of Women against Domestic Violence	28/08/2019	28/08/2019	78	10
International Women's Day	07/03/2020	07/03/2020	65	22

### 7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The College works keeping in mind environmental consciousness and sustainability. Administration is managed electronically. Notices for staff, students are circulated electronically through whatsapp groups or emails. Time table of classes and date sheets are circulated through whatsapp groups, emails

and are also displayed on the college website. Fee related and other information is sent to the students through SMS as well. Paperless work culture is promoted. As an environmental consciousness and sustainability measure, rain water harvesting system has been established through which rain water from the roofs of the building percolates into the ground. Large playgrounds of the college also help in percolation of rain water. Tree plantation drives are regularly held within the campus and also in the neighbourhood community. Use of /Polythene is discouraged in the campus. Segregation of solid waste is practiced. Harmful liquid waste from labs is treated through phytoremediation before disposal. Composting pits have been dug beyond playgrounds for composting of plant remains. Solar Panels for power generation have been installed. Signage for water and energy conservation such as 'Save water', 'close taps', 'switch off the lights and fans when not in use', have been displayed in the campus. Safe disposal of electronic waste is also ensured. Electronic waste consisting of outdated computer systems is used to maximum before rejection. Computer systems and their usable parts, wherever possible, are extracted for re-use. Traditional lighting system is being replaced with LED Bulbs to save energy. Alternate energy initiatives have been introduced. Following are the power statistic of the institution: Total annual power requirement (in KWH) : 202570 Annual power requirement met by the renewable energy sources (in KWH): 1800 Percentage of annual power requirement of the Institution met by the renewable energy sources: 0.89 KWH Annual lighting power requirement (in KWH): 73880 Annual lighting power requirement met through LED bulbs (in KWH): 4291.2 Percentage of annual lighting power requirements met through LED bulbs: 5.81

#### 7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	Yes	Nil
Rest Rooms	Yes	1
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	Nil
Any other similar facility	Yes	2

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	17/07/2019	1	Informative session	To inform farmers	25



					on Cultiv ation of Aromatic crops and extracxti on of oil from them	about armatic crops	
2019	1	1	14/08/2 019	1	Raksha Bandhan with the Indian Army	To show solidarit y with Indian Armed Forces	38
2019	1	1	28/08/2 019	1	Job Fest	Job opp ortunitie s	2245
2019	1	1	28/08/2 019	1	Informa tive session at Village Kala Sanghian on Legal Rights of Women against Domestic Violence	Domestic Violence	88
2019	1	1	09/09/2 019	1	Joint Pain Relief Camp	To suggest exercises for jont pain relief	190
2019	1	1	04/10/2 019	1	Workshop for Paddy Straw Man agement	To suggest the farmer community technique s for paddy straw man agement	100
2019	1	1	11/10/2 019	1	Rally on World Mental Health Day	To spread awareness about imp ortance of mental heath	110
2019	1	1	11/10/2 019	1	Interna tional Girl	To promote s ensitizat	125

					Child Day	ion about distortin g sex ratio in the region	
2019	1	1	17/10/2019	1	Workshop for Farmers on Seed Viability for Wheat under Unnat Bharat Abhiyan	Seed Viability Test for Wheat through Foldscope	17
2019	1	1	21/10/2019	1	Lecture on Free legal Aid Provisions for Women	Informa tion on Free Legal Aid for Woman	47

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Hand Book of Code of Conduct , Lyallpur Khalsa College	07/01/2019	The updated version Handbook was published online and is available on the college website at <a href="https://lkc.ac.in/wp-content/uploads/2019/09/Handbook-of-Code-of-Conduct.pdf">https://lkc.ac.in/wp-content/uploads/2019/09/Handbook-of-Code-of-Conduct.pdf</a> This handbook of Code of Conduct has been prepared by the IQAC. The purpose of its contents is to make the various stakeholders mentioned in the handbook aware of their responsibilities and of the conduct expected from them.
Code of Ethics to Check Malpractices and Plagiarism in Research	12/02/2019	Handbook was published online and is available on the college website at <a href="https://lkc.ac.in/code-of-conduct-for-research/">https://lkc.ac.in/code-of-conduct-for-research/</a>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teej Celebrations	26/07/2019	26/07/2019	500

