ANNUAL QUALITY ASSURANCE REPORT
2013-14

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)

14th October 2014

CONTENTS

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2013 to June 30, 2014)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

GURU NANAK KHALSA COLLEGE

1.2 Address Line 1

RAILWAY ROAD

Address Line 2

RAILWAY ROAD

City/Town

KARNAL

State

HARYANA

Pin Code

132001

Institution e-mail address

principal@gnkckarnal.org

principal.gnkcknl@gmail.com

Contact Nos.

09416008873, 08222097770

Name of the Head of the Institution:

Dr. (Mrs.) PUSHPINDER KAUR

Tel. No. with STD Code:

0184-2252873, 0184-2255407

Mobile:

09416008873, 08222097770

Name of the IQAC Co-ordinator:

Dr. SEEMA SHARMA

Mobile:

09466738625

IQAC e-mail address:

Iqac.gnkcknl@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

HRCOGN10499

1.4 **NAAC Executive Committee No. & Date:**

NAAC executive committee no. not mentioned on the accreditation certificate (8.1.2004)

1.5 Website address:

www.gnkckarnal.org

Web-link of the AQAR:

http://www.gnkckarnal.org/CollegeStatus.aspx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	75.20	2004	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

05/09/2003

1.8 AQAR for the year

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

  i.   AQAR 2009-10 Submitted to NAAC on (22/09/2014)
  ii. AQAR 2010-11 Submitted to NAAC on (30/09/2014)
  iii. AQAR 2011-12 Submitted to NAAC on (07/10/2014)
  iv. AQAR 2012-13 Submitted to NAAC on (10/10/2014)

1.10 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [√] No [ ]

Constituent College   Yes [ ] No [√]

Autonomous college of UGC   Yes [ ] No [√]

Regulatory Agency approved Institution   Yes [ ] No [√]

Type of Institution   Co-education [√]   Men [ ]   Women [ ]

                        Urban [√]   Rural [ ]   Tribal [ ]

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

                     Grant-in-aid + Self Financing [√]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√]   Science [√]   Commerce [√]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [√]

Others   (Specify)   .   BCA, PGDCA

1.12 Name of the Affiliating University *(for the Colleges)*   KURUKSHETRA UNIVERSITY, KURUKSHETRA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | -- |

University with Potential for Excellence | -- | UGC-CPE | -- |

DST Star Scheme | -- | UGC-CE | -- |

UGC-Special Assistance Programme | -- | DST-FIST | -- |

UGC-Innovative PG programmes | -- | Any other (*Specify*) | Private Aided |

UGC-COP Programmes | -- |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 02 |

2. 6 No. of any other stakeholder and

   community representatives | 01 |

2.7 No. of Employers/ Industrialists | 1 |

2.8 No. of other External Experts | NIL |

2.9 Total No. of members | 14 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. 02   Faculty 05

Non-Teaching Staff Students 02   Alumni 01   Others --

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

If yes, mention the amount --

2.13 Seminars and Conferences (only quality related)

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

Total Nos. --   International --   National --   State --   Institution Level --

(ii) Themes --

2.14 Significant Activities and contributions made by IQAC

- Use of ICT
- Cultural Activity
- Extension Lectures
- Development of Infrastructure & Basic Requirements (for students as well as for staff)
- Functioning of EDUSAT Classes as per Time Table Schedule.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Highlight college through cultural Activities	In the current session 75 students of different disciplines participated in the Cultural Activities in Zonal Youth Festival and there were 4 recommended and 7 commended items of the college and 3rd in the North Zone Inter University Youth Festival which was held at Lucknow. Haryanvi Bhajan was at 3rd position on Haryana Day Youth festival (Ratnawali).
Use of technology in teaching and learning	• The faculty members focussed on the use of ICT in their lectures. • Students are benefitted by the equipped ICT Seminar Hall and Multimedia lab. • College library has 'LIBSYS' Software to issue the books. • College has the Wi-Fi campus. • College is using the SMS alerts for the students as well as for any important information to parents.
To promote faculty towards Research	Permanent and temporary faculty attended and presented papers in the National and International seminars/conferences/workshops.
To improve the students attendance in the classroom.	Students attendance improved with the help of college Assembly during the beginning of the session. SMS alerts, telephonic messages, postal correspondence to the parents has also helped a lot for the improvement of the attendance.

