



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	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

<b>2. Institutional Status</b>					
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			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://gckotkapura.org/wp-content/uploads/2022/10/AQAR-2018-19.pdf">https://gckotkapura.org/wp-content/uploads/2022/10/AQAR-2018-19.pdf</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		No			
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	00	2004	03-May-2004	02-May-2009
<b>6. Date of Establishment of IQAC</b>			20-Aug-2005		
<b>7. Internal Quality Assurance System</b>					
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 MAKE & MAINTAIN RECORDS ON COMPUTERS		08-Jul-2019 4		19	
<a href="#">View File</a>					

**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	GOVERNMENT	2019 365	6700350
<a href="#">View File</a>				

**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 :**

1

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)**

TEACHING NONTEACHING STAFF ENCOURAGED TO MAKE MAINTAIN RECORDS ON COMPUTERS

[View File](#)

**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 train staff for making maintaining record on computer.	Workshop was successful in preparing staff to use latest methods of making maintaining records on computers.
Corona pandemic in even semester forced IQAC to plan in new way to ensure classes, class tests, and final exams	Staff was trained to use Zoom app for classes. WhatsApp groups were formed subject wise to provide study material and even audio recording of lectures were also posted in these groups, Class tests were also taken in short answer type questions,

No Files Uploaded !!!

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

ACADEMIC COUNCIL

10-Jun-2020

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

2020

Date of Submission

19-Mar-2020

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

## 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 programme 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	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
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
No file uploaded.		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Yes
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	800	511	261
BCA	COMPUTER	150	47	47

	APPLICATION			
MSc	INFORMATION TECHNOLOGY	80	15	15
MSc	IT LE	40	5	5
PGDCA	COMPUTER APPLICATION	40	7	7
<a href="#">View File</a>				

## 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
2019	558	27	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	Number of smart classrooms	E-resources and techniques used
24	12	12	3	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 2019-20 session 585 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
585	24	1 : 24

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
33	24	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
2020	Dr. HARISH KUMAR SHARMA	Associate Professor	NATION BUILDER AWARD 2020
2020	Dr. HARISH KUMAR SHARMA	Associate Professor	APPRECIATION FOR SERVICES IN CORONA

[View File](#)

## 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 20	31/05/2020	06/11/2020
BCA	COMPUTER APPLICATION	JUNE 20	31/05/2020	Nil
MSc	INFORMATION TECHNOLOGY	JUNE 20	31/05/2020	Nil
MSc	IT LE	JUNE 20	31/05/2020	Nil
PGDCA	COMPUTER APPLICATION	JUNE 20	31/05/2020	06/02/2021

[View File](#)

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. It must be stated here that because of COVID-19 pandemic, certain new schedules modes of examination were declared by the university especially for final semester examinations, which were followed. Online offline blended mode of examinations was adopted as per instructions from university and problems of students.

## 2.6 – Student Performance and Learning Outcomes

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

[https://gckotkapura.org/wp-content/uploads/2022/11/STUDENT\\_PERFORMANCE\\_OUTCOMES\\_2019-20.xlsx](https://gckotkapura.org/wp-content/uploads/2022/11/STUDENT_PERFORMANCE_OUTCOMES_2019-20.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	105	104	99.0
00	BCA	COMPUTER APPLICATION	12	12	100.0
00	MSc	INFORMATION TECHNOLOGY	9	8	88.9
00	MSc	IT LE	5	5	100.0
00	PGDCA	COMPUTER APPLICATION	7	7	100.0

[View File](#)

## 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/2022/11/STUDENT\\_SATISFACTION\\_SURVEY\\_19-20.xlsx](https://gckotkapura.org/wp-content/uploads/2022/11/STUDENT_SATISFACTION_SURVEY_19-20.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
Nil	Nil	NIL	0	0

No file uploaded.

### 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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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	Nil
No file uploaded.					

