



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GURU NANAK PREM KARAMSAR COLLEGE, NADALA**

**BHOLATH ROAD, NADALA**

**144624**

**[www.gnpkscollege.org](http://www.gnpkscollege.org)**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2019**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Guru Nanak Prem Karamsar College, Nadala (Kapurthala), affiliated to Guru Nanak Dev University, Amritsar, has been established in 1970 under the visionary stewardship of Sant Majha Singh Ji and Sant Roshan Singh Ji, Life President of the College Managing Committee alongwith the full co-operation of leading personalities and members of the Panchayat of Nadala. The foundation stone of this institution had been laid down by Sant Chanan Singh, the then President of Shiromani Gurdwara Parbandhak Committee on December 21, 1969 on the auspicious occasion of the fifth birth centenary of Guru Nanak Dev Ji. Since then the college has made steady growth and has presently become multi-faculty co-educational institution of the area.

In its preliminary years, the College offered only the subjects in the faculty of Humanities for the Pre-University and Under Graduate Course: BA but gradually added new courses. Presently, the College has been imparting education for M.A. (Political Science) and PGDCA at the Post-Graduate level and B.Sc. (Economics), B.C.A., B.Com. and B.A. classes at the Under Graduate level, alongwith an Add on Course (Information Technology). The College has an environment friendly, lush green sprawling campus of about 15 acres of land on the Nadala-Bholath road, ten kms away from the Amritsar-New Delhi National Highway no. 1. It has well-maintained building with cozy Conference Room supported by modern audio-video technology like an interactive smart board alongwith multimedia projector, a spacious multipurpose sound proof auditorium (under construction), two smart class rooms, three Computer Labs, an English Language Lab, a well-stocked spacious Library having collection of about 10,700 books of literary and academic values on its record, and Arts Block as well as IT Block. The college Library also subscribes to various national and international journals, newspapers and magazines. Book bank facility is available for the poor and needy students. NSS and NCC units alongwith other wings of the College are actively involved for the overall balanced growth of aspiring young students.

### **Vision**

The main vision of the college has always been to bring about transformation and awareness in the area through quality education to the students of this educationally as well as economically backward rural block of Punjab, and that too at the affordable charges.

### **Mission**

The prime mission of this institution has been based on the basic teachings of Sahib Sri Guru Nanak Dev Ji ----- 'Nam Japo' (recitation and to dwell on the name of true Lord), 'Kirat Karo' (importance and dignity of self-work) and 'Vand Shako' (sharing of your resources with others). Hence to encourage quality education alongwith research for the educationally as well as economically backward rural, minority and underprivileged particularly the girls students has been the mission of the founders of this college especially Sant Roshan Singh Ji, Head Dera Baba Karam Singh of Hoti Mardaan, who has been the Life President of the Governing Council since 1969.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

**Administrative and Academic surveillance:** - for this purpose 16 CCTV cameras have been installed at strategic junctures in the campus and these can be accessed to monitor the college activities while sitting in Principal's office. This hi-tech surveillance system has been proved quite fruitful in maintaining discipline in the campus. At the same time, a bio-metric attendance machine has also been installed in the college office to improve the punctuality of the staff. A boundary wall has also been built for the security from outsiders. Discipline/Anti-Ragging Committee comprising Principal and senior faculty members are formed to ensure discipline in the college.

**Eco-friendly Lush Green Campus** is another merit to provide pollution free atmosphere for healthy and natural environment to the staff and students. College has a spacious, lush green sprawling campus of about 15 acres of land. Ecofriendly environment has been maintained by planting different types of ornamental plants, trees, shrubs and grass. Campus has been maintained as 'Plastic Free' and 'Tabaco Free' institution believes in the dictum of '*Energy Saved is Energy Generated*'. Hence, college ensured the use of CFL/LEDs bulbs, switch off the lights, computers and electronic gadgets, whenever not in use.

**Geographically Central Location:** This College has been located in the centre of Sub-Division Bholath and Development Block Nadala of District Kapurthala and is easily approachable from the Nadala Bus Stand. Even the bus facility to major towns is frequently available.

**Positive Approach of Principal and Management:** College management, principal and staff follows a positive approach towards the stake holders particularly students. They are encouraged to directly meet the teachers and principal for their any grievance. Teachers teach in regional Punjabi Language at level of students. Even the students can meet the teacher during their free lecture for their any problem/guidance.

**Experienced, Dedicated and Qualified Faculty:** Management Committee always preferred appointments recommended by the selection panel purely on merit basis headed by the saintly personality Sant Roshan Singh Ji, Life President. Even for adhoc appointments UGC NET qualified teachers are preferred.

### Institutional Weakness

**Financial Constraints:** Being situated in an educationally as well as economically backward rural area of Punjab, the College faces financial constraints. (The state govt. has not revised/updated the covered posts of both the teaching and non-teaching staff under Grant-in-Aid scheme since 1981. Even the state govt. has imposed ban on filling of vacant such Grant-in-Aid posts vacated due to retirement since July 2004. As a result, the College administration is forced to make adhoc appointments with a wide disparity in remuneration. However, recently State Govt. has allowed filling these vacant posts since June 2015. Consequently, five teaching and one non-teaching post under the revised Grant-in-Aid have been filled up to end October 2016 but the one teaching post each for English, Functional Punjabi, Physical Education and Computer Science has not been filled due to the non-availability of the qualified candidates despite advertisement in the leading Newspapers, for which process is still on).

**Tough Competitive:** Similarly, mushrooming of educational shops/colleges due to the privatization and liberalization has made it highly competitive to maintain the strength of the students. Students belonging to richer families prefer studying abroad, rich prefers studying in big brand name colleges of city areas and the mediocre comes to this college.

**Foreign Migration:** Since this college has been situated in NRI belt of Punjab where people prefer migration to foreign countries by hook or crook popularly known as donkey system hence the strength of the college, particularly of boys, has been falling regularly since the last five years.

**High Cost:** Most of the courses such as: - BCA, B.Com. and M.A. (Political Science) run by the College are self-financed. It is difficult to recover the increasing cost of these courses owing to the lower paying ability of the students.

**Election Centre:** Frequent requisition of college campus since past many years by both the civil and police authorities for the conduct of elections of every kind, may it be Lok Sabha, Punjab Legislative Assembly, Local Bodies and SGPC of the Bholath constituency, has also adversely affected the studies as well as strength of the college.

### **Institutional Opportunity**

**Dedicated, Qualified and Experienced staff:** Management Committee always preferred appointments recommended by the selection panel purely on merit basis headed by the saintly personality Sant Roshan Singh Ji, Life President. Even for adhoc appointments UGC NET qualified teachers are preferred. Principal and Teachers are always readily available to help and guide the students.

**Eco-friendly, Easily Approachable:** Eco-friendly Lush Green Campus is another opportunity available for the local students away from the hustle bustle of cities where they can study in a pollution free atmosphere for their healthy and balanced personality development. Spacious, lush green sprawling campus of about 15 acres of land is a good opportunity for the local students, players and even public in general. Ecofriendly environment has been maintained by planting different types of ornamental plants, trees, shrubs and grass. Campus has been maintained as 'Plastic Free' and 'Tabaco Free' institution believes in the dictum of '*Energy Saved is Energy Generated*'. Hence, college ensured the use of CFL/LEDs bulbs, switch off the lights, computers and electronic gadgets, whenever not in use. Similarly, the location of college has been quite easily approachable in the area as the same has been located in the centre of Sub-Division as well as Development Block and that too near to the Nadala Bus Stand.

**Congenial Environment:** College provides congenial environment for the overall personality development of students. Students can shine in academic, sports and extra-curricular activities. College has got number of merit positions in academic, co-curricular, and sports activities, as it has basic infrastructure of all types which an ideal college should have, such as:- spacious sports ground, gymnasium cum auditorium, computer labs, class rooms, safe drinking water facilities, well stocked library, 62 KVA Gen-set for uninterrupted power supply etc. besides a well-qualified staff.

**New Courses:** College has introduced the latest job oriented new subjects and vocational courses like: - BCA, B.Com, M.A. (Political Science) which provides employment opportunities to students, particularly girls and

that too at affordable charges as compared to the city colleges.

## **Institutional Challenge**

**Communication Skills in English:** Teaching rural area students is in itself a major challenge as majority of the students lack basic knowledge and proficiency in English. This discourages them for studying professional courses; like: B.Com. ,B.C.A., B.Sc. (Economics) etc., for which most of the study material has been available in English.

**Tough Competition:** Similarly, mushrooming of educational shops/colleges due to the privatization and liberalization has made it highly competitive to maintain the strength of the students. Students belonging to richer families prefer studying abroad, rich prefers studying in big brand name colleges of city areas and the mediocre comes to this college. Some of such student even did not complete their study due to their inability to pay fees.

**Foreign Migration:** Since, this college has been situated in the NRI belt of Punjab where people prefer migration to foreign countries, by hook or crook also popularly known as 'donkey system' hence to maintain/increase the strength of the college, particularly of boys, has been proving a major challenge.

**Hiring of Qualified Staff:** Hiring of highly qualified staff in certain subjects such as: English, Computer Science and even Physical Education, etc., has been another major challenge for the college as this being located in rural area away from major cities. Most of the candidates prefer city colleges. For these subjects the post of Assistant Professor under grant in aid scheme of the Punjab Govt. has not been filled despite inserting advertisements in the leading newspapers number of times during the last five years.

**Declining Financial Support from Govt.:** Due to the State Govt. ban on filling of sanctioned posts vacated due to retirement since July 2004 College has been facing challenge to make adhoc appointments with a wide disparity in remuneration. Although, recently State Govt. has allowed filling of these vacant posts since June 2015 but on three yearly contractual basis and that too on a basis salary of Rs. 21600/- for which share of state grant has been reduced. Without proper Govt. financial support it is a challenging task to run college in rural area.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Since this institution is affiliated to Guru Nanak Dev University, Amritsar, hence curriculum followed is prescribed by the affiliating university. But in its effective implementation college teachers perform significant role. College initiates its action plan well before the beginning of the academic session for effective implementation of the curriculum. An **academic calendar** is there in the college for smooth implementation.

Prescribed curriculum is thoroughly discussed and planned in staff meeting. Thereafter, teachers from different departments outline presentations, assignments, group-discussions, seminars, extension lectures, and educational tours alongwith regular instruction methods with the purpose of effective teaching. Each department follows the university course curriculum and applies its own innovative practices. The specialization of each teacher is given due consideration in allocating subjects among faculty members. The time table for all departments is set jointly right in the beginning of each semester for the effective and efficient running of teaching-learning process. Further, the syllabus of each subject is divided into units and number of teaching days/ hours is allocated to each unit as per university guidelines. The teachers are encouraged to incorporate the latest teaching methods available in the institution in their instruction. Besides this, teachers are given ample opportunities to attend various orientation/ subject refresher courses and training program to update their knowledge and to enable them for using the latest teaching aids and software packages at different universities of the region including Guru Nanak Dev University, Amritsar. In certain cases, college also provides registration fee and TA/DA to the teachers. College has a spacious rich library in which ample number of books and research journals are available for use of the teachers as well as students. The teachers are provided with internet facility in the UGC Network Resource Centre for the preparation of their lectures, publication of research articles, and participation in seminars or conferences. Similarly, societies such as: Dashmesh Punjabi Sahit Sabha, Arts Association, Youth Welfare Club, Business and Planning Forum, Red Ribbon Club, Computer Club, NCC and NSS units, etc., are available in the college which helps in the development of a healthy instruction for effective curriculum delivery.

### **Teaching-learning and Evaluation**

Teaching learning and evaluation schedule of the College is planned as per the notification of the affiliating Guru Nanak Dev University, Amritsar. Academic calendar for each semester/session, based on the notification and guidelines of the affiliating university, is prepared by the senior faculty members. Necessary updated information for students regarding available courses, admission procedure, schedule, fee structure, list of holidays, summer and winter vacation, internal and university examination schedule, and other relevant college information etc., are published in the college prospectus. This college has sufficient number of seats available vis-a-vis demand for each program. Eligibility of each student is checked by the admission committee and thereafter verified by the Principal. The college follows '*First Come First Serve*' principle without any discrimination for its admission process.

Principal with consultation of senior faculty of each department hold meeting of teachers in the beginning of each semester to prepare plan, time table and schedule for extracurricular activities for the students, which is displayed on the notice board. Teachers prepare their lecture plans well before the commencement of semester.

Regular assignments and internal tests are conducted by the teachers with prior intimation to the students. House tests are conducted in each semester during the month of October and March every year, dates for which are intimated through circulars and by displaying on the notice boards well in-advance. The short falls/flaws in answering the questions are discussed with the students. Special tips regarding the points to be included in the answers are provided by the teachers. After the completion of the syllabus, previous year question papers and model papers are discussed in the class. Extra classes are taken by the teachers in case of any non-completion of the syllabus. Parents of weak students are intimated by the college office by post or phone. Towards the end of each semester, examinations are conducted and evaluated by the affiliating university, which also declares the results and issues the Detail Marks Cards. Performing students/achievers/sportspersons, university merit holders are honored on the occasion of Annual Prize

Distribution Function.

### **Research, Innovations and Extension**

Since, this institution has been located in an educationally and economically backward rural area but owing to low fee structure, has been facing resource crunch, and hence does not provide any specific fixed proportion of its budget for seed money to the faculty for research. However, the faculty is encouraged to undertake the research activities and every possible help like: duty leave, TA/DA, free internet access and a well-furnished library having a good stock of reference books and journals along-with a UGC Network Resource Centre (IT Block) has been provided.

The College has also set up a **research committee** to formulate institutional strategy for creating and upgrading infrastructure to meet the needs of research and innovation, and encouraging the faculty for the same. For the all-round development of students, this institution engages them in **extension activities** like: N.S.S., N.C.C., Red Ribbon Club, youth festivals, creative writing for college magazine *Chatrik* etc. Talent Hunt Competition, 'Teez Festival' and Foundation Day/Guru Nanak Dev ji Birthday celebration, etc., are regular features of academic session every year. Various societies and clubs like: Dashmesh Punjabi Sahit Sabha, Computer Club, Business and Planning Forum, Red Ribbon Club, etc., arrange lectures and seminar regarding extra-curricular activities. In order to improve ecosystem college organizes 'Tree Plantation Move' every year. Cadets and volunteers of NCC and NSS jointly plant various types of ornamental plants every year. Approximately 250 ornamental plants have been planted alongside boundary walls of the college ground. Different lawns of the lush green campus are beautified by the various kinds of flowers and ornamental plants. College campus has been treated as 'No Plastic Zone' where the garbage is recycled and used as manure for the plants. College has also been declared as 'Tobacco Free' area by the district administration wherein smoking is totally banned. In every class room of the institution CFL/LED lights are installed which are helpful to save electricity. Students are also motivated to save electricity, save water through the slogans 'switch off the light when not in use'.

### **Infrastructure and Learning Resources**

In order to facilitate effective teaching-learning process, the college is bound to add the requisite infrastructure. Since its establishment different facilities and courses have been added-up from time to time. Presently, this eco-friendly lush-green college campus located on Nadala –Bholath road ten KM away from the New Delhi –Amritsar National Highway (NH-1) has been spread in about 15 acres of land. This rural college has almost all the basic facilities such as:- Administrative Block, Principal's office, Staff Room, Well-stocked Spacious Library, more than 12 classrooms, fully furnished IT Block including smart classroom, three computer laboratories, latest computers and their Microsoft Certified Licensed software, an accounting lab, language lab, modern separate vehicle parking for students and staff, separate Girl's Common House, safe drinking water facilities, Canteen, Gymnasium-cum-Auditorium, spacious playground, and a Guest house etc. For maintaining round the clock surveillance, sufficient numbers of CCTVs have been installed at important points. College has its own public address system for organizing various activities in the campus. Similarly, separate toilet/washrooms for male and female staff as well as the boy and girl students in the college campus at different locations have been available. The institution has a tie up with the local hospital in case of emergency. First aid box is available in the sports office under the supervision of DPE/ Assistant Professor of Physical Education.