* Attach the Academic Calendar of the year as Annexure. **Yes -** Annexure 1

2.15 Whether the AQAR was placed in statutory body   Yes   √   No   -

Management √   Syndicate --   Any other body --

Provide the details of the action taken

The proceedings of the IQAC were accepted by the management of the college:

1. To improve student attendance.
2. To improve infrastructure.
3. To introduce new courses.
4. To improve the Research environment by motivating faculty for National and International Seminars/conferences/workshops.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	04		04	
UG	05		03	
PG Diploma	01		01	
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		08	

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Core/Elective option

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	9
Trimester	NIL
Annual	1

1.3 Feedback from stakeholders*   Alumni √   Parents √   Employers √ Students √
   (On all aspects)

   Mode of feedback   :   Online - Manual √ Co-operating schools (for PEI)

Please provide an analysis of the feedback in the Annexure   **Annexure 2**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

N.A

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
14	07	07	--	-

2.2 No. of permanent faculty with Ph.D.

8

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
7	10	7	-					14	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

-		-		50

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		03	
Presented papers	02	19	-
Resource Persons			

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

- Simulation and use of ICT (Teaching by PPT slides through smart board)
- Extension Lectures for PG students

2.7 Total No. of actual teaching days during this academic year

182

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

NA

2.9 No. of faculty members involved in curriculum
     Restructuring / revision/syllabus development

01	-	-

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A. Punjabi IV Sem	25	-----------	40	52	04	96
M.Sc. Geog. IV Sem	34	-----------	5.88	23.52	61.76	91.1
M.Sc. S/W IV Sem.	27	18.5 (One Gold Medal)	100	-----------	-----------	100
M.Sc. Maths IV Sem.	50	6 (One Gold Medal)	52	-----------	20	72
B.Sc. VI Sem.	28	-	7.14	21.42	67.85	96.42
B.Com VI Sem.	134	-	2.98	20.89	65.67	89.55
B.A. VI Sem.	130	0.76	2.30	11.53	69.23	83.07
BTM VI Sem.	10	-	-----------	-----------	100	100
BCA VI Sem.	10	-	60.0	20.0	-----------	80
PGDCA	03	-	Result Awaited			

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

   The IQAC of the institution contributes monitors and evaluates the Teaching & Learning processes by conducting periodical meetings.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	3	01	5
Technical Staff	nil	-	-	--

Criterion – III

3. Research, Consultancy and Extension

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

The Initiatives of IQAC are:-
The teachers have been publishing the papers and articles in journals and presenting papers in various seminars/conferences as mentioned in question no. 2.13 and 3.4

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals	17	-	-
Non-Peer Review Journals	-	-	-
e-Journals	04	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored	Nil			
Projects sponsored by the University/ College	Nil			
Students research projects	Nil			
Any other(Specify)	Nil			
Total	Nil			

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

ii) Without ISBN No. [NIL]

3.8 No. of University Departments receiving funds from

UGC-SAP	NA	CAS	NA	DST-FIST		NA
DPE	NA			DBT Scheme/funds		NA

3.9 For colleges

Autonomy	NIL	CPE	NIL	DBT Star Scheme	NIL
INSPIRE	NIL	CE	NIL	Any Other (specify)	NIL

3.10 Revenue generated through consultancy   NO

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	NO	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   04

3.13 No. of collaborations   International   -   National   04   Any other   -

3.14 No. of linkages created during this year   04

3.15 Total budget for research for current year in lakhs :

From Funding agency   NO   From Management of University/College   NO

Total   NO

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
05	04	01	-	-	-	-

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

| 1 |

and students registered under them

| Nil |

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

| - |

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

JRF | - | SRF | - | Project Fellows | - | Any other | - |

3.21 No. of students Participated in NSS events: 306 ENROLLMENTS

University level | 127 | State level | - |

National level | - | International level | - |

3.22 No. of students participated in NCC events: 30

University level | - | State level | 5 |

National level | - | International level | - |

3.23 No. of Awards won in NSS: MERIT CERTIFICATE

University level | - | State level | - |

National level | - | International level | - |

3.24 No. of Awards won in NCC:

University level | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum [-]   College forum [01]

NCC [-]   NSS [03]   Any other [02]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- NSS- Annual Camp.
- Adoption of village (cleanliness & beautification).
- Save Girl Child- Awareness through Prospectus.
- Blood Donation Camp.
- Annual Sports Meet.
- Annual Alumni Meet.
- College Foundation Day celebration.
- Inter College and Inter School 'Shabad Gayan Pratiyogita'.
- Educational tours.
- Participation of students on Martyrs Day celebrated by NIFAA.
- Extension lectures under women cell.
- Academic award ceremony.
- Mr. Singh and Miss. Kaur Competition organised in collaboration with Delhi Sikh Gurudwara Management Committee.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 ACRE	-		2 ACRE
Class rooms	39	01	Development Fund	40
Laboratories	06	-	S/F	06
Seminar Halls	01	-		-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	68	43	Development Fund	111
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	6,71,528	
Others	-	01	19,28,530	01

