



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution	SHAHID BHAGAT SINGH GOVERNMENT COLLEGE, KOTKAPURA
Name of the head of the Institution	Dr. AMRITPAL KAUR
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01635270116
Mobile no.	9501588399
Registered Email	gckotkapura@gmail.com
Alternate Email	sbsgckkp@rediffmail.com
Address	Near Arvind Nagar, Bathinda Road
City/Town	KOTKAPURA
State/UT	Punjab
Pincode	151204

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. AMRITPAL KAUR			
Phone no/Alternate Phone no.		01635270116			
Mobile no.		9501588399			
Registered Email		gckotkapura@gmail.com			
Alternate Email		sharmaharish361@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		www.gckotkapura.org			
4. Whether Academic Calendar prepared during the year		No			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	000	2004	03-May-2004	02-May-2009
6. Date of Establishment of IQAC			20-Aug-2005		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
HOW TO INCREASE STRENGTH IN COLLEGE		03-Jul-2017 7		24	
View File					

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RASHTRIYA UCCHTAR SHIKSHA ABHIYAN	INFRASTRUCTURE	CENTER & STATE	2015 1825	7500000
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

4

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

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

No

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

Continuous monitoring of classes and attendance of students.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
1.To ensure regular classes and to increase attendance of students.	Classes were taken with regularity. Attendance of students increased up to certain extents.
2.To motivate faculty members for learning computer.	Faculty members started learning computers in computer labs in free periods.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>IQAC</td> <td>02-Jul-2018</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	IQAC	02-Jul-2018
Name of Statutory Body	Meeting Date				
IQAC	02-Jul-2018				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2019				
Date of Submission	01-Feb-2019				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Higher Education Department of Punjab Government and Director of Public Instruction (Colleges) share various orders and information with the college through emails and sometime when essential with physical meetings and visits of authorities from both sides. Another module of sharing information through postal letters and sometime through sending the messengers from both sides Excel sheets and PDFS are also used to provide more detailed information to each other Email and Postal letters are also used with the Punjabi University Patiala Portal of University is also used to update various information on enrollment and examination of students. Sometime university clerk or some other messenger is also physically sent to university for certain important information				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

College is a government college and affiliated with the Punjabi University Patiala. Various programmes and courses of college were available with the

sanction and approval from Education department of Punjab Government and Punjabi university, Patiala. Admission schedule was always planned by the university. Prospectus of college were made available to students in the beginning of session. Students can apply using the form attached with the prospectus. From prospectus while applying for admission students can opt for subjects as per combinations given by the university. Committees for each programme check the eligibility and approve admission of students. After the completion of admission process, Time Table in charge issues the time table with the approval from principal. Pictorial duties were given to teachers as per their free period. Staff on pictorial duties ensures that students attend their classes. Attendance of students is marked in the respective registers of teachers to maintain their record. Those departments which were having practical also give enough time to students to perform their practical during class or at any time when they are free. Teachers always remained available to help the students whenever was required by them. House examinations were planned by the registrar of college. As per schedule planned with the registrar questions papers were printed. Students were generated a date sheet to appear in the exams. Answer sheets were collected and handed over to respective subject teachers. Marks were recorded and in the award lists which were submitted to the registrar. Checked answer sheets were given back to students so that they make proper evaluation of their performance. Marks of each student subject wise were recorded in the record book, on the basis of which result is declared. Students who were not able to pass through exams were given a special chance to become eligible for appearing in final exams. Syllabus was required to be finished in the given hours determined by the University. In both semesters regular classes were taken. Attendance of students were recorded. Absentees were submitted in the office of college. Students who find difficulty on any subject matter was duly solved by the teachers. For final exams, the teaching and non-teaching staff takes every pain to ensure the submission of examination form of students in time given by the university. If some student got some trouble in filling the form, duties were assigned to teachers to help them so that no student get left for appearing in exams just because of some error or mistake in the form.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	Nil	NIL	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Administrative procedures: a. Daily rough cash book, personally checked by accountant and principal. b. Preplanned administrative feedback meetings. c. IQAC and College council meetings for feedback and decision making. d. Periodic meetings of various committees and decision making therein. e. Departmental meetings on syllabus completion and correction feedback and other departmental activities. 2. Student admission: a. Daily day end reports on admission status. b. Compulsory parent meetings for feedbacks. 3. Students' records: a. Query based software used for maintaining students' record. b. Monthly attendance record and feedback of defaulter students. c. Record of fees in instalments and its recovery. 4. Evaluation and examination procedures: a. Existence of full-fledged examination committee and updated maintenance of concerned records. b. Periodic meetings of examination committee. c. Inhouse central assessment program for quickest feedback on evaluation. d. Critical manual correction of border cases before declaration of results. 5. Other a Digitization of old records for decision making</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ARTS	750	457	457
BCA	COMPUTER APPLICATION	150	57	57
MSc	INFORMATION TECHNOLOGY	100	32	32