Since this college is located in a remote rural area and majority of its departments are small and need not require independent such offices. Hence, two or more than two small departments are sharing common offices due to shortage of rooms. To monitor and improve academic atmosphere in the campus IQAC was established in March 2014 yet its regular meetings have been started since July, 2016. It has contributed a lot in the qualitative improvement of academic atmosphere. The office of IQAC is located in the office of Registrar. All the wings are functioning well due to nice collaboration of faculty members. The College has active Grievance Redressal Unit, Career and Counseling Guidance Cell, Women Empowerment Cell, Sports, NCC and NSS wings.

### **Student Support and Progression**

College publishes its updated prospectus annually, which provides all the necessary information to the students needed at the time of admission. It provides a brief profile of the college, admission schedule, fee details, list of holidays, details its teaching and administrative staff and eligibility conditions of the affiliating university for taking admission in different available courses. It highlights the various facilities and incentives including scholarship schemes for various categories of students like SCs/OBCs/Minorities, transportation facility for girl students, internet connectivity for students in computer labs, and rules and regulations for library for students, etc., alongwith code of conduct, provisions of fines and penalties for the students. In addition to this, the institution highlights its meritorious student's, prize winners in sports and extra-curricular activities, NCC and NSS alongwith their photographs for the information and encouragement to the students, in particular and public, in general. College too publishes its magazine, 'Chatrik' to highlight its various academic and extra-curricular activities carried out during the academic session (s).

The college has established various committees for conducting diverse activities in the college in a systematic way, such as: Anti Ragging/Discipline/Student's Welfare Committee; Youth, Cultural and Religious Affairs Committee; IQAC; UGC Affairs/ Building Planning Committee; Plantation, Beautification and Campus Maintenance Committee; Career & Counseling Cell; NCC unit; NSS (Boys & Girls) Units; Canteen Committee, Women Empowerment Cell , etc., for the welfare of students and other stakeholders.

Institution has made adequate provisions both with the schemes of Govt and itself to help the needy and meritorious students through various concessions and scholarships, such as: SC/ST, OBC and Minority scholarships as per govt. policies; Babu Inder Singh Charitable Trust and Sita Ram Jindal Foundation, etc., and fee concession to the university position/merit holders, achievers in sports and extra-curricular activities. Colleges too organizes seminars, extensions lectures and inter-college competitions for promoting participation of students in extra-curricular and co-curricular activities including sports, quiz competition, cultural activities, etc. A Coaching Centre has been opened in collaboration with Richi Educations, Jalandhar in college campus in July 2016 for providing concessional coaching to the students for IELTS, TOEFL, PTE etc.

### **Governance, Leadership and Management**

College Management work together for the betterment of campus infrastructure and academic atmosphere through its Life President, Senior Vice President and Principal. The requisite leadership is provided by the College Principal. Principal ensures that all the provisions of affiliating university /DPI (c) Punjab rules and regulations are observed in toto. He leads by organizing seminars/ guest lectures to motivate the classroom



study, plans for providing appropriate infrastructure, maintains the appropriate students-teachers ratio, monitors and enforces regularity and punctuality of all with directions of the Managing Committee. He also involves actively teaching, non-teaching staff as well as students in decision-making process. The major recommendations of the different committees/promotion cases of staff are submitted to the Managing Committee through the Principal for implementation.

Principal along-with the staff members is committed to take all the steps needed to fulfill the stated objectives and mission. The progress of objectives and mission is envisaged within the structured framework of rules and regulations of UGC/DPI (Colleges) Punjab, and the affiliating university as well as other Govt. agencies. The adherence to the planned framework is monitored by the Principal throughout the session with the help of all the stakeholders including teachers, students, parents, and community leaders through meetings.

College believes in team effort, provides autonomy and promotes operational freedom to senior faculty members and other authorized persons to carry on their respective duties. Principal is privileged to manage all administrative and academic matters by constituting different committees such as: - Anti Ragging/Discipline/Student's Welfare Committee; Youth, Cultural and Religious Affairs Committee; IQAC; UGC Affairs/ Building Planning Committee; Plantation, Beautification and Campus Maintenance Committee; Career & Counseling Cell; NCC unit; NSS (Boys & Girls) Units; Sports Committee; Canteen Committee, Women Empowerment Cell, etc., formed annually. Student's participation is ensured through students' forums such as:- Student's Central Association, Dashmesh Punjabi Sahitya Sabha, Business & Planning Forum, Arts Association, Computer Club, etc. Similarly, participation of students in NCC, NSS and other cultural programs also help in grooming leadership. Most of the purchases are carried on by the senior teachers with prior approval of Principal.

### **Institutional Values and Best Practices**

This institution has two best practices delineated below:-

The first one is **Administrative Surveillance for Discipline** and for this purpose 16 CCTV cameras have been installed at strategic junctures in the campus. Principal can access all these to monitor the college activities while sitting in his office. This hi-tech surveillance system has been proved quite fruitful in maintaining full proof security and discipline in the campus. At the same time, a bio-metric attendance machine has also been installed in the college office to improve the punctuality of the staff. For the proper parking of vehicles of the staff and college buses a special separate parking shed has been constructed. Other than this a boundary wall also has been built for the security from outsiders. Discipline/Anti-Ragging Committee comprising Principal and senior faculty members are formed to ensure discipline in the college. This practice has too helped to control the problems of indiscipline and making the academic environment healthy for the students as well as the teachers.

**Eco-friendly Lush Green Campus** is another best practice to provide natural pollution free atmosphere. This college has been established on the occasion of Guru Nanak Dev ji's fifth birth centenary, with His basic mission '*Pawan Guru Pani Pita Mata Dhart Mahat.....*' so its duty of the college administration and management to save water, keep clean earth as well as water. This College has a spacious, lush green sprawling campus of about 15 acres of land. Ecofriendly environment has been maintained by planting different types of ornamental plants, trees and shrubs. 'Plastic Free Campaign' has been adopted and composite bins are used for

wastage management. This institution believes in the dictum of '*Energy Saved is Energy Generated*'. Hence, college ensured the use of CFL/LEDs bulbs, switch off the lights, computers and electronic gadgets, whenever not in use. This practice has created a niche for the college as more than 70 per cent of the campus has been covered by grassy lawns, playground and ornamentals trees and plants.

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## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GURU NANAK PREM KARAMSAR COLLEGE, NADALA
Address	Bholath Road, NADALA
City	Kapurthala
State	Punjab
Pin	144624
Website	<a href="http://www.gnpkscollege.org">www.gnpkscollege.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	KULWANT SINGH	01822-510727	9463763331	-	gnpkscollegenadala@yahoo.com
Associate Professor	JAGBIR SINGH	01822-271827	9872213100	-	jagbir_bhullar75@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-01-1970

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Punjab	Guru Nanak Dev University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	01-07-1970	<a href="#">View Document</a>
12B of UGC	01-07-1970	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Bholath Road, NADALA	Rural	15	9015

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Business And Commerce	36	Senior Secondary	English + Punjabi	60	8
UG	BCom,Business And Commerce	36	Senior Secondary	English + Punjabi	75	22
UG	BCA,Computer Science	36	Senior Secondary	English + Punjabi	60	13
UG	BA,Humanities	36	Senior Secondary	English + Punjabi	400	57
PG	MA,Political Science	24	Graduation	English + Punjabi	60	7
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation	English + Punjabi	40	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				1				11			
Recruited	1	0	0	1	1	0	0	1	1	2	0	3
Yet to Recruit	0				0				8			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	4	8	0	12
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				10
Recruited	4	1	0	5
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	0	0	4
Yet to Recruit				1

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	1	0	0	0	0	0	1

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	4	8	0	12

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	1		0		1

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	62	0	0	0	62
	Female	133	0	0	0	133
	Others	0	0	0	0	0
PG	Male	3	0	0	0	3
	Female	4	0	0	0	4
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	3	3
Certificate	Male	2	0	0	0	2
	Female	6	0	0	0	6
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	20	6	16	12
	Female	33	25	27	38
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	16	33	23	29
	Female	49	66	73	90
	Others	0	0	0	0
General	Male	29	38	47	39
	Female	55	56	60	75
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>202</b>	<b>224</b>	<b>246</b>	<b>283</b>

### 3. Extended Profile

#### 3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 6	File Description	Document
	Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	6	5	5	5

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
224	246	283	310	370
File Description		Document		
Institutional Data in Prescribed Format		<a href="#">View Document</a>		

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
292	292	267	267	267
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
72	60	90	99	104

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

#### Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
19	23	17	18	16

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

#### Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	13	13	13

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.4 Institution

#### Total number of classrooms and seminar halls

**Response: 14**

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
3491528.42	4538899.86	4954449.96	2318907.8	2938864.5

#### Number of computers

**Response: 73**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

###### Response:

Since this institution is affiliated to Guru Nanak Dev University, Amritsar, hence curriculum followed is prescribed by the affiliating university. But in its effective implementation college teachers perform significant role. College initiates its action plan well before the beginning of the academic session for effective implementation of the curriculum. An **academic calendar** is there in the college for smooth implementation. Prescribed curriculum is thoroughly discussed and planned in staff meeting. Thereafter, teachers from different departments outline presentations, assignments, group-discussions, seminars, extension lectures, and educational tours alongwith regular instruction methods with the purpose of effective teaching. Each department follows the university course curriculum and applies its own innovative practices. The specialization of each teacher is given due consideration in allocating subjects among faculty members. The time table for all departments is set jointly right in the beginning of each semester for the effective and efficient running of teaching-learning process. Further, the syllabus of each subject is divided into units and number of teaching days/ hours is allocated to each unit as per university guidelines. The teachers are encouraged to incorporate the latest teaching methods available in the institution in their instruction. Besides this, teachers are given ample opportunities to attend various orientation/ subject refresher courses and training program to update their knowledge and to enable them for using the latest teaching aids and software packages at different universities of the region including Guru Nanak Dev University, Amritsar. In certain cases, college also provides registration fee and TA/DA to the teachers. College has a spacious rich library in which ample number of books and research journals are available for use of the teachers as well as students. The teachers are provided with internet facility in the UGC Network Resource Centre for the preparation of their lectures, publication of research articles, and participation in seminars or conferences. Similarly, societies such as: Dashmesh Punjabi Sahit Sabha, Arts Association, Youth Welfare Club, Business and Planning Forum, Red Ribbon Club, Computer Club, NCC and NSS units, etc., are available in the college which helps in the development of a healthy instruction for effective curriculum delivery.

##### 1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

###### 1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response:** 59.14

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	3	4	1

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

**Response:** 16.67

1.2.1.1 How many new courses are introduced within the last five years

Response: 1

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

**Response:** 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years****Response:** 6.14

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	20	16	26	25

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

Since the curriculum is designed and developed by the affiliating Guru Nanak Dev University, Amritsar. College has to devise the academic system as per its instructions. College can make efforts to supplement the same in such a way that it can provide higher education at affordable means to the students of the feeding area. Students from the SC/OBC/minorities communities are provided with the scholarships as per policy of Govt. The University/ School Board level meritorious students are awarded fee concession as well as cash prizes from private NGOs like: Bapu Inder Singh Charitable Trust, Jalandhar; Sita Ram Jindal Foundation, New Delhi.etc. The students getting positions at college level are also rewarded with cash prizes and mementoes. The needy and deserving students are provided with free books from the college library for the respective sessions. The students are also motivated to participate in sports and co-curricular activities. The institution organizes Annual Sports Meet, religious functions, inter-college competition, seminars and extension lectures on regular basis to channelize the energy of its students towards competitive activities, creativity, team-spirit and service to the mankind. The winners of all these activities are rewarded and honored at the Annual Prize Distribution Function. Besides these, the students are also provided updated job related information through a 'Career and Counseling Cell'. College makes arrangements for the students to participate in the job placement programs organized by the other institutions. One of our students Harjit Kaur of BCA Part IIIrd (2015-16) got selected by the WIPRO Academy of Excellence in January 2016 at a placement program held at DAV University, Jalandhar. Students are also encouraged to get issued the competitive exam books available in the college library. The facility of internet is also available in the college for online filling recruitment forms. The college is quite sensitive to the core issues of gender equality, human-rights environment protection etc. Seminar/Lectures are conducted in the college regarding women empowerment, dowry system and female foeticide to create

awareness among students. International Women's Day is celebrated in the college to highlight the feministic issues. Act play was also enacted on this occasion by artists of Red Arts Theatre Group, Patiala regarding Female Foeticide and Drug Abuse.

**Environment Issues and Climate Change:** Climate change mainly global warming is a danger for the environment and human existence. The subject of Environment Studies is already a compulsory part of curriculum which is taught to all the students of semester III and IV of graduate classes. NSS campuses are also organized where students make their contribution in the environment protection, beautification and cleanliness, through Tree Plantation campaign in and around the area every year.

**ICT:** The College has created suitable infrastructure to provide education with ICT aids. Computers, LCDs Projectors, Smart Boards and internet/wifi system are extensively and regularly used by the students and teachers. College has at least two smart classrooms.

### 1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

**Response:** 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking field projects / internships

**Response:** 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise**

**A. Any 4 of the above**

**B. Any 3 of the above**



**C. Any 2 of the above**

**D. Any 1 of the above**

**Response:** C. Any 2 of the above

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response:** B. Feedback collected, analysed and action has been taken

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 0.24

##### 2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	1	1	0	0

#### File Description

#### Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 2.1.2 Average Enrollment percentage (Average of last five years)

**Response:** 15.06

##### 2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
224	246	283	310	370

##### 2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1988	1985	1865	1865	1865

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 11.89

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	36	41	46	15

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

Since this institution is a co-educational hence it caters to the needs of both boys and girls of the area. However, girl students outnumbered the boys during the proceeding at least six academic sessions, when more than 60 to 70 percent of the total students have been girls. Strict discipline, administrative surveillance and provision of bus facility at a concessional rate have encouraged the women education. At the same time, a separate common house is available to the girl students to study and spend their free time peacefully. Similarly, for SC, OBC and Minorities students seats are filled and fee concession is granted as per the policy prescribed by the Punjab Govt. The needy such students are also provided books from book bank facility. These students are also encouraged to avail the facility of 'Post Matric/ Minority Scholarship Scheme' of Govt. The needs of differently-abled student are also examined. Every care is taken so that such student does not feel discouraged. In the start of new academic session every year, the concerned departmental staff analyses the academic needs of the students surrounding area to assess their needs in terms of skill and knowledge. The college organizes special coaching classes before the formal beginning of new academic session during which students are given a comfortable time to select/change the subjects/course of their choice. The staff also counsels the students in case they feel any difficulty in opting for any specific subject. Additional classes for weak students are arranged by staff in their free lecture. Simplified versions of books, particularly in regional language Punjabi are provided to them. Modern teaching aids like power point presentations, smart boards are also used. To sensitize the staff and students on gender inclusion, and environment issues, college holds seminars, extension lectures, competitions etc. The level of students' learning is assessed by conducting written tests, viva-voce by teachers and through guest faculty. Books are issued to the needy and deserving students for full semester from library's book bank facility. Every care is taken by the staff that brilliant students are encouraged and motivated for higher studies, particularly for professional courses. Career and Counseling Cell is active in the college to provide timely and valuable information to motivate students. Career guidance seminars are also organized. Various measures are used to make strategy to improve the academic performance and to minimize dropout rate such as: - promotion of use of regional Punjabi language by the teachers for the better understanding by the students, arrangement of extra classes, personal counseling, remedial classes

and provision of additional learning material etc. Similarly, the Parents-Teachers Meetings are arranged for weak and nuisance making students in order to keep the parents/guardians to update them about the performance of their students. Telephone calls and attendance are techniques used to interact with the parents of the students.

