ANNUAL QUALITY ASSURANCE REPORT
2012-13

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BANGALORE

GURU NANAK KHALSA COLLEGE, KARNAL

(Affiliated to Kurukshetra University, Kurukshetra)
Railway Road, Karnal 132001 (Haryana)
(Accredited with B+ Grade by NAAC)

The NAAC has introduced a new on-line questionnaire for the annual report format to be submitted by the IQAC every year. The new format is a survey of the quality sustenance effort undertaken by the institution which would reflect the quality management strategies adopted. Broad areas cover all relevant quality enhancement efforts. It is envisaged that the response pattern by the institution would be a self-learning exercise in quality sustenance effort undertaken by the institutions. The survey also intends a quality mapping which would streamline IQAC activities. Based on the quality profile created by the institution, strategies can be adapted to achieve the declared goals and objectives.

INSTRUCTIONS

The Questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile

2. IQAC (Internal Quality Assurance Cell) activities.

3. Academic and Research Output

4. Student Mentoring and Support System

5. Governance and Innovation

The activities of the Institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals .The survey results would enable the institution and the IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the entire survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgment or categorization on institutional quality is intended.

1. **Kindly provide the details of the Institution**

Name of Institution:	Guru Nanak Khalsa College, Karnal
Year of Establishment of the Institution:	1971
Address Line 1:	Railway Road
Address Line 2:	Railway Road
City/Town:	Karnal
State:	Haryana
Postal code:	132001
Email Address:	principal@gnkckarnal.org principal.gnkcknl@gmail.com

2. **NAAC Accreditation/Reaccreditation Details**

Year of Accreditation/Reaccreditation:	2004
Current Grade:	B+
CGPA:	75.20

3. Institutional Status
Affiliated Permanent

4. Contact Person Details

Name of the Head of the Institution:	Dr. (Mrs.) Pushpinder Kaur
Contact Phone:	09416008873, 08222097770
Email:	principal.gnkcknl@gmail.com
Website URL:	www.gnkckarnal.org
Name of IQAC Coordinator:	Dr. (Mrs.) Seema Sharma
Email:	Iqac.gnkcknl@gmail.com

SECTION 1

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building

5. Number of academic programmes existing (Enter a number;0 for nil)

Undergraduate (BA/B.Sc./B.Com etc)	05
Post Graduate(MA/M.Sc. etc)	04
Research Programmes (M.Phil/Ph.D)	0
Certificate Programmes	0
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Phramacy/Paramedical/Nursing etc)	0
Other value added programmes	0
Any other Programme offered (Specify) PGDCA	1

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	0
New programme designed	0
Programmes under revision	0
Interdepartmental Collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	6
Number of UGC/ any other expert committee recommendations implemented	1
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	0
Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	66
Total faculty on rolls	14
Faculty added during the year	00
Faculty positions vacant	10
Faculty left during the year	02
Total number of visiting faculty	05
Total number of guest faculty	52

8. Qualification of Faculty

Ph.D and Above	16
M.Phil	26
Masters	35
Any other (Specify)	NET-9

9. Faculty qualification improvement

Ph.D awarded to existing faculty	02
M.Phil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative Staff (Total sanctioned)	05
Administrative Staff (Actual Strength)	03
Added during the year of reporting	0
Left during the year	01
Number of posts vacant	02

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff (Total Sanctioned strength)	0
Technical Support Staff (Actual Strength)	3
Added during the year	0
Left during the year	0
Number of posts vacant	2

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (Social perception of the institution) in line with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	05	09	2003

13. Comparison of IQAC (Enter a number; 0 for nil)

Number of IQAC members	13
Number of Alumni in IQAC	02
Number of Students in IQAC	02
Number of Faculty in IQAC	05
Number of Administrative Staff in IQAC	02
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External Experts in IQAC	0
Number of any other stakeholder and community representatives	1

14. IQAC meetings

Number of IQAC meetings held during the year	2

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed	02
Number of value added programmes proposed	0
Number of skills oriented programmes proposed	0
Number of faculty competency and development programmes proposed	0
Number of other staff development programmes proposed	0
Number of students monitoring programmes proposed	04
Number of co-curricular activities proposed	11
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	03
Any other programmes proposed (Specify)	04