MSc	IT LE	50	13	13
PGDCA	COMPUTER APPLICATION	50	16	16
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	520	63	20	Nil	5

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	8	9	2	3	6

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

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

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

AS the admission process completes, an assembly of admitted students was called in the assembly ground. Principal and Staff members introduce all students about the time table, teaching non-teaching staff of college. Students were informed about the rules and regulations which they must follow once enter the college, Total students were divided into different groups with one teacher in charge of each group. In 2017-18 session 583 mentees were divided into 15 groups of 40 mentees in each. For each group a Mentor take care of mentee assigned in the group. Behaviour, conduct, attendance, extra-curricular activities, and any personal problem if any student experience in college. Further in practical subjects of computer science, psychology, geography, home science, music instrument, music vocal, the concerned teacher of subject ensured that students were coming in labs regularly and doing their practical properly. Teachers remain available in the labs even in free periods of students and help them in performing practical on their own. College also appointed a youth coordinator who keep on finding the students with some special activities to perform in festivals, functions, and competitions in college. Youth coordinator could also ask for hiring some professionals if required to train students for Zonal Youth Festival and even in other activities organised by other agencies. College has well established music department which was of great help for such preparations and training in musical activities. Sport department also worked a lot in training students for sport activities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
583	25	1 : 23

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
33	25	8	0	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Dr. HARISH KUMAR SHARMA	Associate Professor	RASHTRIYA SHIKSHA RATTAN

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	00	JUNE 2018	31/05/2018	18/07/2018
BCA	00	JUNE 2018	31/05/2018	15/07/2018
PGDCA	00	JUNE 2018	31/05/2018	14/07/2018
MSc	00	JUNE 2018	31/05/2018	16/10/2018

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

S.B.S. Govt. College, Kotkapura has a 2tier system of internal evaluation which is communicated in advance to students to monitor the academic performance. • Class Tests are held in each semester and the students who fail to qualify the minimum eligibility are given a second chance to appear in Conditional Class Test. • Besides Internal assessment is another method followed for evaluation that is based on snap tests, debates, extempore, group discussion, seminar presentations, regularity, competence, etc. In Practical subjects, short term projects (group projects independent projects), case studies, and overall practical performance of the student is considered for internal evaluation • Best students are selected for Academics, Extracurricular activities and Sports. They are honoured on Annual Prize Distribution function that inspires other students too

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

As the college is affiliated to the Punjabi University, Patiala. Admission Schedule, Teaching Classes Schedule, Syllabi for different Programmes are all planned and determined by the university. College followed strictly the schedule set by the University. At the same time final examination schedule with date sheet, roll numbers, and examination centres are also planned by the university. Even the examination duties are also assigned by the university. So, the academic and examination plans of college are under the authority of university. Even youth festival, sports competitions of inter college, zonal level and university level were also under the authority of university. However, house examination, class tests, and some local level sports and cultural activities were planned by the Registrar and Youth Coordinator of college