### 2.2.2 Student - Full time teacher ratio

**Response:** 11.79

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### 2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

**Response:**

Teaching-learning schedule of the College is planned as per the notification of the affiliating Guru Nanak Dev University, Amritsar. Academic calendar for the semester is prepared by the senior faculty members under the supervision of Principal, which highlights the admission schedule, procedure for the academic session, list of holidays, winter and summer vacation, internal and university examination schedule etc., are also published in the college prospectus. Principal with consultation of senior teachers of each department hold meeting in the beginning of each semester to plan for the teaching. Internal test and House tests are conducted in each semester. The syllabus is covered within specified time period and at the end exams are conducted by the university. IQAC conducts meetings in each semester to analyze the semester wise results, remedial classes, basic infrastructure, improvement in teaching-learning aids, and to add new course/subject, if any. Learning is made more students centric by using smart class room, audio visual aids, computer network, language laboratory in addition to by organizing extra-curricular activities and participating in inter-college competitions. This institution nurtures critical thinking among the students by instructing good habits like: - discipline, punctuality, sincerity, leadership qualities. Publication of *Chatrik*, the college magazine, inculcates the writing habit among the students. Students and faculty are exposed to advanced level of knowledge by encouraging participating in various workshops, Interface with renowned personalities and educational trips are also arranged for this purpose for students and the faculty. This College provides academic, personal and psycho-social support and guidance services. Special emphasis is laid on personal interaction between the students and teachers outside the classroom. In fact, to add, the College teachers act as true friend, guide and mentor for the students. The college has established two smart class rooms with latest technologies to improve teaching learning process. UGC sponsored Network Resource Center has been established to encourage the faculty members to take on research work for their

own and students benefits. College faculty applies smart teaching techniques along with seminar method for the students. Library resources have also been considerably improved during the last five years. This college has a spacious library hall measuring 64x41 feet in size. The facility of Book Bank has been proved quite useful for the underprivileged students. College faculty successfully manages to deliver their responsibilities. However, due to the setting up of election conduct/control centre of this Bholath constituency every time in college campus, strikes/bandh calls declared by political parties, institution face challenges in completing the curriculum. The IQAC also keeps check on the syllabus covered by the various departments on regular basis. The complaint/suggestion box is installed in front of the College office and on the portal of college website [www.gnpkcollege.org](http://www.gnpkcollege.org) for students to submit complaint/suggestions, if any, to the college office.

### 2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

**Response:** 42.11

#### 2.3.2.1 Number of teachers using ICT

Response: 8

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### 2.3.3 Ratio of students to mentor for academic and stress related issues

**Response:** 44.8

#### 2.3.3.1 Number of mentors

Response: 5

### 2.3.4 Innovation and creativity in teaching-learning

**Response:**

College has provided number of facilities to bring about innovation in teaching learning process such as: computer-aided teaching material, two smart e-classrooms equipped with internet access, e-books, etc. Since, the syllabus is reviewed before the start of academic session by the various faculties, board of studies and academic council of the affiliating university, hence in case, there is any change in the syllabus by the affiliating university, the Principal office informs the departmental heads in this regard through written notices or office meetings. Staff meetings are held in the beginning of each semester to explain the new syllabus and devise strategies to handle the same. After that chapter wise planning within the time framework is ensured by the concerned teachers. The required study material and books are arranged by the Principal office with cooperation of librarian on the recommendation of faculty. The relevant teaching material is selected, prepared and developed from the various sources available. The library has sufficient material to satisfy the knowledge of teaching staff. The college has subscribed to various journals,

newspapers, and periodicals etc. The use of latest teaching aids facilitates the easy learning of subject. Teachers can download learning material from internet as the same is freely available in Network Resource Centre of the college. Principal solicits suggestions from teachers as well as students through meetings of staff and student's central association to improve the academic system. Faculty members are allowed to participate in workshops, seminars, symposiums, etc., organized by the various colleges and universities. For this purpose they are sent on official duty. They are also encouraged to apply for project grants from UGC and other bodies for their research degrees/projects. Teachers are also encouraged to attend Refresher/General Orientation Courses organized by the various Academic Staff Colleges. College library and reprography system is freely available to them. College evaluates the overall performance of teachers annually by the students with the help of a 'Feedback Performa'. The students are encouraged to take part in various cross cutting issues like: - gender sensitization, environment and cleanliness through NSS, NCC 'Swachh Bharat Abhyan', etc. Their observations are shared with the staff to improve accordingly. Teachers are always available for the help of the students as their mentors. They help and guide them whenever they are in need. But focus is given on the performance of the students. College too provides the facility of English Language Lab to the students in order to improve their communication skills, pronunciation and grammar. The main motive of the institution is not to give them bookish knowledge only but also the overall development of personality of the students.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 143.08

#### File Description

Year wise full time teachers and sanctioned posts for 5 years

#### Document

[View Document](#)

### 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

**Response:** 14.76

#### 2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	1	1

#### File Description

List of number of full time teachers with PhD and number of full time teachers for 5 years

#### Document

[View Document](#)

**2.4.3 Teaching experience per full time teacher in number of years****Response:** 4.39**2.4.3.1 Total experience of full-time teachers**

Response: 83.5

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**2.5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

This is one of the affiliated colleges of Guru Nanak Dev University, Amritsar. Students are assessed as per the guidelines of the university. But other than this college also assesses the students at its own level internally so that they can perform well in their university exams. House tests are conducted by the college in every semester before their final exams. Class tests, unit tests are also arranged by the subject teachers at their own level to check the performance of the students. If the students do not perform up to mark, teachers take their doubts and problems after their tests and students who cannot fulfil the eligibility condition fixed by teachers. Teachers arrange their retest. Students are also advised to solve the previous university questions and even teachers also prepare question bank for them which are solved by the students. Individual attention is paid to the students who are weak in their subjects. Remedial classes are also arranged for the weak students. Group discussions, seminars, workshops, role plays, extension lectures are arranged in the college. The students and teachers are exposed to new frontiers of knowledge in these programmes. Literary competitions like debate, extempore, elocution etc. are arranged by the college to bring out their talent. The purpose of these competitions is to build up confidence among students and at the same time these are helpful to develop their personality. Writing skills are also enhanced by organizing Creative Writing Competitions. Presentations, assignments are given to the students to prepare them for their exams. Students are assessed without any biasness or prejudice by the teachers in their house tests. In these house tests they learn to manage the time properly which prepares them for their university exam. If students' performance is poor due to frequent absentees in their classes then their parents are informed by mail or telephonic conversation. College ensures that students should be present in their classes. They should fulfil their condition of seventy-five percent attendance in the classes. If any student fails to do so he or she is not issued roll number as per the university guidelines. The report cards are sent to the parents by post or by hand. Parents teachers meetings are conducted by the college to make parents aware about the performance of their children. These meetings are arranged after every sessional house tests to show the performance of the children. Regular staff meetings are also held to deal with the arising problem in the syllabus and syllabus is thoroughly discussed by the teachers between themselves before starting the academic session. Practical exams are also conducted in the house tests to prepare them for their final exams. The college ensures that the students should take their house tests seriously and for that the students who do not appear due to illness have to submit their medical certificate to the Registrar of the college and otherwise they have to pay fine in case of absentee.

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

The affiliating university has prescribed the evaluation system. The college adopts it in letter and spirit. The institution at its own level makes every possible effort to provide students the best possible infrastructure and testing methods so that students can be evaluated suitably. The students are also communicated the evaluation criteria to douse any ambiguity in future.

As per the affiliating Guru Nanak Dev University, Amritsar norms, there is no provision for internal assessment in the courses offered by the College. However, in practical subject/courses like: - Computer Science and Physical Education, and in BCA, external examiner is appointed by the university and the internal examiner is deputed by the Principal of the College for the practical examination. Marks are awarded as per the university norms and guidelines, purely on the basis of performance by the external



examiner.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

This college has a quite transparent system of evaluation in the house examination. Answer sheets of the House Tests are delivered to and discussed with students by the concerned teacher and if there is found any grievance with reference to evaluation, it can be redressed on the spot by the concerned teacher. In case of any discrepancy, not resolved at the level of concerned teacher, the students have the right to appeal to the competent higher authority.

So far the university level exams are concerned, the affiliating university also has a provision for re-evaluation/re-checking and even for getting a photocopy of the answer sheet by making the payment of requisite fee as per the university norms. College helps the needy students in their desired process for applying online.

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

Yes, this institution adheres to the academic calendar. This institution has planned its academic calendar as per the instructions issued by the affiliating Guru Nanak Dev University, Amritsar which is followed for the Continuous Internal Evaluation of the students throughout the year. All the academic and co-curricular activities are organized as per this academic calendar alongwith affiliating university instructions under the monitoring of Principal. House tests are arranged in the months of September and March of each year for odd and even semesters. Besides these, unit test, weekly test or random class tests are conducted by the class teachers at their own level for evaluating the academic performance of the students. Assignments, mock tests, presentations and seminars are too a part of internal evaluation process. Other than these various extra-curricular competitions such as: - creative writing, debate, elocution, paper presentations, sports and cultural competitions are also arranged to evaluate the overall performance of students. In the month end-February or early-March Annual Prize Distribution Function is organized wherein achievers and performers are honored and awarded. University merit holders, players and winners of cultural events are also granted fee concession in order to allure and encourage them. The students who obtain university merit are granted 25 percent; students obtaining 80 percent or more marks are granted 15 percent; and those securing 70 percent or above are granted 10 percent concession in total annual fee (excluding university exam charges). Fatherless students are also granted concession in fee. Students belonging to SC/OBCs are granted fee concession as per the State Govt. rules and regulations. University merit holders, needy and deserving students are also provided books from Book Bank facility for the whole semester. This is quite helpful in the holistic development of the students.

## 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 on website and communicated to teachers and students

#### Response:

College has stated learning outcomes in its vision and mission statement. The students and the staff are made aware of the same through the College Prospectus, display board in front of the Canteen on the main entrance and through the college website [www.gnpkscollege.org](http://www.gnpkscollege.org). They are made aware of the same regularly on the occasion of organizing activities, important days and functions through written notice which are circulated in their classes. The staff in particular is also sensitized to the learning outcomes during the staff meetings. The students in particular are continuously sensitized to the outcome issues during tutorial periods of the academic session.

The College office collects and analyses the data on student learning outcomes through their attendance, performance in house tests, their participation in various co-curricular activities and their performance in the university examination. The data so collected are examined in the staff meetings and sincere efforts are made for overcoming the barriers. The students are given introduction of unit wise internal choice, objective and analytical type questions consisting of objective, short and descriptive answers, which ensure comprehensive study and understanding of the entire course content by the student. The College has taken some steps to overcome these barriers such as:- by showing answer books to students to know their relative strengths and weaknesses, timely redressal of students' grievances, extra classes for weak students to solve their problems, and periodic evaluation of teachers help in the improvement of learning outcome.

IQAC of the institution monitors and ensures the achievement of learning outcomes. Proper record is maintained regarding class attendance and marks obtained in house tests, participation in co-curricular and extra-curricular activities of students for the overall assessment of their performance. Students belonging to SC/OBC and Minorities are provided the financial help as per Govt. policies. Special concession in fee is granted to the university merit holders, sports persons and other achievers, while special classes are arranged for slow learner students.

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

Yes, the college evaluates the program specific outcome. For this purpose, mid-Semester examination, class tests, assignments and presentations are conducted on regular basis. Besides these, class attendance, performance of the students in sports, cultural and co-curricular activities is also examined. Record of each student is maintained in the office with help of teacher in-charge. Thereafter, progress report is sent to the parents of students. Remedial classes for weak students are arranged in order to sort out the soluble problems. In case of any indiscipline /shortage of lectures and/or marks the report card of the above is sent to the parents/guardians. The record of the whole evaluation process is transparent. The marks obtained by the student in the previous class, house test and class tests help in identifying the strength(s) and/or weakness(es) of the students and also for granting fee concession. The students whose score is on the lower

side are imparted special coaching classes, especially in English due to their rural background

### 2.6.3 Average pass percentage of Students

**Response:** 100

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

**Response:** 73

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

**Response:** 73

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

**File Description**

**Document**

List of project and grant details

[View Document](#)

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 0

3.1.2.1 Number of teachers recognised as research guides

**3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year**

**Response:** 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

**Response:** 5

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

**Response:**

In order to improve ecosystem college organizes 'Tree Plantation Drive' every year. Cadets and

volunteers of NCC and NSS jointly plant various types of ornamental plants every year in the month of July. Approximately 250 ornamental plants have been planted alongside boundary walls of the college ground. Different lawns of the lush green campus are beautified by the various kinds of flowers, ornamental and medicinal property trees. The college also has provision of rain water harvesting and students are encouraged to use cloth bags as well as eco-friendly carry bags instead of using plastic bags. For this purpose students are motivated through 'poster making' competitions and extension lectures by renowned personalities. College campus has been treated as 'No Plastic Zone' where the garbage is recycled and used as manure for the plants. College has also been declared as 'Tobacco Free' area by the district administration wherein smoking is totally banned. In every class room of the institution CFL/LED lights are installed which are helpful to save electricity. Students are also motivated to save electricity, save water through the slogans 'switch off the light when not in use', 'save water save earth'. As the college is named after Sahib Siri Guru Nanak Dev ji, hence on the occasion of His 550th birth anniversary college is planning to plant 550 saplings in the college campus and its surrounding area. Subject of Environmental Studies is also compulsory to qualify in Graduation classes as per the affiliating university guidelines.

### 3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

**Response:** 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

List of workshops/seminars during the last 5 years

[View Document](#)

### 3.3 Research Publications and Awards

**3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

**Response:** No

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

**3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**

**Response:** Yes**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 0

3.3.3.1 How many Ph.Ds awarded within last five years

3.3.3.2 Number of teachers recognized as guides during the last five years

**File Description****Document**

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)**3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years****Response:** 0.75

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	1	7	4

**File Description****Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years****Response:** 0.16

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	2

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

##### Response:

Extension activities such as: NSS (Boys and Girls Unit), NCC, youth and cultural activities are too organized in this college in order to sensitize the students regarding social and cultural aspects. Talent Hunt Competition, 'Teez Festival' and Path Shri Sukhmani Sahib, Foundation Day/Guru Nanak Dev ji Birthday celebration, etc., are regular feature of academic session every year. Various societies and clubs like: Dashmesh Punjabi Sahit Sabha, Computer Club, Business and Planning Forum, Red Ribbon Club, Guru Gobind Singh Study Circle arrange lectures and seminar regarding extra-curricular activities.