4.2 Computerization of administration and library

> YES, LIBRARY IS FULLY COMPUTERISED:-
> * Issue & return of books through bar code.
> * In Administration: admission, fee collection & college accounts are computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25614	2718952	714	214300	26328	2933252
Reference Books	1393	270843	12	7595	1405	278438
e-Books						
Journals	5	5200	2	5200	7	10200
e-Journals						
Digital Database						
CD & Video						
Others (specify)	31	22757	1	950	32	23707

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Others
Existing	68	3	2 mbps	YES(4)	01	02	08	-
Added	10	-	-	-	-	-	-	33 CCTV Cameras
Total	78	3	2 mbps	YES(4)	01	02	08	33 CCTV Cameras

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

> Training provided to administrative staff regarding computer and internet access.

4.6 Amount spent on maintenance in lakhs :

i) ICT | - |

ii) Campus Infrastructure and facilities | 29,60,219 |

iii) Equipments | 6,71,528 |

iv) Others | 2,32,845 |

Total : | 38,64,592 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC ensures that students are getting quality support services.
 Student Support Services are:
1. Special help desk during the admission days.
2. Fee concession for poor and meritorious students as per the recommendation of fee concession committee (norms & conditions decided in the meeting of IQAC with the Principal in the chair).
3. Student support and progression is initiated through tutorials and tutors get the feedback from the students.
4. Women Cell monitors the women related issues in the college campus.

5.2 Efforts made by the institution for tracking the progression

1. Feedback from students & alumni.
2. Extension lectures for enhancing the knowledge of students.
3. Establishment of carrier guidance cell.
4. Gym facility to promote health and fitness & to promote power lifting championship.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1413	308	-	4

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
983	56.9

Women

No	%
374	21.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
831	81	-	45	02	959	1558	95	-	70	02	1725

Demand ratio   100:104   Dropout % 21.3

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   -

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

5.6 Details of student counselling and career guidance

Under the carrier guidance cell :- Students got guidance through companies like:-
1. Infonet Company
2. Top carriers & You
3. Bharti Vidyapeeth Deemed University

No. of students benefitted   130

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	130	Nil	05

5.8 Details of gender sensitization programmes

1. Through Extension Lectures & Inter College Competitions organised by Women Cell

2. Through College Prospectus.

5.9 Students Activities

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

State/ University level [22]   National level [--]   International level [--]

No. of students participated in cultural events

State/ University level [75]   National level [01]   International level [--]

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

Sports : State/ University level [13]   National level [--]   International level [--]

Cultural: State/ University level [11]   National level [01]   International level [--]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	170	2,28,105
Financial support from government	166	13,33,678
Financial support from other sources	170	1,69,100
Number of students who received International/ National recognitions	01	-

5.11   Student organised / **initiatives**

Fairs   : State/ University level | 0 | National level | - | International level | Yes |

Exhibition: State/ University level | Yes | National level | - | International level | - |

5.12   No. of social initiatives undertaken by the students | 02 |

5.13 Major grievances of students (if any) redressed:

There are never major grievances of students only minor grievances regarding Canteen, Parking, Drinking Water etc., are from the students which are redressed within days.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**: The college propagate nationalism and secularism through conducive education to develop updated progressive outlook. The college has proven the vision of delivering quality education to the students of the region mostly from the rural area & backward communities.
>
> **Mission**:
>
> - To develop self-reliant learning habits among students.
> - To generate self-confidence among the students.
> - To create awareness of social, cultural and national environment of the changing society.
> - To motivate the students to integrate more and more with value of work.
> - To enable the students to serve the community for its development and the nation at large.

6.2 Does the Institution has a management Information System

Yes --- Institution has a management Information System to facilitate strategies & operation activities through.
1. Library Management System (LIBSYS)
2. SMS alert services for student.
3. Important messages to students through clipping system.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

Curriculum is planned by the university which focuses on all round development and grooming of students to move ahead in all walks of life.

6.3.2   Teaching and Learning

1. Functions are organised by various literary societies like Quiz, Group Discussion and Debates.

2. Adopt latest teaching methods (PPT).

6.3.3   Examination and Evaluation

As per University Norms

6.3.4   Research and Development

College motivates the faculty members to participate in National\International Seminars \ Conferences\ Workshops. In the IQAC meeting the college discusses and motivates the faculty to undertake research work.