2.6 – Student Performance and Learning Outcomes

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

https://gckotkapura.org/wp-content/uploads/2022/10/STUDENT_PERFORMANCE_OUTCOMES_2017-18.xlsx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
00	BA	ARTS	125	87	70
00	BCA	COMPUTER APPLICATION	17	16	94.1
00	MSc	IT	18	17	94.4
00	MSc	IT LE	13	11	84.6
00	PGDCA	COMPUTER APPLICATION	16	2	12.5

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2.7 – Student Satisfaction Survey

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

https://gckotkapura.org/wp-content/uploads/2022/10/STUDENT_SATISFACTION_SURVEY_17-18.xlsx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	00	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
RESEARCH WORK	Dr. HARISH KUMAR SHARMA	GLOBAL ACHIEVERS FOUNDATION	07/10/2017	RESEARCH WORK

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

Incubation	Name	Sponsered By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	NIL	0	00
No file uploaded.			

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

Department	Number of Publication
NIL	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	0	00
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	0	0	0	0
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NO	Nil	Nil
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	Nil	Nil
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	00	NIL	00
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	00
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
75	70.54

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NIL	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5256	Nil	0	Nil	5256	Nil
Reference Books	3200	Nil	0	Nil	3200	Nil
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	32	2	2	0	0	4	1	100	1
Added	0	0	0	0	0	0	0	0	0
Total	32	2	2	0	0	4	1	100	1

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
75	71.14	1.84	1.84

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

College is having a newly constructed Library with furniture for students as well as for staff. Students and teachers can read books, magazines, and newspaper there. Students can also get books issued for study at home. Teaching staff also can have the full utilization of library for preparing class lectures and for further study. College has 2 computer labs where students of computer courses can use computers for practical purposes as per the time table. However in free periods they can use these computers to complete their given tasks. Even teaching staff also can work on these computers for academic purposes as well as for getting trained on computers with the help computer lecturers. In office the clerical staff is provided with their personal computers to perform their routine works. WI-FI facility available in college is also remain available when required for students and staff. College also have labs of psychology, geography, home science, which can be used for academic as well as for knowledge purposes to concerned as well as unconcerned students and staff. College has a large stadium, hockey ground, basketball ground, lawn tennis ground, football ground which remain available to students as well as some local players and school students also utilizes for their training and practice.

https://gckotkapura.org/wp-content/uploads/2022/10/ACADEMIC_SPORTS_FACILITIES_IN_COLLEGE.xlsx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	POSTMATRIC SCHOLARSHIP	121	1146910
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

NIL	Nil	0	NIL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	NIL	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
22	22	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	43	B.A, B.C.A	ARTS COMPUTER	GOVT. COLLEGE	M.SC IT, M.SC IT LE, PGDCA,
No file uploaded.					

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

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Essay Level competition	college level	30
Awareness on freedom struggle of india	College level	68

Independence Day celebration	Tehsil Level	500
Women Day celebrated	College Level	70
Environment Day celebrated	College Level	67
Anti Drugs Day Celebrated	College Level	45
Mother Tongue Day	College Level	108
Career Awareness	College Level	72
Republic Day	Tehsil Level	500
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	1st position in youth festival in Tabla playing	Nill	Nill	1	1560	BALWANT SINGH
2017	3rd position in youth festival in ghazal singing	Nill	Nill	1	1560	BALWANT SINGH
2017	2nd position in youth festival in vocal singing	Nill	Nill	1	1564	DAVINDER SINGH

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Various Awareness Programs were organized in the year 2017-18 Department of NSS organized an awareness camp on: (1) Promotion of healthy food habits, (2) Cancer awareness (3) Best Out of waste (4) Awareness of Ujjwal Yajna (5) Voter Awareness (6) Swachh Abhiyan (7) Fitness Camp Various Units of NSS Department celebrated National and International Days :- Yoga Day, World Earth Day. All the NSS units Conducted several cultural activities to enhance the interest in culture and tradition and to locate the hidden talent of the students. Our college conducted various activities such as seminars on various topics like Blood Donation, Awareness on Drug Abuse, HIV, Personality Development

