Yearly Status Report - 2018-2019

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	**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	**sbsgckkp@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://gckotkapura.org/aqar-17-18/

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
TO INCREASE ACTIVITIES IN COLLEGE	**03-Jul-2018** **07**	**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 UCHHTAR SHIKSHA ABHIYAN	INFRASTRUCTURE	GOVERNMENT	2018 365	1185868
RASHTRIYA UCHHTAR SHIKSHA ABHIYAN	EQUITY	GOERNMENT	2018 365	190000
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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 :	2
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)

CULTURAL ACTIVITIES SOME OTHER ACTIVITIES INCREASED AS PER THE PLAN

10 CLASS ROOMS CONSTRUCTION WAS INITIATED THROUGH PWD (B&R), FARIDKOT

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
To continuous efforts to increase strength	It was little successful
To initiate the process of constructing ten classrooms through unsafe academic	RUSA fund make it possible to work on ten classrooms which was in budget, the

block	**RUSA fund received**
To more activities in college	**College was successful in organizing more student activities**
Sports activities will also be promoted	**Not much success**
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
ACADEMIC COUNCIL	**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 descripiton 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. Pictorials 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	00	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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
Nill	NIL	Nill

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	Nill	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
Nill	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	Nill
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

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

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	503	503
BCA	COMPUTER APPLICATION	150	68	68
MSc	INFORMATION TECHNOLOGY	100	22	22
MSc	IT LE	50	8	8
PGDCA	COMPUTER APPLICATION	50	19	19
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	571	49	20	0	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	Numberof smart classrooms	E-resources and techniques used
25	8	12	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

620	25	1:25

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	5

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
Nill	NIL	Nill	NIL

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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	ARTS	JUNE 2019	31/05/2019	11/07/2019
BCA	COMPUTER APPLICATION	JUNE 2019	31/05/2019	11/07/2019
MSc	INFORMATION TECHNOLOGY	JUNE 2019	31/05/2019	Nill
MSc	IT LE	JUNE 2019	31/05/2019	Nill
PGDCA	COMPUTER APPLICATION	JUNE 2019	31/05/2019	02/09/2019

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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-18-19.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	164	59	35.9
00	BCA	COMPUTER APPLICATION	24	19	79.2
00	MSc	INFORMATION TECHNOLOGY	13	8	61.5
00	MSc	IT LE	8	8	100.0
00	PGDCA	COMPUTER APPLICATION	19	8	42.1

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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-18-19.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
NIL	NIL	NIL	Nill	Nill

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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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)
Nill	NIL	0	Nill

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

No file uploaded.

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	Nill	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	Nill	0	0	NIL

No file uploaded.

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

Number of Faculty	International	National	State	Local
Nill	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	NIL	0	0

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
TABLA PLAYING	THIRD POSITION	YOUTH FESTIVAL	1
GHAZAL SINGING	SECOND POSITION	YOUTH FESTIVAL	1
SOLO WESTERN INSTRUMENT	SECOND POSITION	YOUTH FESTIVAL	1
SHABAD GAYAN	SECOND POSITION	YOUTH FESTIVAL	6
GROUP SONG	SECOND POSITION	YOUTH FESTIVAL	7
URDU GHAZAL	FIRST POSITION	BARJINDRA COLLEGE, FARIDKOT	1
PUNJABI GHAZAL	SECOND POSITION	BARJINDRA COLLEGE, FARIDKOT	1
PUNJABI GHAZAL	THIRD POSITION	BARJINDRA COLLEGE, FARIDKOT	1
CLASSICAL SINGING	THIRD POSITION	YOUTH FESTIVAL	1

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
GENDER ISSUE	PUNJAB GOVERNMENT	WOMENS DAY	5	20
VOTER DAY	SDM OFFICE, KOTKAPURA	AWARENESS CAMPAIGN FOR VOTING RIGHTS	22	65

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year			
Nature of activity	Participant	Source of financial support	Duration
NIL	00	NIL	00
No file uploaded.			

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	Nill	Nill	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	Nill	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
13.76	13.76

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Others	Existing
Others	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 patially)	Version	Year of automation
NIL	Nill	NIL	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5256	Nill	0	Nill	5256	Nill

Reference Books	3200	Nill	0	Nill	3200	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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	0	3	100	0
Added	0	0	2	0	0	0	0	0	1
Total	32	2	4	0	0	0	3	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 incurredon maintenance of physical facilites
Nill	Nill	13.75	13.75

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/prospect.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	POSTMATRIC SCHOLARSHIP	178	1687190
b)International	Nill	Nill	Nill
View File			

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
YOGA DAY	21/06/2019	26	YOUTH COORDINATOR
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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 passedin the comp. exam	Number of studentsp placed
Nill	NIL	0	0	0	0
No file uploaded.					

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
18	18	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	NIL	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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	36	B.A, BCA,	ARTS, COMPUTER	GOVT. COLLEGE	M.SC IT, M.Sc IT LE, PGDCA
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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
Nill	0
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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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
2018	NIL	Nill	0	0	00	00
No file uploaded.						

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

No Data Entered/Not Applicable !!!