NSS units organize one day camp randomly and seven day special camps every year during winter break of December. Under 'Swachh Bharat Abhiyan' village Billpur of Ward Number of 1 of Nagar Panchayat Nadala, has been adopted as a model village for last two years. Through these camps students are sensitized regarding tree plantation, sanitation, personal hygiene, cleanliness of the surrounding area and aware the residents against diverse social evils like: illiteracy, dowry system, female feticide, etc. Extension lecturers have been arranged for the NSS campers on the topics of 'Oral Hygiene and Oral Cancer' by Civil Medical Officer, Maksudpur Dr. Pritam Dass and Dr. Ramandeep Kaur; 'Natural Disaster Management, its Causes and Remedies' by Dr. Harwinder Singh, Associate Professor of Geography, Government College, Bholath, etc. National Voter's Day is celebrated every year on January 25th; International Yoga Day on June 21st; National Teacher's Day on September 5th; International Woman's Day on March 8th etc., are jointly celebrated by the NCC, NSS and other societies.

NCC cadets of this college under the A.N.O. Lt. Jagbir Singh Bhullar every year participate in sub-division level Independence Day and Republic Day celebrations at Government College, Bholath (District Kapurthala). Besides this, cadets also participate in Combined Annual Training Camp, Army Attachment Camp, 'Thal Sainik Camp', All India Tracking Camp, and National Integration Camp and others organized by the 21st Battalion Punjab. NCC cadets too join 'Tree Plantation', 'Vigilance Awareness Week', Voter Awareness Day, Road Safety and Traffic Awareness Campaign etc., as directed by the Battalion. Brigadier Inder Mohan Singh, Group Commander NCC, Jalandhar and Commanding Officer NCC Colonel Sukhdev Singh visited the college on October 17, 2017 to inspect the working of NCC unit.

In cultural activities, students participate in inter-college youth and cultural competitions organized by the different colleges of the region and affiliating university. In the session 2015-16 Vishal Kumar of B.A. Part-II got second position in 'folk song' in the Guru Nanak Dev University Inter-College Zonal Youth Festival. Similarly in the session 2017-18 Kamaljit Kaur of B.C.A. Part-III secured first position in 'fancy dress competition' in Guru Nanak Dev University Zonal Youth Festival. During the session 2017-18, Simerpreet Kaur of B.Com. Part-II got first and Simranjit Kaur of B.A. Part-II secured second

position in poetical symposium organized by the Guru Gobind Singh Study Circle on the occasion of 350th birth anniversary of Guru Gobind Singh ji at Chandigarh.

### 3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

**Response:** 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

#### File Description

#### Document

Number of awards for extension activities in last 5 years

[View Document](#)

### 3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

**Response:** 30

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	6	6	5	4

#### File Description

#### Document

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids



**Awareness, Gender Issue, etc. during the last five years****Response:** 28.24

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
87	108	111	27	39

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

**3.5 Collaboration**

**3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**

**Response:** 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response:** 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs

with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

NAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

Presently, this eco-friendly lush-green college campus located on Nadala–Bholath road, ten KMs away from the New Delhi –Amritsar National Highway (NH-1) has been spread in about 15 acres of land. This rural college located in an educationally backward block has almost all the basic facilities such as:- Principal’s office, Administrative Block, Staff Room, Well-stocked Library, Arts Block and fully furnished IT Block including one smart classroom, four computer laboratories, separate Girl’s Common House, Canteen, Guest House, Gymnasium-cum-Auditorium and separate parking for students and staff. For maintaining round the clock surveillance, sufficient numbers of CCTVs have been installed at important points both.

In order to facilitate the effective teaching-learning process the college is bound to add the required infrastructure. Since the establishment of the college different facilities and courses have been added-up from time to time. With the changing scenario, IT Block including latest computers and their Microsoft Certified Licensed software, smart classrooms, well equipped language lab, accounting lab, spacious ground, auditorium-cum-gymnasium and sports facilities have been created for the all-round development of students. The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Academic Council in consultation with the College Managing Committee.

The College has also installed RO system for purified drinking water separately for the staff members, boys and girls students. Similarly, separate toilet/washrooms for male and female staff as well as the boys and girls students in the college campus at different locations have been made available. The institution has a tie up with the local hospital in case of emergency. First aid box is available in the sports office under the supervision of DPE/ Assistant Professor of Physical Education. College too has its own public address system for organizing various activities in the campus. Fire extinguishers have been installed at various points in the campus and a demonstration of their working has been given to the staff. The college intends to strengthen and create more classrooms with modern teaching learning aids for better instructions. It also intends to bring more job oriented courses and create better facilities for the faculty for research activities.

**4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities**

**Response:**

In order to develop healthy and good citizens, college gives special attention towards the sports and cultural activities. College has a spacious play-ground measuring approximately five acres along with a badminton court and requisite sports equipment. College teams participate in ‘B’ division level inter–college sports tournaments of affiliating Guru Nanak Dev University, Amritsar in the outdoor games

like: Kabaddi (both Punjab and National Style), Ball Badminton, Volley Ball, Badminton and Athletics. One of kabaddi national style player Simratpal Singh of B.A. Part-III also participated in inter-university team in the year 2013-14. College kabaddi as well as ball badminton team have secured second or third place during the year 2013-14, 2016-17 and 2017-18 in Guru Nanak Dev University inter-college 'B' division tournament. To encourage the participation of students in sports this college organizes annual sports meet in month of November. College grants fee concession as well as diet and kit facilities to the participating sports persons and coaches. Sports kits are purchased by the teacher in charge from the market in neighboring major city Jalandhar. Winning teams as well as sports person are also honored during the annual prize distribution function. Mementos and prizes are arranged by the purchased committee of faculty members from the neighboring market either in Kartarpur or Jalandhar.

Similarly, for the arrangement and organization of cultural activities like participation in folk song and dance etc., faculty members take the help of musician by hiring the same on daily basis from the local area. Dresses and prizes for this purpose are arranged on rent either from neighboring district Jalandhar and Kapurthala.

#### 4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

**Response:** 50

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 0

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
34.91528	45.38899	49.54449	23.18907	29.38864

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1 Library is automated using Integrated Library Management System (ILMS)

#### Response:

The college has well-stocked spacious centralized library. Approximately 150 students can use library at a time. Working hours of Library is from 9AM TO 4 PM on all working days. The whole process of library is operated manually by library staff. The data related to circulation and periodical section is recoded into specified registers. The library is providing closed access to books which are arranged into different subjects. Dewey Decimal Classification (DDC 22th)edition is used for classifying the documents. The library is committed to provide current awareness services such as: list of current titles, articles and news clipping etc. for delivering current information to interested users. The college has an advisory committee which makes every possible effort to arrange the required titles and number of books before the start of the academic session / semester. Every semester library acquired new volumes on the recommendation of teaching staff. Book bank facility is available for the underprivileged students. Previous year question papers of the university final exams in all the subjects are made available to the students. The information regarding new arrivals is also given through the College notice board. Students are also encouraged to make use of library services. Each student is provided with a student library cum identity card which enables them to get books issued from the library. The library is at initial phase to implementing KOHA open source software for computerization of library procedures. Library reading hall as well as stock area have been fully under CCTV surveillance and well protected with fire extinguishers. It has been disabled friendly with ramp facility. College has constituted 'Best Library Reader' award to be presented annually for inculcating the habit of reading among students.

### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

#### Response:

The institutional library has a prominent role to play in supporting undergraduates, postgraduates, and faculty members in their academic pursuit. The library has a spacious study area and students have easy access to all relevant text books and magazines. With dedicated Library staff, the library is serving the user community with the reference materials. A Special cell is allotted for books for the students who are preparing for the competitive exams. The Library has managed collection of about 10,700 books of literary and academic values on its record. It also subscribes various national journals, e-books, newspapers, magazines, etc. which are available for the use of teachers as well as students. Syndicate proceedings and Academic calendar published by the affiliating Guru Nanak Dev University are also received by the library. The teachers are provided with internet facility in the UGC Network Resource Centre of the college for the

accessing online resources in respective subjects. Faculty publications are exhibited on the Display Board at main entrance of the library for highlighting their current research work. Copies of syllabus prescribed by the affiliating university and question papers are also available for the students and faculty as ready reference. However, due to nature of courses available library did not have collection of rare books and manuscripts till date. Further, the teachers are also provided with visualizers and reprography facility to strengthen the same. Library services are assessed by taking feedback from users at the end of session.

#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

**Response:** 0.32

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.31142	0.49142	0.39847	0.0285	0.37902

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library

**Response:** No

#### 4.2.6 Percentage per day usage of library by teachers and students

**Response:** 10.29

##### 4.2.6.1 Average number of teachers and students using library per day over last one year

**Response:** 25

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

This college has four computer labs namely: - PROGRAMMING LAB, INTERNET LAB, UNIX LAB and LANGUAGE LAB, having 72 computers of the configuration of 4GB RAM, 500 GB HDD and intel dual core Processor of Acer, LG or Dell make. There are 30 exclusive computers in Programming Lab; 27 computers in Internet Lab with internet facility on 20 PCs; 14 Computers in Unix Lab; and 10 in the English Language Lab. Thus computer-student ratio comes out 1:1 and the Department has four computers available for stand-alone use. Out of these four labs, two: PROGRAMMING LAB, INTERNET LAB are fully air conditioned. UNIX Lab contains UNIX workstations that can utilize central file services. A complete installation of UNIX software is available on these workstations as well as third party development tools. College also provides the facility of English Language Lab to its students to improve their communication skills. All the computers in Programming Lab, Internet Lab and Network Resource Centre are interconnected through wired LAN. The college campus too has Wi-Fi internet facility. The college has lifetime 19 different types of licensed software's such as: Microsoft Office 2010, Microsoft Office 2013, Visual Studio, Original Windows-8, Window-7, Adobe Photoshop, Oracle 11g, Windows Media kit, Software Symantec endpoint protection, Adobe Dreamweaver and One MS Small Business Server, etc. For the Faculty members three computers with internet facility have been made available in UGC Network Resource Centre of the college. Multimedia projectors, Interactive Boards, printer, scanner and laptops are also available.

#### 4.3.2 Student - Computer ratio

**Response:** 3.07

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

**>=50 MBPS**

**35-50 MBPS**

**20-35 MBPS**

**5-20 MBPS**

**Response:** <5 MBPS

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**

**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 0

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
10.63038	13.65956	11.52435	14.74187	17.3488

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.**

**Response:**

This college has four computer labs:- PROGRAMMING LAB, INTERNET LAB, UNIX LAB and LANGUAGE LAB having 72 computers installed there in. Part-time Lab Attendant has been responsible



for maintaining of labs and providing assistance to students, if any computer is not working or any other trouble arises until June, 2016 and thereafter the same has been outsourced to Sonu Computers, Nadala. Sufficient funds are provided for maintenance, and up-gradation of the computers and their accessories. Requisite parts are purchased as per requirement and maintenance is done on regular basis. Cyber wall has been installed for all the computers so that students should not access unwanted websites. It also provides the facilities like: spam blocking, spyware prevention, etc. Username and password are provided to all the students to access the computers in the Lab. For the regular and uninterrupted power supply three online UPS are available, one for each Lab. Maintenance of these UPS has also been outsourced to Usha Power Tech, Chandigarh. Cleaning of the computer hardware, keeping its fans free from dust and defragmenting its hard drives regularly are a part of computer hardware maintenance program. Licensed Antivirus is installed in almost all the computers for maintenance purposes and better results. Backup of the important files and documents is done by the Lab Attendant from time to time.

College playground measuring approximately five acres and other lawns has been maintained by college group D staff on rotation basis. For major improvement like:- computerized land leveling, filling of sand etc. help of private participant from local area are taken. Dusting of classrooms, computer labs and library have been done by group D employees of the college too on rotation basis. For major maintenance/repair of wood works or building work and white washing help of the private participants from the local area has been solicited.

For interrupted and regular power supply an ecofriendly generator having capacity of 62 KVA have been installed in the college, which helps both the college and collegiate school. In case of electricity repair, maintenance or installation help of private electrician is solicited from local area. Maintenance/repair of water purifier ROs and air conditioners are also solicited from private participant from local area whenever required.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 11.92

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	36	41	46	15

#### File Description

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

#### Document

[View Document](#)

#### 5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 8.32

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	32	28	5	17

#### 5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

**A. 7 or more of the above**

**B. Any 6 of the above**

**C. Any 5 of the above**

**D. Any 4 of the above**

**Response:** E. 3 or less of the above

**5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 1.35

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	0	10	3	0

**File Description**

**Document**

Number of students benefited by guidance for competitive examinations and career counselling during the last five years

[View Document](#)

**5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**

**Response:** 13.55

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	31	41	41	52

**File Description**

**Document**

Details of the students benefited by VET

[View Document](#)

**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0.5

## 5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	1	0	0

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>

**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response:** 13.89

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 10

File Description	Document
Details of student progression to higher education	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)****Response:** 0

## 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the

last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>

### 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) during the last five years.**

**Response:** 0

5.3.1.1 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-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

**5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution**

**Response:**

District Administration, Kapurthala in 2009, put up a ban on the students' elections in colleges as it was apprehended that the law and order situation in the area might deteriorate owing to excessive political involvement and militancy in Punjab. Since then, as of now there is no elected student council in college. However, the college has 'Students' Central Association'. The class representative of each class is taken as a member of this association. These class representatives are recommended by teacher in-charge purely on the basis of academic merit. In addition to these representatives of Sports (Best Athlete boy and girl), NCC, NSS (Best Campers) and Library, Cultural activity best performer are also included in the students' council. The primary aim of the association is to provide forum to the students to put up their grievances and problems before the college administration and to solicit their active cooperation in extracurricular activities. The association is formed for each academic year under the supervision of college Principal and Coordinator.

In the beginning of the session after the admissions, various academic and administrative bodies of the institution are formed. Faculty members and students are given due representation in them. For instance: -

- a) College has an editorial board of students for the college magazine '*Chatrik*' to encourage their creativity. The Editorial Board comprises of Chief Editor, Staff Editor and Student Editors. The board invites writings from students and teachers, and publishes them in the form of magazine.
- b) IT Club for the students of the Department of Computer Science organizes different competitions for IT students to develop their skills.
- c) Arts Association of the Department of Humanities bears its responsibility towards social work and makes its students voter and environment conscious by celebrating National Voter's Day and by planting trees and indulging in cleanliness, etc.
- d) Guru Gobind Singh Study Circle is a religious organization which prepares the students for religious activities by organizing different functions.
- e) Business and Planning Forum provides a platform for the students of Commerce and Economics to organize different extracurricular activities.
- f) Dashmesh Punjabi Sahit Sabha organizes 'Punjabi Week' in the month of November every year and other literary activities with the help of students, and
- g) NCC unit has an ANO along with 'Senior Under Officer', while NSS has a Program Officers, separately, for both of boys and girl units along with 'Student Incharge'.

### **5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**

**Response: 4.6**

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	5	4	5	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years**

**Response:**

Guru Nanak Prem Karamsar College Alumni Association has been set up in March 2018 to provide a forum for wider interaction and develop collaboration in college development projects. It also assists to find employment opportunities and remember nostalgic reminiscences of the alumni during their studentship at college. Association has been formed in its first formal meeting on 31st March, 2018 which was attended by almost 50 old students. Some of the old college students have been associated informally. However this association will provide a regular form for continues get together for soliciting their valuable suggestions. Some of the renowned alumnus of this college include: - Bibi Jagir Kaur, (Former President, SGPC, Amritsar and Minister, Govt of Punjab), Dr. Jaswinder Singh (Principal, SGTB Khalsa College, Delhi), Dr. PK Sharma, (Principal Hindu College Amritsar), Gurbhajan Singh Lasani (Principal DIET Kapurthala), Dr. Assa Singh Ghuman (Retd. Principal, GTB National College, Dakha Ludhiana), Arjuna Awardee Balwinder Singh Fiddu (International Kabbadi Player), Shivdev Singh (Retd. Commandant, Punjab Armed Police), Pawanjit Singh (Excise and Taxation Officer), Dr. Lakhwinder Singh Kang (Professor, Department of Commerce, Guru Nanak Dev University, Amritsar), Professor Balwinder Singh (Govt. College Patiala), Professor Tejinder Virli (DAV College, Jalandhar), Balwinder Singh Multani LIC, Ludhiana Gurmeet Singh Nadala (Ex-Tehsildar), Jagjit Singh Bhagtana (Retd. SP), NRI Jarnail Singh Dhillon, Inderjit Singh Bal, (both Canada), etc.