Screening of a film on life of Shaheed Udham Singh on his Martyrdom Anniversary	31/07/2019	31/07/2019	135
Dasherra Celebrations	07/08/2019	07/08/2019	120
Raksha Bandhan With the Indian Army	14/08/2019	14/08/2019	35
Van Mahotsav on Independence Day Celebrations	23/08/2019	23/08/2019	52
World Photography Day Celebrations	17/08/2019	17/08/2019	67
Teachers' Day	05/09/2019	05/09/2019	300
Joint Pain relief Camp on World Physiotherapy Day	09/09/2019	09/09/2019	45
National Nutrition Month Celebrations	10/09/2019	10/09/2019	250
Tree Plantation on 550 years of Birth Anniversary of Sri Guru Nanak Dev	11/09/2019	11/09/2019	450

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Gradual switching over to alternate energy initiatives 2. Segregation of solid waste 3. Phytoremediation unit for safe disposal of liquid waste from labs 4. Making pits for composting of leaves and plant remains 5. Rainwater harvesting system 6. Installing sprinkling system in college playgrounds to minimize water loss. 7. Paperless work culture 8. Discouraging the use of Polythene in the campus 9. Replacement of traditional bulbs, CFLs and florescent tube lights with LED lights 10. Spreading awareness about water conservation through awareness activities and competitions like street plays, slogan writing, poster making etc. 11. Optimum utilization of empty space by turning it into green zone 12. A variety of flowering and fruiting plants and trees

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

1. Title of the Practice : Environment Consciousness Activities Environmental Consciousness has become the need of the hour and sensitization of diverse sections of the society towards it is needed today perhaps more than ever in history of civilization It is a major challenge to life on this planet. . 1. Objectives: • To sensitize students and the neighbourhood community towards environment protection and sustainability • To ensure clean and green campus acting as microcosm for the community • To spread awareness against and suggest solutions for environment pollution 2. Context: Environmental pollution including water pollution, air pollution and noise pollution has increased

considerably in past fifty years or so and it has crossed the borders of metropolitans to reach rural areas even. It has also become an uphill task to deal with and safely dispose off the different types of wastes, like liquid waste, solid waste and e-waste. Understanding its responsibility towards the society and the world in general, it works to achieve these objectives. 3. The Practice: The institution tries to minimize environmental pollution by adopting different strategies. It maintains a pollution free campus as plastic and polythene use is widely discouraged. Effort is made on paperless working as much as possible. Safe disposal of Solid waste is achieved through the municipal corporation of the city. Segregation of waste is ensured before disposal of the same. For the purpose, separate bins have been placed key locations in the campus. Liquid waste from lavatories goes into the main sewer line whereas that from the laboratories is treated through phytoremediation unit formed in the campus, before being discharged safely into the main sewer line. Water conservation is ensured by setting up rain harvesting system.

Composting pits have been dug beyond college playground safely dispose off leaves and other plant remains. Burning of leaves is prohibited in the campus. Efforts are made to generate minimum e-waste and the policy of reuse is adopted at all levels. Activities focusing on student sensitization about Environment Conservation are regularly held both in and outside the campus, with the involvement of neighbourhood community as well. These include poster making, slogan writing and debate and declamation contests on environmental protection, plantation drives, rallies and marches, nukkad natak and community interaction programmes. These activities remain on the priority lists of institutional bodies such as youth club and NSS, Social Sensitization Cell and teaching departments etc. one example of these activities is the organization of Workshop on Paddy Straw Management jointly organized by the departments of Zoology and Botany this year. Outcome: The College has a beautiful green pollution free campus having a variety of flowering and fruiting plants and trees. The college also has a flowering plants nursery of its own. The college has twice won the university flower show championship. The clean campus stands as an example for neighbouring institution and local community. 2. Title of the

Practice: Focus on Education for Women Women form half of the mankind but educating women is educating the entire mankind. An educated woman contributes significantly to the development of family, community, society, nation and mankind. Realising the value of women education, the institution makes particular efforts for education of girls students. 2. Objectives of the

Practice : • To ensure employment oriented education for girl students • To equip them with theoretical knowledge and practical skills in their areas of studies • To inculcate employability and entrepreneurial skill in them • To make them economically independent Context: The college is a co-educational institution and around 35 student strength of the college is formed by girls students. All the academic programmes offered by the institution are co-educational by nature and lead to promotion of education for women in the region. The Practice: The institution offers over 45 academic programmes to its students who are enrolled without any gender bias. Most of these programmes involve practical work along with theoretical information. The institution ensures a comfortable and congenial atmosphere for its girls students so as to arm them with knowledge and skill, and inculcate in them a sense of safety and self confidence. To promote women education special efforts are made by the college which includes provision of scholarships and concessions, adjustable time-table, gender equity, provision of special physical facilities for girls like separate washrooms, common room, hostel facility, separate sitting arrangement in the college library and college canteen, safety measures like round the clock security guards and CCTV surveillance in campus and girls hostels and presence of Girl students Grievances Redressal Cell formed specially for the purpose. Besides this there are separate discipline committees for girls and boys students. For the all round development of their