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

32

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. Whole tasks of college were divided into different committees. Every committee was having an convener 2-4 members. Committees were doing their allotted tasks independently. 2. On the other side parent teacher association involve parents of students and teachers of college so that better participation be there in handling the issues of college. 3. Staff meetings is another significant practice for involving participation of staff in resolving issues of 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
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. College also has a virtual class room which was not in use earlier because of some technical problem. It was also brought into working position in this session.
Human Resource Management	The institution has keen interest to best utilization of its human resources. Many committees have 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.
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
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 researchoriented 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
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.

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.
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 researchoriented issues. It sometime helps to make further research while having some interesting results.

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

E-governace area	Details
Planning and Development	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
Administration	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.
Finance and Accounts	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.
Student Admission and Support	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. university admission portal) https://202.164.35.190:151 (link of college admission portal).
Examination	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://pupexamination.ac.in/

6.3 – Faculty Empowerment Strategies

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

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

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The institution executes many welfare schemes for teaching staff which are running under regulations of Punjab Govt. for	The institution helps its non teaching staff in any financial problem. The employee can take Festivals loans, wheat loans etc. against their	As student cantered institution, It provides many welfare schemes to the students so that they can get quality education without any

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.	salaries. which is to be deducted from their salaries according to the convenience of the employee.	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.

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	Nill
No file uploaded.		

6.4.3 – Total corpus fund generated

00

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 COLLEGES	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)

The Parent-Teacher Association provides PTA fund which is used for paying TA/DA of teams participating in sports and cultural activities. The PTA fund (Parent Teacher Fund) which is used for development of the college, reimbursement of guest faculty salary and for providing facilities to students. For hiring class four staff too to keep the smooth working of college.

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

1. Training of teaching non teaching staff on computers. 2. More understanding developed for cultural activities through senior teaching staff members. 3. Training educated class four staff on some documentation work

6.5.4 – Post Accreditation initiative(s) (mention at least three)
1. Bringing virtual class room in working condition. 2. Increase in activities of students. 3. Developing interest of teaching staff in research activities.

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
2018	TO INCREASE ACTIVITIES IN COLLEGE	03/07/2018	03/07/2018	10/07/2018	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
TIAN	24/08/2018	24/08/2018	46	16
PAKWAN SHOW	28/02/2019	28/02/2019	31	13
VILLAGE GAMES	15/11/2018	15/11/2018	28	17
WOMEN'S DAY	08/03/2019	08/03/2019	13	11

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
41.65 KW is the requirement of college. But presently alternative energy sources are not installed.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	Nill	1	25/01/2019	01	VOTER DAY	Motivated students to make their vote. For this all BLOS with SDM Kotkapura was present. Students were sensitized to cast their vote in elections	105

[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)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
TOUR TO SHRI ANANDPUR SAHIB VIRASAT E KHALSA	08/03/2019	08/03/2019	24

[View File](#)

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

Two PITS were used in college to generate organic fertilizers for plants. New plants were also planted to make college more eco-friendly.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. CULTURAL ACTIVITIES INCREASED FOR BETTER OVERALL DEVELOPMENT OF PERSONALITY OF STUDENTS: College was successful this session 2018-19 to increase the cultural activities to better extent than previous session. It gives the students a chance to explore their hidden artistical potentials. Students took part in activities with great enthusiasm and energy. Students develop more confidence and trust in themselves with these activities. These will be continued in next sessions too. 2. UPGRADING TEACHING STAFF FOR USING COMPUTERS: Computers have become the essential part of life. In teaching, learning and even in doing research official tasks, knowledge of computer is essential. As the college has a fully working computer, it must be used to train our staff to work on computers. Teachers were made available computers in the lab, where they can go in their free time and can take the assistance of computer teachers and technical assistant of lab. In the beginning, teachers were having some hesitation. But with the encouragement and motivation, the practice started showing fruitful results. But it must be continued in coming sessions.

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-2018-19.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

The distinctive salient feature of college is the available academic and sports facilities in college. College has different practical labs like psychology, home science, geography, music vocal, music instrument, computer labs. Besides this college has a full size stadium which consists of athletic track, cycling track. football ground 7 hockey ground. Faridkot district is popular for basketball game. College also has a ground of basketball and even lawn tennis ground. Such facilities are not available in any nearby college. Thus the main vision of college is to provide practical study subjects and sports facilities for overall development of students.

Provide the weblink of the institution
https://gckotkapura.org/wp-content/uploads/2022/10/ACADEMIC_SPORTS_FACILITIES_IN_COLLEGE-18-19.xlsx

8.Future Plans of Actions for Next Academic Year

For session 2019-20, certain things will be required to address with more keen interest. First thing is to increase activities in college more for better development of personality of students. Second thing that need serious attention is sports department. College although dont have a teacher for physical education department, it must be demanded from the government or to make some alternative arrangements to initiate sports activities too in college. Third aspect that will taken up in next session is to make our teaching staff more research oriented to meet the demands of changing education system. Fourth is to make teaching staff more trained on computers as it will facilitate personal institutional development. Fifth is related to initiate work on installing solar panels in college. Sixth is to push the PWD (BR) Department to complete the task of providing 8 classrooms quickly as the college is suffering with shortage of classrooms.