The following are the office bearers and members of **Guru Nanak Prem Karamsar College Alumni Association Nadala.**

Chief Patron	Sant Roshan Singh, Life President, Governing Council
Patron	Sant Tarlok Singh, Sr Vice President
Chairman	Dr. Kulwant Singh, Principal of the College

President - Convener Association Meet	Dr. Ranjit Kaur, Assistant Professor of Punjabi
Vice-President	Mrs. Navpreet Kaur, Assistant Professor of Economics
Secretary	Dr. Malkeet Singh, Librarian
Treasurer	Mrs. Kulwant Kaur, Cashier
Alumni Relation Officer	Prof. Sarbjit Singh, Assistant Professor of Punjabi
Member	Prof. Jagbir Singh, Associate Professor of Political Science
Member	Prof. Malwinder Kaur, Assistant Professor of Commerce
Member	Prof. Rekha Arora, Assistant Professor of History
Member	Prof. Sandeep Singh, Asstt Professor of Physical Education
Member	Mrs. Manjinder Kaur, Lecturer Punjabi, Collegiate School

**5.4.2 Alumni contribution during the last five years(INR in Lakhs)**

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

**Response:** <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response:** 1**5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years	<a href="#">View Document</a>



## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

College Management work together for the betterment of campus infrastructure and academic atmosphere through its Life President, Senior Vice President and Principal. The requisite leadership is provided by the chief executive and academic officer i.e. the Principal of the college, who is always there for everyone. The life President and Senior Vice President of the Managing Committee keep on meeting the faculty and parents as well as students to discuss various matters related to academic atmosphere, faculty members and student welfare from time to time. The Principal ensures that all provisions of the affiliating Guru Nanak Dev University Amritsar/DPI (c) Punjab rules, regulations and statues are observed in toto. He leads from the front by organizing seminars, special guest lectures to motivate the classroom study, plans for providing appropriate infrastructure, maintains the appropriate students-teachers ratio, monitors and enforces regularity and punctuality of all. He also holds meeting of the IQAC advisory committee and various other bodies. He actively involves teaching, non-teaching staff as well as students in decision-making process. The major recommendations of the different committees/promotion cases of staff are submitted to the Managing Committee through the Principal for implementation.

Principal along-with the staff members is committed to take all the steps needed to fulfill the stated objectives and mission. The progress and achievement of objectives, mission is envisaged within the structured framework of rules and regulations of UGC/DPI (Colleges) Punjab, and the affiliating university as well as other Govt. agencies. The action plan is structured by the Principal with holding detailed discussions on the matters of special attention. The adherence to the planned framework is monitored throughout the session with the help of all the stakeholders including students, parents, teachers and community leaders through general/special meetings. The Principal interacts with the students, their parents and other stakeholders, and conveys the Vision and Mission of the College. The Principal also solicits their opinion and solve any of their difficulty by holding Parents-Teacher Meetings, Annual Sports/Prize Distribution Function.

There is Central Student Association in the college which provides representation to every class/sports/extra-curricular category and hold meetings with Principal and convener from time to time to discuss their various problems. Members of the association actively co-operate the faculty in organization of various functions and programs.

#### 6.1.2 The institution practices decentralization and participative management

**Response:**

College has been monitored through democratic structure which brings about coherence, unity and harmony in its various components for the smooth functioning of the internal organization.

College Managing Committee headed by its Life President continuously attempts to inspire and encourage the Principal, staff and students for their self as well as college development simultaneously. Problems of the staff are discussed with the managing committee by Principal. Appointments of teaching and non-teaching staff are carried on purely on the merit basis as per the prescribed norms of affiliating university and Punjab Govt. A selection panel comprising Life President/Senior Vice President, Principal and Expert of concerned subject is formed to make appointments. In case of regular/contractual appointments the guidelines of the affiliating university and DPI(c) Punjab are followed in letter and spirit. The Principal discusses all the new academic developments, policy decisions of the Government and regulations on higher education with the management on regular basis.

Participation of all the staff members in college activities is ensured by assigning them various responsibilities. The various committees like: - The UGC Affairs Committee, Sports Committee, Discipline/Students Welfare/Anti-Ragging Committee, Canteen Committee etc. are formed and the staff members are assigned responsibilities to run their affairs. Departmental meetings are conducted by Principal. Student's participation is ensured through students' committees and forums such as:- Student's Central Association, Dashmesh Punjabi Sahitya Sabha, Business & Planning Forum, Arts Association, Computer Club, Guru Gobind Singh Study Circle and Red Ribbon Club, etc. These societies constantly carry out their activities supervised by their respective teacher-in-charge. Similarly, participation of students in NCC, NSS and other cultural programs also help in grooming leadership.

The college believes in team effort, provides autonomy and promotes operational freedom to senior faculty members and other authorized persons to carry on their respective duties. The Principal is privileged to manage all administrative and academic matters. The college academic and other activities are carried on by constituting different committees. Special committees with specific duties are also constituted for organizing major functions in the college. Most of the purchases are carried on by the senior teachers with prior approval of Principal.

All the activities of college are executed in a planned way with the cooperation of staff members in a team spirit. College Management Committee discuss all the major developmental issues. The administrative and managerial issues are taken care of by the Principal himself. In all the academic and other activities' related meetings, convened by the Principal, staff members are given due consideration to express their views and the best view is materialized practically. Students Central Association, NSS, NCC, Guru Gobind Singh Study Circle, Alumni Association and all other such stakeholders are too involved for the proper functioning and the growth of the institution. Administrative office is computerized and Office Superintendent is the head of this office. The other staff members work under his guidance for the smoothly functioning.

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The college has a perspective plan for development and quality education. Following aspects have been considered and implemented by college authorities in the recent past:-

1. Governing Council of this college has constructed a multi-purpose Gymnasium cum Auditorium involving expenditure of more than one crore during the year 2017-18 and 2018-19 to promote indoor games and to organize different functions in the college.
2. The institution felt the need to educate the students through new teaching aids. A proposal of creating additional two smart class rooms has been prepared and out of which one classroom has been ready. As a result, presently the institution has been imparting education with the help of two smart class rooms, out of which one has been established with the assistance from UGC, New Delhi.
3. The institution has introduced M.A. (Political Science) from the session 2016-17 with affiliation from Guru Nanak Dev University, Amritsar to impart PG education to the students, especially girls,
4. All the teachers have been motivated to undertake research activities to update their knowledge to get benefit in NAAC accreditation.
5. The facility of Wi-Fi internet has been made available with the help of State Govt and Reliance Jio network for the teachers as well as the students of this institution.
6. New renovated hygienic wash rooms have been constructed in the Girls Common House in the year 2017-18.
7. New vehicle parking shed has been constructed for the students as well as staff in the year 2018-19.
8. Full access is provided to the teachers for self- development like: use of computer and IT related services. They are encouraged to attend various orientation/refresher courses to update their qualification and knowledge.

### 6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

#### Response:

College has been monitored through democratic structure which brings about coherence, unity and harmony in its various components. College Managing Committee, headed by its Life President Sant

Roshan Singh Ji Hoti Mardaan continuously attempts to inspire and encourage the Principal, staff and students for their self as well as college development simultaneously. Major problems of the staff are resolved with discussion and with the managing committee by Principal. Appointments of teaching and non-teaching staff are carried purely on the merit basis as per the prescribed norms of affiliating university and Punjab Govt. A selection panel comprising Life President/Senior Vice President, Principal and Expert of concerned subject is formed to make appointments. In case of regular/contractual appointments, guidelines of the affiliating university and DPI(c) Punjab are followed in letter and spirit. Principal discusses the new academic developments, policy decisions of the Government and regulations on higher education with the management on regular basis.

Participation of all the staff members in college activities is ensured by assigning them various responsibilities. The various committees like: - The UGC Affairs Committee, Sports Committee, Discipline/Students Welfare/Anti-Ragging Committee, Canteen Committee etc. are formed and the staff members are assigned responsibilities to run their affairs. Departmental meetings are conducted by Principal. Student's participation is ensured through students' committees and forums such as:- Student's Central Association, Dashmesh Punjabi Sahit Sabha, Business & Planning Forum, Arts Association, Computer Club, Guru Gobind Singh Study Circle and Red Ribbon Club, etc. These societies constantly carry out their activities supervised by their respective teacher-in-charge. Similarly, participation of students in NCC, NSS and other cultural programs also help in grooming leadership.

The college believes in team effort, provides autonomy and promotes operational freedom to senior faculty members and other authorized persons to carry on their respective duties. Principal is responsible to manage all administrative and academic matters. The college academic and other activities are carried on by constituting different committees. Special committees with specific duties are also constituted for organizing major functions in the college. Most of the purchases are carried on by the senior teachers with prior approval of Principal.

All the activities of college are executed in a planned way with the cooperation of all the staff members in a team spirit. College Management Committee discusses the major developmental issues. The administrative and managerial issues are taken care of by the Principal himself. In all the academic and other activities' related meetings, convened by the Principal, staff members are given due consideration to express their views and the best view is materialized practically. Students Central Association, NSS, NCC, Guru Gobind Singh Study Circle, Alumni Association and all other such stakeholders are too involved for the proper functioning and the growth of the institution. Administrative office is computerized and Office Superintendent is the head of this office. The other non-teaching staff members work under his guidance. All this helps in the smooth functioning of the college.

### **6.2.3 Implementation of e-governance in areas of operation**

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

**A. All 5 of the above**

**B. Any 4 of the above**

**C. Any 3 of the above**

**D. Any 2 of the above**

**Response:** D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

#### **6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions**

**Response:**

This institution has formed various committees for the smooth functioning of the college such as: Committee for SC/OBC students, Minority Cell, Grievance Redressal Cell, Anti-Ragging Cell, etc., which work for the various welfare aspects of the students. Committee for SC/OBC Students works for help of eligible students to online submit their scholarship application on the 'Aashirwad' portal of the Punjab Govt. This also recommends for fee concession of such students after verifying their documents. Minority Cell works for the students of Minorities to online submit their scholarship applications. These students are informed timely through notices displayed on the noticeboard and through teachers in their classes. Similarly, Grievance Redressal Committee has been there to settle genuine grievances of students, especially the girls. A link has been provided on the college website [www.gnpkscollege.org](http://www.gnpkscollege.org) to online submit their grievance, if any. The college too has an Anti-Ragging Cell, which works for the prevention of ragging activities particularly in the beginning of the session. Guidelines of the UGC, affiliating university, DPI (Colleges) Punjab are followed strictly in this regard. It has been the good luck of the institution that till date no complaint of women harassment or ragging has been reported to this college office. For this purpose CCTV cameras have been installed on the strategic points of the campus for strict surveillance of discipline and administration in the college.

Youth Welfare and Cultural Committee organizes all the cultural activities/programs in the college. It prepares the participants for youth festival organized by the affiliating university. This also arranges heritage and educational trips for the students. College Magazine and Prospectus Committee is also there, which select the Student Editor for different sections of the magazine through the competitive test. The Discipline Committee works for the maintenance of discipline in the college campus.

IQAC of college has been established in October 2014 as per the directions and guidelines of the UGC and affiliating university. All the academic and co-curricular activities of college are planned, implemented and monitored by this cell. For effective decision making, the Cell collects necessary inputs from the Senior Faculty members/heads of different departments, conveners of various committees, NCC/NSS units,

library staff, members of non-teaching staff and other stakeholders. The observations of this cell are taken into consideration by the Principal while framing policies. Almost all the suggestions of the IQAC regarding academic, official and administrative working are accepted by the Management and have been implemented by the Principal. Some of the major decisions taken by the IQAC since its inception and implemented are:-

1. M.A. (Political Science) has been introduced with effect from the session 2015-16.
2. Mid Semester House Test has been started conducting to assess the performance of each student.
3. Hygienic new wash rooms have been constructed for boys and girls, separately in the campus, and
4. Spacious gymnasium cum auditorium has been constructed by the management on request of IQAC for the organization of indoor games and co-curricular functions.

### 6.3 Faculty Empowerment Strategies

#### 6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

##### Response:

Teaching and Non-Teaching staff of this institution appointed on regular basis against grant-in-aid posts sanctioned by the Punjab Govt. has been paid salary and other allowances alongwith contributory provident fund as per the norms of DPI (C) Punjab/UGC/Guru Nanak Dev University and regional provident fund commissioner. After retirement such staff members are being paid retrial benefits such as: gratuity and earned leave as per the norms of DPI (C) Punjab. All the retired teaching as well as non-teaching staff members has been paid all their dues by the college managing committee. Nothing is due of any retiree to date. They are granted leave such as:- casual, medical, earned, maternity etc. as per the norms of DPI (C) Punjab. All the regular staff members were covered under group insurance of LIC. However, all the teaching and non-teaching staff members appointed on adhoc basis and getting salary less than Rs. 15000/- per month are also provided with contributory provident fund facility as per the rules and regulations of regional provident fund commissioner. Bus drivers and peons are given uniforms.

The faculty members are also encouraged to attend the various general orientation /refresher courses, faculty development programs, workshops to tone up their capabilities with the dynamic world. They have also been advised to become the members of state and national level bodies of their respective academic subject associations. They are provided with facility of smart class rooms to enhance their quality of teaching work. The Wi-Fi/internet facility is also available to encourage them for advanced studies or research work in the UGC Network Resource Center of the college. Similarly, the non-teaching staff working in the administrative office has also been encouraged to adopt latest new techniques such as: -cashless digital payments, online internet banking transactions, Tally software for accounting system, online registration of students with affiliating university and computerization of the office administration.