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)
Nil	NIL	0	0
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	Nil	Nil	NIL	Nil
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	Institutional affiliation as
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					excluding self citation	mentioned in the publication
COVID-19 GUIDELINES MIGRATING LABOUR IN INDIA A PS YCHOLOGICAL PERSPECTIVE	Dr. HARISH KUMAR SHARMA	RESEARCH GATE	2020	1	8	SBS GOVERNMENT COLLEGE
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Resource persons	Nil	Nil	1	Nil
<a href="#">View File</a>				

### 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
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/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
BLOOD DONATION	PBG WELFARE CLUB, KOTKAPURA	BLOOD DONATION	3	18
GANDHI JYANTI	GOVERNMENT	MARATHON RUN	12	23
GANDHI JYANTI	GOVERNMENT	SWACHH BHARAT	12	23
WORLD AIDS DAY	GOVERNMENT	AIDS AWARENESS	14	41
VOTER DAY	SDM OFFICE KOTKAPURA	AWARENESS ON VOTING	12	45
WOMENS DAY	YOUTH COORDINATOR	Celebration	7	31
<a href="#">View File</a>				

### 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	Nil
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	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
67	67

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Others	Existing
Others	Existing
<a href="#">View File</a>	

#### 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
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Text Books	5256	Nil	0	Nil	5256	Nil
Reference Books	3200	Nil	0	Nil	3200	Nil
<a href="#">View File</a>						

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	4	0	0	4	1	100	1
Added	0	0	0	0	0	0	0	0	0
Total	32	2	4	0	0	4	1	100	1

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

100 MBPS/ GBPS
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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	<a href="#">NIL</a>

#### 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
Nil	Nil	67	67

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
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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 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	POST MATRIC SCHOLARSHIP	231	2189556
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

#### 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
No file uploaded.			

#### 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
Nil	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
16	16	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
No file uploaded.					

#### 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
2019	27	B.A, BCA, PGDCA	ARTS COMPUTER SCIENCE	GOVERNMENT COLLEGE	M.SC IT, M.Sc IT LE, PGDCA
<a href="#">View File</a>					

#### 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
No file uploaded.	

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

Activity	Level	Number of Participants
MUSIC DAY	COLLEGE	38
WORLD POPULATION DAY	COLLEGE	43
Independence Day celebration	Tehsil Level	500
PAKWAN SHOW	COLLEGE	36
HEALTHY ANCIENT DIET	COLLEGE	48
BIRTHDAY ANNIVERSARY OF BHAGAT SINGH	COLLEGE	62
BLOOD DONATION	COLLEGE	21
BHAJAN SANDYA	COLLEGE	32
MARATHUN RUN	COLLEGE	35
PEACE MARCH	COLLEGE	34
<a href="#">View File</a>		

### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	00	NIL
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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)

As per the Punjab state government policy, student council or similar body cannot be elected in the college. However, the presence of various departmental societies and clubs ensure student representation in function of college. Their concerns are communicated to the college authorities through these society and clubs. However in publishing of college magazine, students act as editors of editorial board. They remain part of selection editing of articles in magazine

**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
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. However, it must be mentioned here that because of the sudden spread of COVID-19 Pandemic in world. University and college made certain required changes in the even semesters of programmes as per the guidelines instructions received from Government and University. Online exams of final year, final semester students were conducted online. Whereas other students were promoted by the university. As per the instructions from university, evaluation for final semester was performed at college and awards were uploaded on the university portal.

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.

Library, ICT and Physical  
Infrastructure / Instrumentation

College was having a serious setback 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 has 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.

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. However, because of COVID-19 Pandemic, certain new ways were also adopted for teaching. WhatsApp groups for different classes were created subject wise and class wise. Notes and audio recorded lectures were shared with the students for final semester. Zoom App was also used to deliver online classes.