personality, the institution ensures participation of girls students in co-curricular activities at all levels. Girl students also form an integral part of the NSS and NCC (Army and Air Wings both). The institution also plans to run entrepreneurship oriented programmes like those in fashion designing and cosmetology with a focus on women students in the coming sessions. Outcomes: The outcome of this practice is testified by the examination results. In the even semester exams of 2018-19 and odd semester exams of 2019-20, out of a total 78 university top and merit positions, 65 were bagged by women students. The success of this practice is also evident from the large number of girls opting the college as their place of studies.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision mission statements of the Institution and its priority and thrust area is the holistic growth of its students so as to develop them into judicious, conscientious, responsible and successful individuals having appropriate skills to earn a respectable livelihood. Believing that the key objective of education is skill development, the institution provides its students an education which equips them with theoretical knowledge as well as lifelong practical skills. The institution offers a variety of academic programs most of which have practical work too, enabling students to develop skills relating to their area of studies. Most of the academic programs offered by the institution have vocational content in them and they lead to inculcation of employability and entrepreneur skills in students. The range of programmes belonging to Humanities, Commerce, Sciences, Computer Science and Physiotherapy generate related specific skills in the students through the practical work, project work and internships included as a part of their curriculum. For example the 4 year programme Bachelor of Physiotherapy has compulsory six month training as its part. Similarly, B.Voc programmes, Masters in Tourism Managment, BSc Biotechnology also have compulsory training in their curriculum. To develop related skills, the institution regularly organizes activities like workshops, training sessions, field visits and interactions with the experts. The Physiotherapy OPD in the department provides students opportunities to understand things clearly. The institution has also set up appropriate infrastructure for the effective transaction of curriculum leading to skill development in students. The institution keeps on updating its list of academic programmes with a focus on skill development. In 2019-20, five new vocation based programmes and courses were introduced which included Diploma in Professional Accountancy, B. Com (Financial Services), M. Voc (Web Technology Multimedia), Certificate Course in French and Fine Arts as a subject in BA. To inculcate interdisciplinary skills in students, a range of value added courses are offered by different departments. Offered free of cost these courses are open to all the students. In addition, courses aiming at entrepreneurship are also offered. For example in 2019-20, certificate level courses in Music Learning Skills and Mushroom Cultivation were started by the institution. For development of personal skills of the students, ample opportunities are provided. Students are asked to showcase their talent in various co-curricular activities organized by the college. This includes participation in intra-college, inter-college, intervarsity and national level competitions in cultural and sports categories. Training is provided for sports and cultural activities by renowned artists and coaches respectively. A number of college students have earned success and fame for themselves at national and

international levels in these categories. A good number of players and medal winners in international sports, including the Olympics, have been the students of the college. For development of interpersonal skills, the institution organizes workshops and training sessions on soft skills and personality development. The Centre for Competitive Exams and Personality Development has been established with an aim to develop both personal and interpersonal skills of the students.

Provide the weblink of the institution

<https://lkc.ac.in/>

### **8.Future Plans of Actions for Next Academic Year**

The institution believes in setting up its goals well in advance and then planning a strategy to achieve them. The IQAC of the college chalks out an action plan in the final meeting of the session. This action plan is based on the inputs by the students, faculty, non-teaching staff, parents, industry, alumni, other stakeholders and visitors to the college. The future plan of the college is always directed toward the objectives of development and improvement.

1. To plan and implement teaching learning activities in online mode effectively to compensate for the absence of regular classroom teaching, in case the pandemic covid -19 drew longer.
2. To ensure reaching out to each and every student for their counselling on studies and stress related matters : as he Pandemic was advancing at a dangerous level
3. To devise a mechanism and action plan for sports and cultural activities in view of the pandemic
4. To organize research related seminars a/ workshops / training programmes at least three in number
5. To organise extension activities in online mode and by maintaining social distancing.
6. To allow students alternative modes of fee payment
7. To enter into collaborations at national level for academic improvement
8. To initiate research projects with financial assistance from non government setups, particularly, industry.
9. To restructure sports ground and to replace worn-out astro-turf
10. To complete pending construction work in the campus
11. To initiate participation of girls students in inter-college sports competitions
12. To adopt one village for extension activities by the college NSS unit