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response: 1.18**

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	1	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	<a href="#">View Document</a>

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 0**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years****Response: 7.02**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	2	1	2

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

Performance appraisal of members of both the teaching and non-teaching staff is monitored and examined regularly by the Principal and Management. The performance of staff appointed on regular basis against Grant-in-Aid posts of Punjab Govt has been monitored as per the rules and regulations of DPI(C) Punjab/Affiliating University/the UGC. Their annual confidential report is written by the Principal and Office Superintendent. The performance of Principal has been evaluated by the Life President, College Managing Committee. These staff members are recommended for promotion in their next scale/grade or designation to the DPI(C) Punjab by the college managing committee on recommendations of College Principal after the fulfilment of requisite eligibility conditions. DPI(C) Punjab gives the final approval to these staff members. Teachers are intimated from time to time with the latest instructions issued by the affiliating university/DPI(C) Punjab. Management Committee comes out with concrete steps to be implemented for the improvement of performance of these staff members. The slow performers are counseled and encouraged to weed-out their deficiencies. They are given chance to improve themselves in the deficient areas. The management always preferred merit based appointments as per the affiliating university/DPI (C) Punjab norms. The feedback regarding the performance of faculty and other staff members is also obtained through different sources like:- students, parents and other stakeholders to which weightage has also been given by the Principal and Management. The faculty members are encouraged to attend the various developmental and general orientation programs/refresher courses, faculty development programs, workshops to update their performance. Feedback Performa regarding the performance of all the staff members, Principal, administrative and infrastructural facilities has been filled in by the students every year. Students are too provided opportunity to point out the problems/shortcoming faced by them during their stay in the college and suggestions to override them. Students are also encouraged to give suggestions on the link provided on college website: [www.gnpkscollege.org](http://www.gnpkscollege.org) or can put in the suggestion box or directly by meeting the Principal.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

All the income and expenditure incurred in the college has been audited regularly both by the internal as



well as external audit system. The total income received from students in the form of fees and college dues is collected in four installments during an academic year and has been deposited usually in the College Principal's Saving Bank Account 4092000100000318 with Punjab National Bank, Nadala on the same day. Similarly, the income received in the form of donation, land rent, building rent, etc. has been deposited regularly in the Managing Committee Saving Bank Account 4092000100000327 of Punjab National Bank, Nadala. The 95 percent salary grant income for the grant in aid staff has been transferred by the DPI(C) Punjab in college Principal Current Account 4092000100000233 with Punjab National Bank, Nadala. On the other hand expenditure on salary, income tax, contributory Provident Fund etc. has been incurred through net banking. Salary to the staff is transferred in their individual accounts through bank advice of Punjab National Bank, Nadala. Expenditure involving more than Rupees 10000/- are usually incurred through bank cheque or internet banking. Staff Committee Members, Bursar and Office Superintendent scrutinize and authenticate all the bills/vouchers before being passed by the Principal and Life President/Senior Vice President, if necessary, before being paid by the cashier. Office Supdt writes the Cash book and Ledger Book. He ensures that proper purchase procedures are followed before each and every payment. After end-march of the financial year, the total record regarding income and expenditure has been checked and audited by an internal Chartered Accountant firm:- Mr. Atul Vijn & Associates (Jalandhar), since 1988, before the final balance sheet for the financial year is prepared. Thereafter, this balance sheet is presented before the College Management Committee for the discussion and final approval of the same. For external auditing of the college, regular visits are conducted by the audit team of Auditors appointed by Internal Audit Wing of Punjab Govt. i.e. Deputy Controller (Finance & Accounts), Internal Audit Organization (Revenue), Department of Finance Punjab, Kapurthala. Last audit by this team has been done up to the year 2015-16 and no major objection has been raised against the college. However, external audit is also conducted by the Senior Accounts officers, Office of The Principal Accountant General (Audit) Punjab, Chandigarh from time to time. The last audit by this office has been done up to the year 2016-17. This team too did not raise any major objections. Internal audit of the college has been completed up to year 2017-18 by CA Mr. Atul Vijn & Associates. In addition to this, the Pre-Audit Cell of the Punjab Government checks, verifies and admits the claims for the grants receivable under 95 percent the grant in aid scheme from D.P.I. (c) Punjab every year. This college has also received NOC from the UGC for all the General Development Grants, Merged Scheme Grants and Add on Course Grants received during the Eleventh Plan.

#### **6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**

**Response:** 1.84

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.46	0.46	0.46	0.21	0.25

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

Main institutional strategy for mobilization of funds has been the maximization of revenue and minimization of expenditure. However, the main source of income is collection of fees and funds from students. But this College charges very nominal fee as compared to the other institutions of the city area as well as of local area from students as the same has been located in rural and educationally backward area of Punjab. Fee structure of College changes as and when affiliating university/DPI(C) Punjab changes the fee structure or fee. Besides fees, land rent, Bank Building and Canteen rent and donations are some other sources of income. This College receives salary grant from Punjab Government for the staff appointed against grant in aid sectioned posts which is also a major source of revenue without which salary and allowances as per the DPI(C) Punjab/UGC norms cannot be paid to the staff. The institution has been making sincere efforts to raise additional revenue through collection of rent from thirteen shops for which a case has been pending in the Hon'ble Punjab and Haryana High Court since 2004. In the year 2014-15 the rent from bank building has been more than doubled per month. In attempt to generate resources for the help of poor and needy students 'Jaswant Singh Sodhi Memorial and Balbir Singh Sodhi Memorial Scholarship' amounting rupees 25000/- since 2011-12 and 'Chairman Jarnail Singh Memorial Scholarship' amounting rupees 21000/- has been instituted since 2016-17 by their family members. Some old students have also donated to the college on Annual Sports Day/Annual Prize Distribution Day.

On the other hand an attempt has been made to regulate the expenditure through various ways and measures such as:- printing of questions paper for house test has been stopped printing from the market; CFL/LED lights have been installed in place of old blubs to save electricity; repair and maintenance of computers, online UPS and electrical equipment has been outsourced; paperless work has been introduced for circulation of information among local staff members; most of the official correspondence with affiliating university/DPI(C) Punjab has been made online through email system etc. To make the transactions more transparent salary to the staff has been paid through bank advice, payments amounting more than rupees 10000/- are usually paid through cheque countersigned by the Life President, Governing Council or through net banking, purchases are made by the staff committees, etc.

However, fall in the number of students has become main problem as students from this particular region prefer migrating to foreign countries by hook or crook like the other parts of Punjab.

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

**Response:**

This institution has established an IQAC on 19-07-2014 as per the directions of UGC/Affiliating University. However its regular meetings have been started from 20-07-2016. All the academic and co-curricular activities of the college are planned, implemented and monitored by this cell. The college followed a policy on quality assurance to achieve excellence in all the spheres of higher education for the holistic development of its students. This includes various measures to promote quality education, teaching-learning process, governance, student support and progression, etc. Meetings of IQAC are held bi-annually, probably before the beginning of each semester. Agenda, Minutes and Action Taken Reports are documented by the Coordinator. In order to improve the strength of the college, on the recommendation of IQAC, a Post Graduate Course: M.A (Political Science) has been introduced in year 2016-17. Similarly, staff committee under the leadership of Principal has started visiting senior secondary schools of area and village leaders to attract the students to prefer this institution for admission. Similarly, mid semester house test have been conducted to examine and evaluate the performance of each student. All the faculty members have been encouraged to use the latest modern teaching technologies. 'College color' has been introduced for outgoing students for outstanding overall performance, both in academics and extra-curricular activities. Remedial classes have been restarted for the slow performers, particularly for weak students in English, Mathematics and Accounts for the Commerce students, whenever they solicit. Two syllabus books are issued to the first twenty students getting admission in B.Com., B.Sc.(Economics) and B.C.A for the whole semester on the basis of 'first come first Serve' principle to attract the new admission. College canteen has been renovated and proper sitting arrangement has been provided for the students, both boys as well as girls separately. Fee concession to meritorious students, outstanding sports persons and other achievers has been granted to encourage and motivate the students both for admission as well as quality education. It has been adopted and followed that university merit holders are granted 25 percent concession of total fees (excluding university charges) and students scoring above 80 percent and 70 percent granted 15 and 10 percent concession in fee, respectively. A similar criterion has been applied for outstanding sports persons and other achievers in inter-college university tournaments/youth festivals. Fatherless students have been granted a concession of Rs. 2000/- on presentation of death certificate. Students belonging to the SCs have been admitted by just charging Rs. 4000/- annually as per the rules and regulation of Post Matric SC Scholarship of Punjab Govt. A fee concession of Rs. 1000/- has been granted to each student from collegiate school getting admission in college classes. A prize has been instituted for the 'Best Student Reader' for the whole academic session on the recommendation librarian has been given on the Annual Prize Distribution Function. Similarly, a book exhibition has been organized on March 12, 2018 for the students to inculcate the habit of reading books and journals.

### **6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

**Response:**

The first meeting under IQAC was held on 20 July 2016. Since this institution has been is situated in rural as well as NRI belt where most of families are settled abroad and their students want to go there by hook and crook. This has adversely affected the strength of college. So this has been decided to improve the strength of college and to motivate them. It has been decided to introduce Post Graduate Course: M.A (Political Science) particularly for the girls of the area as this course has not been available in the surrounding area and the same will help the students in getting jobs as well as for appearing in the civil

services exams. Similarly, it has been decided to visit the senior secondary school of area and village leaders to attract the students to prefer this institution for admission.

In the second meeting of IQAC, which was held on 18 January, 2017, it has been decided that mid semester house test should be conducted to examine and evaluate the performance of each student and their performance report should be intimated to their parents/guardian. It has also been resolved that all the new joining teachers should be encouraged to use the latest modern teaching technologies such as PowerPoint presentation, use of projector and smartboard etc. Since this college has already been known for its discipline and quality education in the area, it has been decided to give 'college color' to outgoing students for outstanding overall performance both in academics and extra-curricular activities. Similarly, for the slow performance particularly in English, Mathematics and Accounts for the Commerce students, remedial classes should be restarted. Similarly, two syllabus books shall be issued to the first twenty students getting admission in B.Com., B.Sc.(Economics) and B.C.A for the whole semester on 'first come first serve' principle. On the persistent demand of students it has also been decided to renovate the college canteen and proper sitting arrangement for the students both boys as well as girls separately.

Third meeting of IQAC has been organized on 18 July 2017. It has been resolved that appropriate concession in fee for meritorious students, outstanding sports persons and other achievers should be granted to encourage and motivate the students both for admission as well as quality education. It has been decided that university merit holders should be granted 25 percent concession of total fees (excluding university charges) and students scoring above 80 percent and 70 percent should be granted 15 and 10 percent concession in fee, respectively. Similar criteria should be applied for outstanding sports person and other achievers in inter college university tournaments/youth festivals. Fatherless students will be granted a concession of Rs. 2000/- on presentation of death certificate. It has been decided to admit the SC students by just charging Rs. 4000/- annually as per the rules and regulation of post metric SC scholarship of Punjab Govt.

Fourth meeting was held on 5th January, 2018, in which it has been decided to introduce an elective vocational subject of Functional Punjabi in the degree classes for which grant in aid post (under the new scheme) has been sanctioned by the DPI(C) Punjab from the session 2019-20. Similarly, it has been resolved to give a fee concession of Rs. 1000/- to each student from collegiate school getting admission in college classes. It has been decided that students during their vacant period should be motivated to sit and study in the college library at least for one period. A prize has been instituted to be given to the 'Best Student Reader' for the whole academic session on the recommendation of the librarian to be given on the Annual Prize Distribution Function. It has been decided to arrange book exhibition for the students to inculcate the habit of reading books and journals among them.

### **6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response: 2**

#### **6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	7	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

##### Response:

IQAC has been aims to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. Basic infrastructure of the college has been improved a lot during the last five years (2013-14 to 2017-18). Some of the major initiatives have been:- outer boundary wall of the college campus has been completed; CCTV cameras have been installed on strategic points to keep a 24x7 surveillance of campus; more Microsoft certified licensed software have been purchased for the computer lab in the year 2015-16; playground measuring approximately five acres

have been leveled with computerized system and separate grounds for kabaddi, volleyball, athletics and badminton have been earmarked to promote the sports in college; Washrooms have been reconstructed for boys and renovated for girls to provide them hygienic and clean system; a well-equipped spacious Gymnasium cum Auditorium has been constructed in the college campus involving a cost of more than Rs. One Crore; M.A. (Political Science) has been introduced from session 2016-17; Wi-Fi facility has been available in campus with the cooperation from Punjab Govt. and Reliance Jio; spacious modern vehicle parking shed adjoining college gate have been constructed for the students and for staff near the IT block, etc. construction of auditorium will help in the promotion indoor games and organization of functions such as:- Annual Prize Distribution Function, Convocation cum Alumni Meet, cultural programs, and celebration of Founder's Day/Birthday of Guru Nanak Dev Ji, etc. Approximately 250 ornamental saplings have been planted around the playground to beautify the same. CCTV cameras have been proved quite useful both in campus surveillance as well as conduct of fair and transparent semester exams conducted by affiliating university. Similarly, At least two new lawns have been developed one in front of girl's common house and other on the backside of college office to beautify the college campus. Three more lawns are going to be developed out of which two in front of the auditorium and one of in front of college guest house. Main entrance of the college has been renovated with the planting of bottle palm trees.

An attempt has been made to fill the sanctioned vacant teaching posts, recruitment for which has been banned, since July 2004. Punjab government has granted permission to fill the nine teaching posts vacant up to December 31st, 2013. As a result, one post of Assistant Professor in Computer Science has been filled in July 2015 and post of Assistant Professor one each in Punjabi, History, Economics and one post of librarian has been filled in October 2016. Process is on to fill the remaining posts one each Assistant Professor for Functional Punjabi (Vocational), English, Physical Education and Computer Application (Vocational). This has helped the institution to employ qualified and experienced teachers. At least three teachers are Ph.Ds. Similarly, one non-teaching post of clerk has been filled against the grant-in-aid scheme of Punjab Govt.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

**Response:** 10

##### 7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	2	2

#### File Description

#### Document

List of gender equity promotion programs organized by the institution

[View Document](#)

#### 7.1.2

##### 1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

#### Response:

This college is co-educational and that too majority of its students are girls. Even, at present (session 2018-19) there are 202 students in the college and out of which 137 (68 percent) are girl students. This college has always been sensitive and empathetic towards the problems pertaining to the girls taking admission to this college and has always been concerned with their betterment and social, political and economic empowerment. A special Women Empowerment Cell (WEC) has been working for the betterment of the girl students. This cell identifies women with strong leadership qualities and encourages them to build their capacity. It promotes a culture of respect and equality for females and to provide opportunities and programs for female gender to be financially, mentally and emotionally empowered so as to promote their growth as individuals in their own right. It make them aware about the guidelines of Supreme Court regarding harassment in college or work place and to ensure that sexual harassment is treated as an unacceptable social behavior within the institution and society. WEC involve NSS students to interact with rural and urban women who lack formal education and identify projects suitable for up gradation using technology. It conducts seminars and workshops to spread information on the numerous opportunities and tools available and train women accordingly. College has not only been protecting or motivating girl students but also supporting the genuine constitutional rights of boys.

For this purpose, this college has organized different lectures and seminars on the occasions like: International Women Day every year. On March 8th, 2016, Associate Professor Dr. (Mrs.) Chander kanta of Department of History, NJSA Govt. College, Kapurthala delivered a lecture on women's harassment historical facts. In 2017 college organized quiz, slogan, speech competition, singing and one act play with the help of Bank Manager, Punjab National Bank Branch Nadala and in 2018 '*Beti Bachao, Beti Padaho*' with collaboration of Child Development Project Officer (CDPO), Nadala. In the beginning of every academic session, College celebrates 'Teej Festival' for women staff members and students with great enthusiasm. College celebrates Communal Harmony Campaign Week from November 19th to 25th every year as per directions of National Foundation for Communal Harmony, Ministry of Home, Government of India. On the last day of this week, Flag Day is celebrated to collect funds for providing assistance to children rendered orphan or destitute in communal or terrorist violence.

### **Safety and security**

College basically aims to provide safe, secure and healthy atmosphere for quality education for all its students, in general and girls, in particular. For this purpose, CCTV cameras have been installed at strategic points of the campus to have strict administrative surveillance; experienced ex-serviceman has been deployed as gate keeper; separate Girls Common House with separate canteen facility for girls; separate well-furnished washroom facility for male and female teaching and non-teaching staff as well as boy and girl students; special bus transport facility for girls particularly coming from villages; strict system to allow girls students to go outside the campus with prior written permission from teacher incharge; separate sitting arrangement for both the genders in college library; separate safe water drinking facility, etc. have been some of the major initiatives. For providing first-aid facility to the students a First Aid box has been maintained by Assistant professor of Physical Education/DPE. In case of any medical emergency college has a Van facility to carry the student to a local Walia Hospital, Nadala with permission from the parents/guardian of the students. College has a tie up with Walia Hospital, Nadala which is just a kilometer away. Dr. Walia has also been the medical officer of the institution. All the electrical switch boards, Air condition machines, fans and lights are checked and serviced regularly by an experienced electrician. Fire extinguishers have also been placed on strategic points in the college campus.