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

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

E-governance area	Details
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	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. <a href="https://pupadmissions.ac.in/">https://pupadmissions.ac.in/</a> (link of university admission portal) <a href="https://202.164.35.190:151">https://202.164.35.190:151</a> (link of college admission portal).
Planning and Development	Teaching and non-teaching staff parents and alumni members are involved

in planning and development programs of the institution. Academic council also play significant role in planning development of college. Time to time instructions from government and university also contribute it. The academic cultural and sports and other activities are communicated to the staff, students and society through e-mails, E- pamphlets and other electronic media. The college Website and official FB pages also used for planning and development of every activity. The Link of college website is [www.gckotkapura.org](http://www.gckotkapura.org)

**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://pupeexamination.ac.in/>

**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.

**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
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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)
2019	TO MAKE MAINTAIN RECORDS ON COMPUTER	TO MAKE MAINTAIN RECORD ON COMPUTER	08/07/2019	11/07/2019	16	3
<a href="#">View File</a>						

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	Nil	Nil	00
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

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 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.	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.	As student entered 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.

## 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
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6.4.3 – Total corpus fund generated

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### 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. Due consideration on human problems errors in work. 2. Taking personal problems of staff members in college for support. 3. Dealing every member fairly without discrimination.

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

1. Activation IQAC for improving quality education. 2. Following NAAC regulations in planning development. 3. Improving infrastructure facilities.

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
2019	HOW TO MAKE MAINTAIN RECORDS ON COMPUTER	08/07/2019	08/07/2019	11/07/2019	19

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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
HUMAN RIGHTS DAY	01/12/2019	01/12/2019	28	15
WOMEN'S DAY	08/03/2020	08/03/2020	21	17
HEALTHY & ANCIENT DIET	06/09/2019	06/09/2019	26	22
PAKWAN SHOW	03/09/2019	03/09/2019	19	17

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 ENERGY REQUIRED IN COLLEGE. Renewable energy source not yet available.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2

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
2020	Nil	1	25/01/2020	1	VOTER DAY	Sensitized to make cast vote	57

[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	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
HUMAN RIGHTS	10/12/2019	10/12/2019	43
BHAJAN SANDHYA	02/10/2019	02/10/2019	32
PEACE MARCH	03/10/2019	03/10/2019	34

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

Two pits used to generate organic fertilizers. On Gandhi Jayanti NSS Camp was arranged to keep the college clean under Swachh Bharat Mission. Awareness seminar also held on Hygiene cleanliness in college. Nanki Bagichi plantation was cared to increase greenery in college.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. **READING HABITS TO STUDENTS** Students were motivated to go library in free periods and develop a habit of reading syllabus books and also give time on other books too. During proctorial duty, the staff members on duty made efforts to bring students to library. It will be continued in coming sessions too. 2. **MOTIVATED STUDENTS TO KEEP COLLEGE CLEAN:** Students were also motivated to keep college clean. They were provided dustbins in different corners of college where they throw waste or used things. They were linked with the senior class four of college to whom they can inform any unclean space in college.

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/2022/11/TWO\\_BEST\\_PRACTICES\\_2019-20.docx](https://gckotkapura.org/wp-content/uploads/2022/11/TWO_BEST_PRACTICES_2019-20.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

One distinctive performance in session 2019-20 was handling the situation created by COVID-19. Major focus was to ensure that the students remain in contact with the staff of college. Their study problems must be resolved and no one should left behind for examinations. Teaching 7 non teaching staf made wonderful efforts in this regard. WhatsApp group class wise and subject wise were formed so as to provide every information related to their study and exams. Those students who were not available on WhatsApp were contacted on phone calls and some personally by sending messenger to their home. Results were excellent. As our area is rural and most of our students belong to poor families and weaker section, so challenge was big. But ultimately college remained successful in managing COVID 19 situation.

Provide the weblink of the institution

[www.gckotkapura.org](http://www.gckotkapura.org)

## 8.Future Plans of Actions for Next Academic Year

First important thing to do in future is to bring 8 class rooms construction to completion. Second is to make plan for installation of solar Panels in college. Third plan is to bring back sports activities in college. Fourth is to purchase more computers and printers. Fifth is to purchase new books in college and to make library automated. Sixth is to repair academic and administrative blocks to white wash whole college.