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

35

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. College organizes different committees in the start of session like Admission Committees, College Magazine Editorial Board, College Canteen Committee, etc. Such committees are given full independence to take decisions and to accomplish the assigned task. 2. On other side certain important issues, staff meetings are organized frequently to give suggestions and involvement in resolving the issues. Besides this there is Parent Teacher Association where representatives of parents, Teachers, Principal, and administrative staff constitute the committee and take into agenda the issues of students and college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Being the affiliated college to Punjabi University, Patiala. The institution adopt the procedure and guidelines designed by the university. The university has online admission portal. The students register themselves on this portal and get the unique registration ID. The college has its own online MIS for admission. After getting UID from University the student can apply online or manually to the college. The admission committees hold the process and allot the seats according to merit and reservation policy directed by the department of Higher Education. Various fee concessions are given to deserving students such as SC/ST/BC/disabled students and EWS (economically Weaker Section) of the society as per government rules. In the days of admissions, the institution forms The

Help Desk committee which assists the students to choose the course from the variety of courses and subject Combination

Examination and Evaluation

The college has well organized examination branch which conducts internal and external examinations to evaluate the academic abilities of the students. One internal house exam has been taken in each semester with one special chance who are unable to qualify. External examination holds by university twice a year i.e., one final exam in each semester. Being the reputed college of area, 2 university exams centres have been setup in this college, where regular/private students of nearby colleges and appear in university exams. Under the supervision of controller (Principal) Registrar of college, proper process is adopted to handle conductance of examinations peacefully in the stipulated time. Superintendents for exam centres and supervisory staff are appointed by the university and sent to the college. If some shortage of staff is reported by the superintendents, the required supervisory staff is provided by the college. Assistant to superintendent and other class four staff is also provided by the college to exam centres. Answer sheets in sealed packets are submitted by the superintendent in the college, which are placed in strong room established in the college. University team arrive daily and took those packets which are distributed in different evaluation centres established by the university in some colleges and in university.

Library, ICT and Physical Infrastructure / Instrumentation

College was having a serious set back when the academic block with 30 class rooms and having library and HEIS department was declared unsafe and was closed. During this session the first major achievement was having a newly constructed Library from the RUSA fund. Our new library is having sufficient books including those which were donated by many donors to serve the needs of students and teachers. Furniture was available in library for the students and teachers for reading books within the library. Even books were also issued to the students, if they needed. Variety of text books, reference books,

magazines, and other general awareness books are available in the library. Although our 30 classrooms were closed on being unsafe, college has academic block A, where nearly 12 classrooms were available for teaching. This block is also having psychology, geography, music instrument, music vocal departments with their labs. However, two computer labs and home science labs were reset in administrative block in available rooms in college. With these adjustments, the classes were taken regularly without much trouble. College has 32 computers, 2 Wi fi internet bands, 04 digital projectors, 02 overhead projectors, 01 slide projectors, and three laptops in psychology, geography, and music departments. These were used effectively for education purposes. Psychology, geography, home science, music instrument, and music vocal have sufficient tests and instruments required for conducting practical in college. College also have grass cutter machines and instruments to keep the college grounds well maintained.

Teaching and Learning

The university releases the academic calendar for each year according to which the time table is framed by the time table in charge and classes are allocated to the teachers by the head of the department. The teachers prepare monthly plan of the syllabus and communicate to students for effective implementation. Black board is the major instrument for teaching in class but wherever needed the computers, overhead projectors, digital projectors, slide projectors are also used to make teaching and learning more effective. Theory and practical parts of syllabus are linked together in teaching and learning such a way that it become effective. Active participation method is mainly used that allows students to interact while teaching. The teaching process includes presentations, group discussions, seminars, interviews, quiz competitions, students are guided through educational tours.