### **Counselling**

College has been nurturing a healthy environment for the betterment of students, both physically as well as mentally. To relax the stress of students who are facing tough competition and uncertainty regarding jobs especially during the admission and examination time, at least five senior teachers are performing their duty as mentor also. They counsel the students in their classes so that students should feel relaxed and study sincerely. In case a student feel medical problem, these mentors contact his/her parents and help accordingly. College has an arrangement of van to carry the student to the hospital, if necessary. Similarly, as per the directions of the Punjab Govt. a special Drug Abuse Prevention officer (DAPO) and BUDDY program has been implemented in the college to check the use of drugs among the students.

### **Girls Common Room**



Privacy has been main concern of every individual. Hence, collage has established a separate Girls Common House for the girl students with separate washrooms, canteen facility, safe RO drinking water, notice board and separate newspaper desk facility, where they can relax during their vacant periods.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 480

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 100

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 141

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 141

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

Waste management includes the activities and actions required to regulate waste from its inception to its

final disposal. This includes the collection, transport, treatment and disposal of waste, together with monitoring and regulation of the waste management process. This institution is quite sensitive to maintain ecofriendly, clean and lush green campus. It does not undertake any exercise of formal Green Audit done in its Campus. However, the College has created an internal green audit team, consisting of faculty members and students of NCC, NSS (both Boys and Girls), Swachh Bharat Abhiyan, Student's Central Association and a special campus beautification committee that regularly conducts green audit and also provides the appropriate solution to the existing problems. The internal audit team has undertaken the following steps for the improvement of environment such as: organization of extension lectures by the famous personalities and teachers on environment issues, slogan writing, debate, lectures, and essay writing competition, etc. Tree plantation has been a regular annual program organized by NSS (Boys and Girls) and NCC units to spread awareness on environmental issues. All this aware the students about the importance of 3Rs:- Recycle, Reuse and Reduce. A qualifying examination in Environmental Studies has also been made compulsory during the third and fourth semester of each degree course by the affiliating Guru Nanak Dev University. For qualifying the same the students are given both practical training and theoretical knowledge regarding the environmental issues. This institution has applied '**3Rs**' formula for waste management i.e. to reduce the use of plastic bags and plastic gift wraps and the use of paper. Students are encouraged to read online books and referred journals and magazines. Students and their parents are made aware of avoiding the use of disposable products in their homes and social ceremonies as these are not ecofriendly and cause many harmful diseases like cancer. The students are encouraged to bring their lunch in cloth or paper napkins instead of aluminum foils. They are motivated to **reuse** the products such as: paper carry bags and clothes carry bags and jute bags. In office this institution prefers email for inter-office correspondence to avoid the use of paper; refill the toners and scrap papers are used for notes. Products which can be easily **recycled** such as: old furniture including bench, desk, chairs and tables are repaired annually. Students are made aware of waste management during class lectures by EVS teacher. Both sides of papers are used for printing in office; usage of papers for printing has been minimized while the use of soft copies is encouraged among teaching, non-teaching members and students. The uses of polythene and disposables items are discouraged. Composite bins are used for food wastage in the canteen and campus to make the manure for the plants.

### **Solid waste management**

College is using two types of dustbins (Green and Blue) for segregating garbage collection. Green bins are used for food items, wastage of canteen, dry leaves of trees and cutting of plants and grass as a mean to divert waste from landfills. Sweeper and peons of the college are properly instructed not to mix the biodegradable and non-biodegradable garbage. At the backyard of the college waste material from these dustbins is disposed off in the pits and later used as manure and composed for plants. Blue bins are used for plastic bottles, chips, gift and chocolate wrappers, cardboard, window glass, metal canes, tissue and paper waste, etc. Old newspapers and practical files of computer, commerce and physical education, old answer sheets are sold to junk-dealers. Waste material and dead leaves of the trees are not allowed to put on fire albeit these are buried under the soil. College campus is totally 'Tabaco free' and its use has been strictly prohibited in the Campus.

This institution has a lush green campus consisting of number of lawns. Large numbers of trees and shrubs have been planted. During the last four years, the College has planted more than five hundred trees, ornamental and shady plants in the campus. The college has been made **NO PLASTIC ZONE**. 'Plastic Free Campaign' has brought down its usage to the minimum.

### **Liquid Management:**

Water table has been lowering in Punjab day by day due to its excessive use in irrigation especially in paddy crop. As this College has been named after Guru Nanak Dev ji, the first Guru of Sikhism and it follows on His salok '*Pawan Guru Pani Pita....*'. Hence, this college makes every effort for proper utilization of liquid/water, cleanliness of air and earth. Rain water is ensured by passing the same into ground after proper filtration. This type of practice is very successful and such practices are also adopted in the adjoining collegiate and public school too. The points with leakage and overflow of water are identified and appropriate measures are taken immediately to prevent the wastage of water. The waste drinking water from Girl's Common House and other water coolers is also utilized for watering the plants. The college has proper rain water harvesting system. College lawns have proper boundaries so that more and more water can gather and the same can be used for irrigating the grassy lawns and plants.

### **E-waste Management:**

This college follows proper process for E-waste management. The minor repairs are done by the local staff while for major technical and electrical repairs service of technical professionals are hired/outsourced to make them re-useable. The e-waste material is auctioned by following a proper process with the permission from Life President, college management committee. Waste from electronic gadgets such as switches, tube lights, old condenser of fans, old, damaged and discarded computer monitors, keyboards, mouse, old batteries from buses, UPS of computers, wires, circuit boards and old generator set were auctioned by following proper procedure.

### **7.1.6 Rain water harvesting structures and utilization in the campus**

#### **Response:**

This institution has been located in rural area of Punjab where level of groundwater is lowering day by day due to its excessive use in irrigation, particularly of paddy. Hence to save the water its usage at the campus has been regulated. Extensive rain water harvesting activity has been undertaken at various points of the campus. Proper utilization of rain water is ensured by passing the same into ground after filtration. Even the ground water is directed towards the plants, lawns and playground. College playground serves as a large reservoir during rains which accumulates rain water. Afterwards this surplus water is drained towards the fields for irrigation. The campus has lush green lawns containing, grass, ornamental plants and trees that have proper boundaries to regulate the usage of rain water. There are two submersible pumps and three water storage tanks having capacity of 3000 liters to ensure uninterrupted supply of water for drinking, washing and watering the plants. In addition, there is a tube well to supply the water for irrigation of plants and trees including maintenance of a lush green campus, whenever required particularly in hot summer season. The points with leakage and overflow of water are identified from time to time and appropriate measures are taken to prevent wastage of water. There have been four water purifier ROs installed in the campus for providing safe drinking water facilities to the staff as well as students and its waste water is utilized for watering plants. Recycling of waste water has been undertaken to reuse the water from bathrooms for gardening purposes also. The pathways are paved with bricks and tiles to allow rainwater to seep in and replenish the under-ground water table. The buildings have been constructed in such a way that rain water from the terrace directly flows to the lawns. The centralized water supply is monitored by an

office attendant. The students are also motivated by the EVS teacher to actively participate in the rain harvesting program in their homes.

### 7.1.7 Green Practices

- **Students, staff using**
  - a) **Bicycles**
  - b) **Public Transport**
  - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

#### **Response:**

This institution has well maintained ecofriendly lush green lawns surrounded by different species of trees in the campus. The College has deployed a dedicated team, consisting of faculty members, non-teaching staff particularly gardener and students of NCC, NSS, Students Central Association. Special campus beautification committees regularly take effective measures for maintaining ecofriendly environment. College campus has more than 500 plants of twenty different species. In order to promote tree plantation and make the students environment conscious 'Van Mahautsav' is celebrated every year in the fourth week of August. The leading Punjabi News Paper of the northern India 'Ajit' has donated 50 ornamental plants during its 'Ajit Green Movement' launched in the year 2014-15. On March 18, 2016 Life President of the College Governing council inaugurated a tree plantation campaign in the college playground, under which more than 200 saplings of different varieties have been planted along the boundary wall of sports-ground. The NSS and NCC units of the college has also committed to spread awareness of environmental hazards and keep the environment clean, green and pollution free in the campus. Seminars/special guest lectures on 'Environment Protection' are also organized from time to time to involve and aware the new generation. A qualifying examination in Environmental Studies has also been made compulsory during the third and fourth semester of each course by the affiliating Guru Nanak Dev University. For qualifying the same the students are given both practical training and theoretical knowledge regarding the environmental issues. The Campus is totally 'Tabaco Free' as the same is strictly prohibited and is legally banned by the district administration. Bus transport facility has provided to female faculty members and girls students to reduce the usage of private vehicles and to lower the carbon pollution in Campus. Even the teachers are encouraged to pool and share their vehicles to save energy and avoid air pollution. College office peon on duty uses bicycle for local office purposes to save both energy and pollution. Majority of the staff working in college campus uses public transport system for coming to college, 'Plastic Free Campaign' has brought down the usage of non-disposable plastic goods to the minimal and seminar was organized to create awareness among the students about the evils of hazardous wastage. College canteen only serves the utensils made of stainless steel or paper plates. College administration gives emphasis on utilization of both sides of paper while printing to save the paper and prefer email for correspondence with affiliating university/DPI (C) Punjab. It has also been proposed to implement an ERP system (Enterprise Resource Planning) from the next academic year. A 62KVA eco-friendly silenced Gen-Set has been installed in the college to supply uninterrupted power and to control the noise pollution. Proposal of Solar Power Plant of capacity of 2KVA to be installed in the campus is being under process from the fourth-coming session.

**7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years****Response:** 0

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.33256	0.96295	0.33787	0.15055	0.51052

**File Description****Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

**A. 7 and more of the above****B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** B. At least 6 of the above**File Description****Document**

Resources available in the institution for Divyangjan

[View Document](#)

**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years****Response:** 17

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	4	2	2

**File Description****Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response:** 17

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	6	4	2	2

**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response:** Yes**7.1.13 Display of core values in the institution and on its website****Response:** Yes**File Description****Document**

Provide URL of website that displays core values

[View Document](#)**7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other**

**constitutional obligations****Response:** Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

**7.1.15 The institution offers a course on Human Values and professional ethics****Response:** No**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions****Response:** Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

**7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years****Response:** 20

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	4	4	4	4

File Description	Document
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

**7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**

**Response:**

Since this institution is named after Sri Guru Nanak Dev Ji, the first Guru of Sikhism and humanity, hence the mission of this institution is based on His basic teachings. Therefore, to encourage quality education along with research for the educationally as well as economically backward rural, minority and underprivileged particularly, the girls students have been the mission of the founders of this college. This institution was founded on the 500th birth anniversary of Guru Nanak Dev Ji. Every year in the month of November/December birthday of Guru Nanak Dev Ji is celebrated as Founder's Day for three days jointly by managing committee, Principal, staff and students of the college, collegiate school and public school. On this occasion, Sri Akhand Paath of Guru Granth Sahib ji is organized for three days. On the final day, after the bhog of Sri Akhand Paath of Guru Granth Sahib ji, Shabad Kirtan and lecture regarding the teachings of Guru Nanak Dev is organized by the famous scholars/ personalities. Thereafter, Guru Ka Langar prepared by all the staff members and students is partaken by all the participants including Gurusangat. This signifies equality for all in the humanity, one of the biggest teachings of Guru Nanak Dev ji. Similarly, in the month of September, the Parkashpurb of Sri Guru Granth Sahib Ji is celebrated annually in this Institution. On this occasion, famous Professors/Scholarly personality is invited to deliver the lecture on teachings of Sri Guru Granth Sahib Ji. In the month of March, death anniversary of Shaheed Bhagat Singh is celebrated annually. On this occasion, students take oath to follow the mission and vision of Shaheed Bhagat Singh. Students are apprised of his teachings by the teacher incharge. This College also celebrates the birthday of the second President of India Sh. Sarvepalli Radhakrishnan (5 September) as Teacher's Day since its establishment every year and organizes a seminar regarding his biography, lifestyle and teachings. In the month of February, the birthday of first freedom fighter Namdhari sect chief Bhai Ram Singh is celebrated. On this occasion, special lecture is arranged regarding his life history, achievements especially for equality of women, non-cooperation movement against British Empire. Competition is held regarding poster making competition and essay writing. In the month of January, the birthday of Guru Gobind Singh Ji is celebrated. 'International Yoga Day' has also been celebrated on June 21 in this institution annually since the year 2015-16 to aware the youth regarding health consciousness. Similarly, 'National Voter's Day' has too been celebrated on January 25th every year to create awareness about the importance of vote casting. Among students to build up the virtues of patience, self-confidence and self-analysis, the martyrdom day of the younger sons of Guru Gobind Singh ji: – Sahibzada Zorawar Singh and Sahibzada Fateh Singh Ji is also celebrated in the month of December. Special seminar/guest lecture is organized to tell about their sacrifice, truthfulness and strong willpower. The purpose of all this is the overall development of the students.

**7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions****Response:**



In this institution, all the income and expenditure are incurred as per the rules and regulation of DPI(C) Punjab, Affiliating university/Regional Provident Fund Commissioner /College Managing Committee or banking rules. All these income and expenditures are audited regularly both by the internal as well as external audit system. Total income is received from students in the form of fees and college dues are collected in four installments and proper receipts are issued to the students during an academic year. Salary to staff is transferred in their individual banks accounts by bank advice through Punjab National Bank, Nadala. Staff Committee Members, Bursar and Office Superintendent scrutinize and authenticate all the bills/vouchers before being passed by the Principal and Life President/Senior Vice President. Majority of the payments exceeding Rs. 10000/- are made through cheque or net banking. At the end-march, the entire record regarding income and expenditure is checked and audited by an internal Chartered Accountant: Atul Vijh & Associates, Jalandhar. For external auditing, regular visits are conducted by the Auditors appointed by Deputy Controller (Finance & Accounts), Internal Audit Organization (Revenue), Department of Finance, Punjab, Kapurthala. However, external audit is also conducted by the Senior Accounts officers, Office of The Principal Accountant General (Audit) Punjab, Chandigarh from time to time. In addition to this, the Pre-Audit Cell of the Punjab Government too checks, verifies and admits the claims for the salary grants receivable under 95 percent Grant-in-Aid scheme from DPI (C) Punjab every year. This college has also received NOC from the UGC for all the General Development, Merged Scheme and Add on Course Grants received during the Eleventh Plan.

For academic transparency, semester examination, evaluation, revaluation, updation of results, etc., all are conducted by the affiliating university. Even the Centre Superintendent and supervisory staff for the conduct of theory as well as practical examination are deputed by swapping the same with other colleges by the affiliating university. Affiliating college has no role in the academic evaluation of student. The college can only help and motivate the student by providing and necessary guidance. Intelligent students are encouraged for obtaining University merit and slow performers are counseled for remedial classes without any discrimination. Every year at the end of session, feedback performa is to be filled by the students regarding the working and behavior of Principal, Faculty members and Non-Teaching staff, and other infrastructural facilities. On the basis of feedback given appropriate necessary actions are taken by the Principal with permission from the management, if necessary.