6.3.5   Library, ICT and physical infrastructure / instrumentation

- Library data maintained through Library Management System (LIBSYS).

- Wi-Fi facility is available.

6.3.6   Human Resource Management

Under the guidance of IQAC, faculty members are motivated to organise academic, cultural and sports functions/activities under the units like NSS, NCC, Divinity Cell, Women Cell and other literary societies.

6.3.7   Faculty and Staff recruitment

Faculty recruited as per UGC/DGHE /Kurukshetra University, Kurukshetra norms.

6.3.8   Industry Interaction / Collaboration

Interaction and Collaboration of BTM and M.Sc.(Computer Science) Students with various companies.

6.3.9   Admission of Students

As per University Norms.

6.4 Welfare schemes for

Teaching	-
Non teaching	Uniform, wheat loan & house accommodation provided to class IV employees.
Students	Scholarship & Fee Concession

6.5 Total corpus fund generated   1,78,37,083

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

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Inspection Committee of University	YES	Peer Team
Administrative	YES	University, AG Haryana, DGHE	YES	Peer Team

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

For UG Programmes   Yes ☐   No ☑

For PG Programmes   Yes ☐   No ☑

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

N.A.

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

N.A

6.11 Activities and support from the Alumni Association

1. Alumni Association organises one meeting with Alumni`s every session.

2. Valuable suggestions are accepted regarding academic and administrative development.

6.12 Activities and support from the Parent – Teacher Association

1. Parent-Teacher meeting per semester only for academically weaker students.

2. Feedback from parents is welcome and implemented through IQAC.

6.13 Development programmes for support staff

Imparting Computer Training to administrative staff.

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

> Tree Plantation & other religious activities are organised/managed under the guidance of concerned departments/committees/ societies.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. Financial help extended to poor, needy & brilliant students.
>
> 2. Special financial support to Sport students.

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

> Plan of Action chalked out by IQAC in the beginning of the session 2013-14 action taken and executed towards quality enhancement of the institution.
>
> 1. Accomplished the construction of one room for the science stream.
> 2. Purchase the computer systems for computer lab.
> 3. Revamped the computer Lab. into Multimedia lab.
> 4. Set about CCTV's surveillance in the college.
> 5. Start Sociology as an optional subject in the U.G. Classes.
> 6. Enhancement of seats in B.Sc. (Non-Medical) stream.
> 7. Completion of College main gate.

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

> 1. College Foundation day celebration.
>
> 2. Blood Donation Camp

> *Details: Annexure 3*

7.4 Contribution to environmental awareness / protection

> Tree Plantation, mass awareness under supervision of NSS units of the college.

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

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

Following are the results of Strength, Weakness, Opportunities and Threats (SWOT) analysis of the College.

1. Strength
   - Dedicated Faculty
   - Rich Computerised Library.
   - Eco Green Wi-Fi Campus
   - Three Smart Labs (Computer Science, Geography, BTM)
   - Well Equipped Gymnasium
   - Student Centre/Canteen
   - Multimedia Labs
   - Fully Air Conditioned Special "Gurudwara Sahib"

2. Weakness
   - Shortage of Funds for Infrastructural Development
   - Poor Academic and Economic Background of Students
   - Shortage of Sanctioned Staff

3. Opportunities
   - Scope for New Courses
   - Scope for More Student Intake

4. Threats
   - High number Drop out of Students in Promotional Classes at UG Level

8. **Plans of institution for next year**

- Planning to Introduce Post Graduation in Commerce(M.Com).

- Planning to get the number of sanctioned seats increased in Master of Science(Mathematics).

- To Enhance Seats in Bachelor of Commerce (B.Com).

- To Enhance Internet Band-Width Capacity for High Speed internet Connectivity.

- To Organise National Seminars Under the Financial Assistance of UGC/DGHE/DST.

- Efforts to Increase the overall strength of Students at UG & PG Level.

- Applied for Grant from UGC for Indoor Stadium.

- Emphasis on Publication of books & Research Papers Presentation in Various National & Inter-national Seminar/Conferences.

- Applied for Add-on Courses (Evening Classes).

- To start IGNOU Study Centre from the session 2014-15.

- Constructing New Air-Conditioned staff room and rooms for various units/cells.

- Construction of Building for Bank to generate College funds.