Human Resource Management

The institution has keen interest to best utilization of its human resources. Many committees has been constructed by the principal for smooth

working in each and every field. The principal hold meetings with these committees' time to time. If any problem is reported by any concerned person or student, it is marked to the committee, which resolves those matters independently. If required, committee can discuss issue with the principal or the academic council of college. To manage human issues that are linked with teachers and parents of students, college has Parent Teacher Association which meets throughout the session many times to handle such issues. Further college has teaching staff, clerical staff, peons, water man. Water women, and other class four employee which play vital role in providing the human resource management.

Research and Development

As it is mainly undergraduate college, so much research-oriented facilities and chances are not available. Even then some of staff members do make efforts at personal level to publish their books, articles, and papers under different publishing houses. Departments having practical subjects like psychology, geography, music vocal do make efforts while conducting practical to prepare students for exploring research-oriented issues. It sometime helps to make further research while having some interesting results.

Curriculum Development

The syllabus and curriculum is framed by the affiliating University (Punjabi university, Patiala) and the Institution follows it strictly. However, it is organized and enriched through various other supplementary sources seminars, discussions, and conferences

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

E-governance area	Details
Student Admission and Support	<p>The college has its own online admission portal named gcmalerkotla.in for admission of students. The university has its online portal named pupadmissions.ac.in. After getting UID from University the student can apply online or manually to the college. The admission committees hold the process and allot the seats according to merit and reservation policy directed by the department of Higher Education. https://pupadmissions.ac.in/ (link of</p>

	<p>university admission portal) https://202.164.35.190:151 (link of college admission portal).</p>
Finance and Accounts	<p>College is using PFMS Portal and GeM Portal for managing account transactions and purchase of equipment. College is also transferring various payments to different government and private departments and university through NEFT/RTGS. However college is also using manual ways for receiving fees from students as most of or students are very poor and belong to rural area, so unable to deposit fees online.</p>
Administration	<p>The various areas of administration are governed electronically, EHRMS working is online which has all the information of the employees of the institution. Every employee has unique identification number at this portal. The service record, leave management, GPF management and GIS management has been done at this portal electronically. IFMS/PFMS all the salary and other bills of the employees are applied on this portal such as salary bills, arrears, GPF, disbursement of grants are done through this portal. E-Office this portal has been started by the DPI colleges for mailing all the official letters electronically.</p>
Planning and Development	<p>Teaching and non-teaching staff parents and alumni members are involved in planning and development programs of the institution The academic cultural and sports and other activities are communicated to the staff, students and society through e-E-mails, E- pamphlets and other electronic media. The college Website and FB pages for planning and development of every activity. The Link of college website is www.gckotkapura.org</p>
Examination	<p>The examination portal is governed electronically all the records are filled online awards of evaluation and internal assessments and practical records uploaded on university examination portal. Students can check and download their results from university portal. The link for examinations and results is given below: https://pupeexamination.ac.in/</p>

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	19	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The institution executes many welfare schemes for teaching staff which are running under regulations of Punjab Govt. for permanent employees. Teachers can take refundable and nonrefundable loans from GPF. The employee can take loans from institution for higher studies of their children, Child marriage loan and home loans etc.</p>	<p>The institution helps its non teaching staff in any financial problem. The employee can take Festivals loans, wheat loans etc. against their salaries. which is to be deducted from their salaries according to the convenience of the employee.</p>	<p>As student cantered institution, It provides many welfare schemes to the students so that they can get quality education without any discrimination. The students get scholarships under SC/ST and Minorities Scholarship scheme of state and Central Government. Some students are very poor and weak are even given concession for PTA Fund.</p>

Group Insurance schemes (GIS) is there under which the dependents of employee can take the assured sum and life cover after the death of the employee.

6.4 – Financial Management and Resource Mobilization

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

Being the Government institution the external and internal audits are done as per rules of Punjab govt. The academic external audits are checked by DPI colleges and internal audits are completed under the supervision of college Principal. The Administrative External audits are completed by Auditors of Punjab Govt and internal audits are compiled by Bursars and Chartered Accountants regularly

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DPI Colleged	Yes	Principal
Administrative	Yes	Punjab Government Auditors Chartered Accountants	Yes	Bursar

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

1. For hiring non Lab attendants, Peon, and Guest Faculty. 2. To meet the expenditure for youth festival participation of students 3. To provide TA/DA to teaching Non teaching staff for assigned duties

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

1. Made available computers for training working with the help of computer teachers. 2. Non teaching staff hired were given opportunity to get trained for examination purposes. 3. Financial support to class four staff as a loan in need.