So far auxiliary functions such as: Talent hunt, Annual Sports Meet, Annual Prize Distribution Function and Convocation or any other extracurricular functions are concerned, prizes are distributed to the students purely on the basis of their merit/performance in their respective field without any discrimination. List of prizes are displayed on the notice board before their distribution among students. Objections are settled by the teacher in-charge/Principal, if any raised.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

This institution has adopted number of best practices in order to improve the academic and administrative functioning, out of which the best two practices are delineated below:-

#### 1.0 Administrative Surveillance for Discipline:

**1.1 Objective:** The main objective of this practice has been to maintain discipline, to send the students to their respective classes in order to avoid shortage of their lectures and to let them learn their subjects. At the same time no non student should enter the campus and disrupt its discipline has to be ensured through strict administrative surveillance. So the ultimate goal is to improve the quality of education and overall welfare of students, particularly the girls of this institution.

**1.2 Context:** In order to maintain the discipline and to avoid the entry of outsiders, the college campus should have a proper boundary wall so that only bonafide students should enter the college campus and study their courses. This also helps the teaching faculty to concentrate on their classes. Strict discipline is the backbone of academic excellence and quality of education in any institution. Similarly, maximum presence of students in classes is also essential for the completion of syllabi, good results in university exams, safety and security of the library, and the quality of education. It is in this context strict administrative surveillance is necessary for the college administration.

**1.3 The Practice:** This College did not have any proper boundary wall till the year end 2010. The college has taken initiative in December 2010 with financial assistance from its Life President, Managing Committee to build the boundary wall of the whole college campus including the playground. Further, in the year 2014-15 the main college campus has been separated from the playground by constructing a wall on the one side of the IT Block and parking shed on the other. So that no outsider should enter from the backside gate of the playground. Administrative surveillance system has been upgraded with installation of 16 CCTV cameras at strategic junctures in the campus in the year 2013-14. Principal can access all the CCTV Cameras and monitors the College activities by sitting in his office. This hi-tech surveillance system has been proved quite fruitful in maintaining foolproof security and discipline in the campus for 24x7 days. At the same time, in order to improve the punctuality of the staff a bio-metric attendance machine has been installed in the college office in the year 2014-15. For the proper parking of vehicles of the staff and college buses a special separate parking shed has been built in the year 2015-16 with an expenditure of Rs. 6.71 lacs.

Every year, in the beginning of new session, a discipline/anti ragging committee comprising Principal and senior faculty members are formed which assigns disciplinary duties to all the faculty members on the basis of their free lectures. Each member is given only one period duty so that he/she should not feel overburdened. During the discipline duty if faculty members find any class having free period they are sent to the library which improves their learning and inculcate the habit of reading among them. In case any student is found bunking from the class knowingly he/she is punished as per the college rules. The discipline committee also ensures discipline in all formal functions and events of the College. The implementation of the discipline duties is monitored by discipline committee and Principal from time to time. During regular random rounds the Principal also checks whether staff is performing their duties? This practice has helped to control the problems of indiscipline like: groupism, internal disputes of students and eve teasing. It's the good luck of the institution that till date this institution is free from all these evils which impede the growth of the students as well as institution. No case of ragging/woman harassment has been reported till date in the college. Similarly, following the UGC/GNDU guidelines a special portal regarding women harassment has been launched on the college website. No complaint of such harassment has been reported to date in the college office. Although this practice has regulated hustle and bustle in the College but has improved quality of education. It also let the students to attend their classes and stay away

from any type of groupism and disputes. All this has resulted in the healthy academic environment both for the students, teachers and the administration making it an ideal place for learning.

**1.4 Evidence of Success:** The strict administrative surveillance has created a niche for the college in this area as more than 70 per cent of the bona fide enrolled students during the previous five years have been the girls which indicate the healthier educational environment of a co-educational rural college. This has diminished the hustle and bustle and strength in the College on the one side and has improved the University results/pass percentage alongwith university merit positions. The menace of bunking classes has been reduced. Students have started going to library in their free lectures. Entry of the non-student have been completely checked and controlled. Teaching skills of teachers have also improved due to the healthy environment of the College. All the formal functions and events of the College have become successful due to such strict administrative surveillance.

**1.5 Problems Encountered and Resources Required:** In the initial years of implementation of this practice, the College has faced the problem of finance to construct the outside boundary wall as it involved huge expenses. However, initiative and encouragement of the Life President has solved the problem and helped construction of boundary wall in three stages. Similarly, the grant from UGC has assisted in the installation of 16 CCTV cameras and their monitoring on 52" LED in the Principal's office. Primarily, it was very difficult for the faculty to persuade the students to attend classes and to check the entry of outsiders. But gradually things have changed. Similarly, the availability of qualified and experienced faculty and supporting staff has helped to perform disciplinary duties efficiently. Hence, no outside support from the police/administration has ever been required for the same. Thus, this practice too has improved quality higher education and discouraged quantity education involving groupism, internal fights among the students and eve teasing.

## 1. Eco-friendly Lush Green Campus:

**2.1 Objective:** The main objective of this practice has been to maintain the beauty of the college campus, provide natural pollution free atmosphere away from the hustle bustle of the city and to attract the students.

**2.2 Context:** In order to follow the mission of the founder of Sikh religion Shri Guru Nanak Dev Ji in whose memory this college has been established on the occasion of His fifth birth centenary, '*Pawan Guru Pani Pita Mata Dhart Mahat.....*' its duty of the college administration and management to save water, keep clean earth as well as water. Therefore a natural lush green eco-friendly campus is necessary to be

maintained for the well-being of the humanity particularly students and people of the area.

**2.3 The Practice:** This College has a spacious, environment friendly, lush green sprawling campus of about 15 acres of land on the Nadala-Bholath road. More than one-third area of the campus consists of lush green grassy lawns. Ecofriendly environment has been maintained by planting different types of ornamental plants, trees and shrubs. A Campus Beautification Committee is there to regularly supervise and maintain the lawns, playground and campus. The Campus has more than 250 plants of different varieties planted in the sports ground spreading in five acres of land alongside the boundary wall after computerized leveling of the same. 'Van Mahautsav' is celebrated every year in the fourth week of August to promote tree plantation and make the students environment conscious. Seminars/special guest lectures on Environment Protection are organized from time to time to involve and aware the new generation. A qualifying examination in Environmental Studies has also been made compulsory during the third and fourth semester of each course by the affiliating Guru Nanak Dev University. For qualifying the same students of this institution are given both practical training and theoretical knowledge regarding the environmental issues. Under 'Swachh Bharat Abhiyan' many students of the college are registered and they are motivated to keep the campus neat and clean. The college has adopted diverse methods to manage the wastage of water, solid and E-material. Proper utilization of rain water is ensured by passing the same into ground after filtration. This type of practice is being successful and such practices are also adopted in the adjoining collegiate and public school too. The leakage and overflow of water are identified and appropriate measures are taken to prevent wastage of water. The waste drinking water is also utilized for watering the plants. This institution believes in '3R' formula for waste management i.e. to **reduce** the requirements, to **reuse** the products in one or other way, to use such products which can be easily **recycled**. Students are made aware of waste management during class lectures by EVS teacher. The college faculty and students are encouraged to use soft copies rather than paper printing. The use of polythene and disposable items has brought down to the minimal by adopting 'Plastic Free Campaign'. Composite bins are used for food wastage in the canteen and campus to make the manure for the plants. The **Blue and Green Dustbins** are used to segregate two different kinds of wastes, the green is meant for wet wastes while the blue one for dry waste. Solid and E- waste is disposed of by selling it to scrap dealers. Many initiatives are taken by the college to make the campus eco-friendly. This institution believes in the dictum of '*Energy Saved is Energy Generated*'. Several steps are taken to conserve the energy i.e. to use CFL/LEDs bulbs, switch off the lights, computers and electronic gadgets, whenever not in use. For the Girls students of college who belong to remote rural area, bus transport facility is provided to conserve fuel energy and the faculty members are also motivated to share/pool their vehicles to avoid air pollution. The Teaching staff room is equipped with basic facilities like: RO Water, Oven etc., for reducing the pollution. The college is making different efforts for carbon neutrality too. For this purpose, the 62KVA eco-friendly silenced Gen-Set has been installed in the college to control the noise pollution. All the electric gadgets and Gen-Set are serviced timely. Students and local staff members are encouraged to use bicycles while others are motivated to use public transport system. Waste material and dead leaves of the trees are buried under the soil. College campus is totally Tabaco free as the same has been banned by the district administration. During the last five years, the College has planted more than five hundred ornamental and shady plants in the campus. Plantation drives are conducted every year by NCC and NSS (Boys & Girls) units of the College.

**2.4 Evidence of Success:** This lush green ecofriendly campus has created a niche for the college in this area as more than 70 per cent of the campus has been covered by grassy lawns, playground and ornamentals trees and plants.

**2.5 Problems Encountered and Resources Required:**

One of the major problems has been the lack of proper sewerage treatment system in the town. This results sometimes in the over-watering of plants and wastage of resources. Similarly, during the rainy season it becomes difficult to maintain the lawns and playground due to the lack of proper tractor-led-grass cutting machine. Although college did not face any major problem in planting the saplings yet there are problems in maintenance. It is planned that on the occasion of 550th Birthday celebration of Shri Guru Nanak Dev Ji, college proposes to plant 550 ornamental, plants in the college campus. Thus, a lush green eco-friendly campus helps in the overall development of the personality of youngsters in a pollution free natural environment, which is necessary for the maintenance and growth of sound body to have sound mind.

### 7.3 Institutional Distinctiveness

#### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

##### Response:

The main vision of this institution has been to impart quality education to the students, belonging to economically as well as educationally backward rural block of Punjab, so that they can earn their livelihood with dignity and serve the society as better human being. To achieve and fulfill this vision college has been endeavoring to provide better education facilities at reasonable charges and fees. For this purpose college helps the needy, meritorious and deserving students by availing them various scholarships, fee concessions, free books and other facilities so that they can get a fair chance to pursue higher education. The meritorious students get special fee concession. The student who obtained university merit position is granted 25 percent concession in total fees (excluding university charges). The students getting 80 percent marks at university/board level can avail benefit of 15 percent and who get 70 percent or more can get 10 percent concession in their total fee (excluding university charges) respectively. A special concession of Rs.1000 is granted to a student whose sibling is studying in the college. The fatherless students can avail benefit of fee concession amounting Rs. 2000/- on presenting death certificate. The students belonging to SC category have been getting admission by paying Rs. 4000/- per year as per the rules and regulations of post matric scholarship of the Govt. of Punjab. The students can get benefits from various other scholarship schemes like: Post Matric Minority Scholarship, Sita Ram Jindal Foundation Scholarship, etc. schemes. The college also provides bus transport facility at nominal charges to the girl students belonging to the villages of the nearby area to enable them to pursue higher education for a better future at concessional rates. The scheme of Book Bank is also available for needy and deserving students. They can get books of their subjects for the whole semester free of cost. Besides this they can also borrow books from library as per the library rules. The students are also motivated to participate in sports and extra-curricular activities. These activities help the students in their personality development like: leadership qualities, confidence building and mutual adjustments etc. Different extension lectures are given by the eminent personalities and resource persons to create awareness among the students regarding cleanliness, tree plantation, drug deaddiction and youth activities etc. Students who participate in university level inter college sports tournaments are encouraged by providing free diet, sports kit, fee concession and free training facilities. The position holder players are provided fee concession depending upon their merit performance. Similarly, students particularly from commerce and computer science department are also encouraged for placements. To impart quality education to the students, management always preferred

merit based selection of staff particularly the teaching. Recently during the year 2015 and 2016-17 at least five teaching posts including librarian sanctioned against grant-in-aid scheme of Punjab Govt have been filled in a transparent manner purely on the basis of merit. Out of these five at least three of the appointed faculty members are Ph.Ds. Majority of the staff presently working is UGC NET qualified, although the college is located in a rural area.

NAAC

## 5. CONCLUSION

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### Additional Information :

**Firstly**, this college has been serving this rural area since 1970, and has been receiving 95 percent salary grant from the state government for the sanctioned 13 teaching post and 10 non-teaching posts up to 1981. Since then new courses like B.C.A., B.Com., B.Sc.(Economics) and M.A. (Political Science) has been introduced but there has been no revision or sanction of new post. Even since July 2004 Govt. has imposed ban on the recruitment of vacant sanctioned posts vacated due to the retirement of the staff. Although, state Govt. has allowed to fill these posts after the intervention of Hon'ble Punjab and Haryana High Court but that too on three yearly contractual basis on a basic salary of Rs. 21600/- for the teaching staff and Rs. 7810/- for the clerical staff. Share of state Govt. in salary grant has been reduced to 75 percent of the fore-said amount which is inappropriate to attract experienced and qualified staff. It's quite difficult to run rural college like this without proper salary grant from the state Govt. and that too on irregular basis. This college has been able to produce renowned persons like: - Bibi Jagir Kaur, (Former President, SGPC, Amritsar and Minister, Govt of Punjab), Dr. Jaswinder Singh (Principal, SGTB Khalsa College, Delhi), Dr. PK Sharma, (Principal Hindu College Amritsar), Gurbhajan Singh Lasani (Principal DIET Kapurthala), Dr. Assa Singh Ghuman (Retd. Principal, GTB National College, Dakha Ludhiana), Arjuna Awardee Balwinder Singh Fiddu (International Kabbadi Player), Shivdev Singh (Retd. Commandant, Punjab Armed Police), Pawanjit Singh (Excise and Taxation Officer), Dr. Lakhwinder Singh Kang (Professor, Department of Commerce, Guru Nanak Dev University, Amritsar), Jagjit Singh Bhagtana (Retd. SP), etc., only with regular staff posted against Grant-in aid of the Govt.

**Secondly**, migration of students after completion of Senior Secondary to foreign countries has become a major challenge particularly to colleges of this NRI belt. There is need on the part of state/affiliating university to introduce skill based/practical subjects in all degree courses so that students should become able to earn their sufficient livelihood after completion of their study.

### Concluding Remarks :

Since this eco-friendly lush-green rural college is an affiliated one, located on Nadala –Bholath road ten KM away from the New Delhi –Amritsar National Highway-1, has spread in about 15 acres of land, and has been following curriculum prescribed by the affiliating university. But in its effective implementation college teachers perform significant role. College initiates its action plan well before the beginning of the academic session for effective implementation of the curriculum. Teaching learning and evaluation schedule is planned as per the notification of the affiliating university. Academic calendar for each semester/session, based on the notification and guidelines of the affiliating university, is prepared by the senior faculty members. Necessary updated information for students regarding available courses, admission procedure, schedule, fee structure, list of holidays, summer and winter vacation, internal and university examination schedule, and other relevant college information etc., are published in the college prospectus. For the all-round development of students, this institution engages them in **extension activities** like: N.S.S., N.C.C., Red Ribbon Club, youth festivals, creative writing for college magazine *Chatrik* etc. Talent Hunt Competition, 'Teez Festival' and Foundation Day/Guru Nanak Dev ji Birthday celebration, etc., are regular features of academic session every year. Since, this institution has been located in an educationally and economically backward rural area but owing to low fee structure, has been facing resource crunch, and hence does not provide any specific fixed proportion of its budget for seed money to the faculty for research. However, the faculty is encouraged to undertake the research

activities and every possible help. This institution has made adequate provisions both with the schemes of Govt and itself to help the needy and meritorious students through various concessions and scholarships to the university position/merit holders, achievers in sports and extra-curricular activities. This rural college has almost all the basic facilities. For maintaining round the clock surveillance in this lush green campus, sufficient numbers of CCTVs have been installed at important points. Principal is privileged to manage all administrative and academic matters with cooperation of management, all the faculty members, non-teaching staff, students and their parents.

NAAC