Name: DR. (Mrs.) SEEMA SHARMA   *Name: DR. (Mrs.) PUSHPINDER KAUR*

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Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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Annexure 1

ANNUAL COLLEGE CALENDER

Odd Semester

1.	Admission	1.7.13 to 16.7.2013
2.	Assembly of Fresher students	First week of August
3.	Tutorials	Second week of August
4.	Independence Day Celebration (Tree Plantation)	15th August
5.	Talent Search (Cultural Activities for Youth Festival	Third & Forth Week of August
6.	Teachers day Celebration	5th September
7.	Activities of Various Literary Societies	Fourth Week of September
8.	Women Cell Activity	September
9.	World Tourism day	27 September
10.	S.Tara Singh Excellence Award Ceremony	October
11.	Foundations Day Celebration (3 Days Celebration)	October
12.	Youth Festival	Organised By KUK
13.	Blood Donation Camp	October
14.	Guru Nanak Dev Birthday	October/ November
15.	University Semester Exams	Last week of November to First week of January
16.	Winter Vacations	17.12.13 to 31.12.13
17.	Practical Exams	After Theory Exam
18.	NSS Camp	Winter Vacations

Even Semester

1.	Republic day Celebrations	26th January
2.	Women Cell activities on Women Day	8 March
3.	Convocation	Organised after two years
4.	Sports day	Second week of March
5.	University Semester Exams	April Onwards
6.	Practical Exams	After Theory Exams
7.	Summer Vacations	07.05.14 to 30.06.14

Guest Lectures/Seminars throughout the Year

1.3 Feedback from stakeholders*

It is only the race for perfection that is going on and one of the important method/way to bring the desired results is the feedback received from the concerned corners. The college obtains feedback from faculty, students, alumnus, employers and community. In community we include the visitors, parents and guests of institution.

Alumni Feedback

Alumni of the college give their feedback regarding quality education and discipline in the college and praise the head of the institution for the further growth and progress of the college and also for well maintained discipline especially in the campus. The Alumnus gives their feedback in the alumni meet which is held in the college campus annually. The alumnus praises the healthy student-teacher environment prevalent in the college

Employer Feedback

The College Governing Body gives their feedback and suggestions towards conducive education and for starting of new courses during the meeting of the College Governing Body. Plans regarding academic development of the college are discussed & passed in the meeting before being processesed for implementation.

Parents Feedback

Parents give their feedback towards the education and environment in the college campus in every Parent Teacher Association meeting. The parents usually come to the college campus and praise principal for the disciplined behaviour of the students. The views of parents are always positive and appreciative regarding college campus and the divine environment because of the Gurudwara Sahib (Divinity Place).

Students Feedback

Students' feedback is got through tutorial meeting held twice a session. The feedback of the students is related to academics, cultural, sports and several co-curricular activities. The students discuss the shortcomings/demerits of the college and mention them in writing. The authorities than look upon and pay heed to the betterment of the institution.

Good practices of the institutions.

Preparing the students for integrated holistic personality including human, spiritual, intellectual, cultural and social aspects.

- **Celebrating College Foundation Day:**

1. College foundation Day is celebrated every year with great enthusiasm and zeal. It is a three day festival.

2. On the first day the celebration begins with 'Sri Akhand Path Sahib'. Inter School 'Shabad Gayan Pratiyogita' is also organized. Teams from different schools participate in this Competition.

3. On the second day Inter College 'Shabad Gayan Pratiyogita' is organized. Teams from local colleges as well as colleges of suburbs participate. On the same day "Dastar Sajouna' Competition is also organized.

4. Fondation Day celebration is concluded by 'Bhog Sri Akhand Path Sahib' and 'Kirtan' by Ragi Jatha as well as with Religious Sermons by well known religious personalities.

5. 'Guru Ka Langar' is served richly on the last day.

- **Blood Donation camp**:
1. The NSS units have made it a practice to organize blood donation camp every year.
2. Boys & Girls donate blood with the help of 'Red Cross Society', Karnal.
3. The collected Units of Blood are donated to 'Red Cross Society' for the use of needy patients.

Abbreviation

- RBTO – Regional Blood Transfusion Officer
- DTO – District Transport Officer
- DGHE – Director General of Higher Education
- DHE – Director of Higher Education
- HEC – Higher Education Commissioner
- GIS – Geography Information System
- DMC – Detailed Marks Certificate
- KUK – Kurukshetra University Kurukshetra
- LIBSYS – Library Management System
- HEI – Higher Education Institute
- S/W – Software
- MDU – Maharishi Dayanand University
- KIRTAN – Religious Congregation
- AKHAND PATH SAHIB – Recitation of 'Guru Bani'
- IG – Inspector General
- LANGAR – Food
- NET – National Eligibility Test
- IT – Information Technology
- DST – Directorate of Science and Technology
- AG – Auditor General
- NIFAA – National Integrated Forum of Activities and Activists