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

1. Purchased computers to upgrade the working. 2. Developed website and online admission in college. 3. Started working on different e portals to improve governance in college.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	HOW TO INCREASE STRENGTH IN COLLEGE	03/07/2017	03/07/2017	10/07/2017	24
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
AWARENESS RALLY ON GENDER EQUALITY	08/03/2018	08/03/2018	48	23

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

Percentage of power requirement of the University met by the renewable energy sources
Total requirement in college is 41.65 KW. At present no renewable energy resource working. However solar energy resource in proposal.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	3
Physical facilities	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	05/06/2018	01	ENVIRONMENT DAY	Beat Plastic Use	67
2018	1	1	21/02/2018	01	MOTHER TONGUE	Importance of	108

DAY

mother
Tongue[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
PROSPECTUS	19/06/2017	DETAILS

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
ENVIRONMENT DAY	05/06/2018	05/06/2018	67
ANTI DRUG DAY	26/06/2018	26/06/2018	45
MOTHER TONGUE DAY	21/02/2018	21/02/2018	108

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

1. Regular cleaning of college and sometime with one day NSS Camp 2. Plantation of trees in Nanki Bagichi 3. Have dustbins in college at important points 4. Have to pits to generate organic fertilizer within college 5. Avoid Plastic use as much as possible

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. To have pits for generating organic fertilizer. College has constructed two pits in the beginning as an experiment. As the the leaves and wastes of canteen was regularly thrown in the pits, it started giving results. College is now getting own organic fertilizer for the plantation in the college. More pits will be constructed as the outcome is very fruitful. 2. Maximum efforts are made to maintain greenery in college. About 805 area of college is covered with trees and plants. Even Nanki Bagichi is created with the help of District Forest Department. About 90 plants are planted there to give green look just on entry of college. College has maintained some corners of college with fully grown trees that give a very beautiful forest look.

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

https://gckotkapura.org/wp-content/uploads/2022/10/TWO_BEST_PRACTICES_2017-18.docx

7.3 – Institutional Distinctiveness

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

College is basically a rural college. Most of students that apply here belong to poor weaker section, especially schedule castes. Government welfare scheme i.e., post matric scholarship give these students an opportunity to study. So, the college is providing a great service of educating students of weaker and poor section. Most of students will be unable to study, if our college will not be there. College is doing a true service for giving a chance to change the life of these students. One more distinctive feature is the availability of such practical subjects which are not available in any nearby college of district Faridkot like psychology, home science, music instrument and M.Sc. IT regular Lateral entry. College is providing opportunity to study such subjects which are truly the needed one for the required skills in the present world. It

gives the students a chance of self-employment

Provide the weblink of the institution

<http://www.gckotkapura.org>

8.Future Plans of Actions for Next Academic Year

At present college must plan on three aspects in future. First is to construct at least 10 classrooms as one of the major parts of college i.e., academic block having 30 classrooms and HEIS Department is declared unsafe by PWD (BR), Faridkot. So, the block is closed and became very difficult to have classes in old academic block. Although some adjustments are made to make smooth running of college but class rooms are the most needed thing in future Second aspect is related to upgrade college more on ICT Tools and e resources. Although college have these tools but to meet the future challenges, it is essential to do big work on this part. College should be fully installed with high-speed WI FI service. All the departments must be provided computers and an interconnecting network should be established. More training on computers e resources should be given to teaching non-teaching staff. Third one is related to sports activities which must be increased to greater extents. As no teacher of physical education is there, it is abstaining college for making enough sports events. More grounds and sports facilities should be made available in college.