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic programmes implemented	02
Number of value added programmes implemented	0
Number of skills oriented programmes implemented	0
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	0
Number of students mentoring programmes implemented	4
Number of co-curricular activities implemented	11
Number of inter departmental cooperative programmes implemented	0
Number of community extension programmes implemented	3
Any other programmes suggested that are implemented (Specify)	4

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number ofSeminars/Conferences/Workshops organized by IQAC within the Institution	0
Number of participants from the Institution	0
Number of Participants from outside	0
Number of external experts invited	0
Number of external conferences/ seminars/ workshop on institutional quality attended	0
Number of events conducted with IQACs of other institution as collaborative programmes	0

19. Did IQAC receive any funding from UGC during the year?

◯ Yes

◯ No ✓

20. If the response to Qn.18 is Yes, please provide the amount received from UGC (Input 0-if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount received from UGC	0
Amount received from any other source including College management	0

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

At the beginning of the academic session meeting of IQAC was held. Quality assurance related matters were thoroughly discussed.

➢ IQAC is playing an active role for all aspects of the college like academic, sports, cultural, Co-curricular and administrative.

➢ Faculty development programmes for various departments were discussed.

➢ Seeking grant from various agencies like UGC, Sahitya Academics for various activities.

SECTION III

In this section the events, activities and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty	3
Number of faculty members involved in curriculum restructuring/revision/syllabus development	0
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	75%
Percentage of classes engaged by guest faculty and temporary teachers	78%
Number of self financed programmes offered	8
Number of aided programmes offered	2
Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback details (If Answer to Question 20 is yes)

Percentage of courses where student feedback is taken	100%

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for theyear

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
Number of major project proposals submitted for external funding	0

Number of minor project proposals submitted for external funding	0
Number of research publications in peer reviewed journals	16
Number of research publications in international peer reviewed journals.	16
Number of research publications in national peer reviewed journals.	0
Number of research papers accepted for publication in international peer reviewed journals.	0
Number of research papers accepted for publication in national peer reviewed journals.	0
Average of impact factor of publications reported	0
Number of books published	2
Number of edited books published	0
Number of books(Single authored) published	2
Number of books (Coauthored) published	0
Number of conferences attended by faculty	17
Number of international conferences attended	5
Number of national conferences attended	12
Number of papers presented in conferences.	17
Number of papers presented in international conferences	5
Number of papers presented in national conferences	12
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	0
Number of faculty acted as experts resource persons- international	0
Number of faculty acted as experts resource persons- national	0
Number of collaborations with international institutions	0
Number of collaborations with national institution	4
Number of linkages created during the year	4
Total budget for research for current year as a percentage of total institution budget.	0
Amount of external research funding received in the year	0
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/recognitions received by faculty and research fellows of the institute in the year.	0
Number of PhDs awarded during the year.	2
Percentage of faculty members invited as external experts/resource Persons/reviewers/referees or any other significant research activities.	0

SECTION IV

This section deals with Students Mentoring and Support System existing in the institution. This includes student activities, mentoring and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)	2610
Actual enrollment during the year	959
Student dropout percentage during the year	13.6
Success percentage in the final examination across the courses.	84%
Number of academic distinctions in the final examination and percentage	1 Gold Medal 7 Univ. Merit 18 Above 75%
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/SET	1
Number of students qualified GATE/CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn.27

Number of students participated	0

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn.29 is yes

Number of students participated	180

32. Career guidance

Number of career guidance programmes organized	2
Percentage of students in career guidance programmes	18%

33. Is there provision for campus placement?

No

34. If yes to Qn.32

Number of students participated in campus selection programmes	0
Number of students selected for placement during the year	0

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn.34

Number of programmes organized	2

37. Student activities.

Number of students participated in external cultural events	50
Number of prizes won by student in external cultural events	8
Number of cultural events conducted by the institute for the students	1
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events.	5
Number of students participated in state level sports and games events.	4
Number of students participated in university level sports and games events	13
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	5
Number of prizes won by students in state level sports and games events	2
Number of prizes won by students in university level sports and games events	5
Number of sports and games events conducted by the institute for the students	0

38. Composition of students

Percentage of Scheduled Caste	8.4%
Percentage of Scheduled Tribe	-
Percentage of other backward communities	4.6%
Percentage of women students	22.6%
Percentage of physically challenged	0.2%
Percentage of rural students	83%
Percentage of urban students.	17%

39. Scholarships and financial support

Number of students availing financial support from the institution	270
Amount disbursed as financial support from the institution	Rs. 3,98,535/-
Number of students awarded scholarship from the institution	188
Number of students received notable national / international achievements /recognition	0

40. Students initiatives

Number of community upliftment programmes initiated by students	2
Number of literary programmes initiated by students	2
Number of social action initiatives based on science/environment initiated by students.	2
Number of student research initiatives	0

SECTION V

This section surveys the Governance and Innovation at the Institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

○ Yes ✓

○ No

42. If the answer for Qn.40 is Yes, is the plan implemented and monitored?

○ Yes ✓

○ No

43. Whether benchmarking is created for institutional quality management efforts?

○ Yes ✓

○ No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

➢ "VIDYA VICHARI TAN PAR-UPKARI" (Charity is with the imparting of education).

➢ Sports activities and achievements.

➢ No. of merits at PG level in Kurukshetra University, Kurukshetra.

➢ Financial and administrative transparency.

➢ Efforts for green and clean campus.

➢ Students discipline in the campus.

- ➢ Co-curricular activities.

- ➢ Library facilities

- ➢ Starting new courses as per the need of the society.

- ➢ Community development programmes.

- ➢ Faculty development programmes.

- ➢ Functioning of different societies of the college.

- ➢ Increase in infrastructural facilities.

- ➢ To motivate the students to integrate more value of work.

45. Is a Management Information System (MIS) in place?

✓
◯ Yes

◯ No

46. If answer to question 44 is Yes, Please provide details of MIS applied to
1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures
5. Research administration
6. Others
(Enter the respective details corresponding to the serial numbers)

1	Administrative procedures including finance	Students fee, Salary Accounts, Tax Matter, Budget, College Accounts and Financial Statements.
2	Student Admission	The College has its own software in which students data is maintained.
3	Students Records	Identity, traceability and full record of the students.
4	Evaluation and Examination Procedures	Online results, Date sheet and merit cut list.

5	Research Administration	NIL
6	Others	• College Library is computerized. • College news and announcements are online.

47. Existence of learning resource management

	Yes	No
e-database in library	○	○ ✓
ICT and smart classroom	○ ✓	○
e-learning sources (e- Books, e-Journals)	○ ✓	○
Production of teaching modules	○ ✓	○
Interactive learning facilities	○ ✓	○

48. Internal resource mobilization: Kindly provide the amount contributed

Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Well wishers	Rs. 1,59,450.00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs. 11,30,430.00
Amount spent for student welfare	Rs.7,47,384.00
Amount spent for staff welfare	Rs. 13,985.00

50. Is delegation of authority practiced?

○ Yes ✓
○ No

51. Does grievance redressal cell exist?

	Yes	No
Faculty	○	○ ✓
Students	○ ✓	○
Staff	○	○ ✓

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	9
Number of grievances resolved	9

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	0
Number of grievances resolved	0

55. Has the institution conducted SWOT analysis during the year?

○ Yes ✓

○ No

56. The SWOT analysis was done by internal or by external agency

○ Internal ✓

○ External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)
(Outcome of SWOC Analysis of 2011-12)

> ➢ Eco-green and Wi-Fi campus.
> ➢ Well equipped Gymnasium.
> ➢ Dedicated faculty.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)
(Outcome of SWOC Analysis of 2011-12)

> ➢ Shortage of funds for infrastructural development.
> ➢ Poor academic and economic background of students.
> ➢ Shortage of sanctioned staff.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

> ➢ Scope for new courses.
> ➢ Scope for more student intake.

60. Kindly provide two identified challenges/ threats from SWOT analysis (in bullet format)
(Outcome of SWOC Analysis of 2011-12)

> ➢ High drop out of students in promotional classes at UG level.
> ➢ Participation of girls in sports at a lesser extent.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

> ➢ Applied for grant from UGC for indoor stadium.
> ➢ Applied for add-on courses (evening classes).
> ➢ Efforts to increase the overall strength of students at UG level and efforts to increase more sanctioned seats at PG level.

62. How do you perceive the role of NAAC in the quality development of your institution? (Suggestions in bullet format to be given below?)

- ➢ NAAC inspires the institution for quality education.
- ➢ NAAC also motivate the institution for the quality infrastructure and up to date amenities.

Name & Signature of the
Director / Coordinator, IQAC
[Dr. (Mrs.) Pushpinder Kaur]

Name & Signature of the
Coordinator, IQAC
[Dr. (Mrs.) Seema Sharma]