



YEARLY STATUS REPORT - 2020-2021

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. HARISH KUMAR SHARMA**
- Designation **PRINCIPAL IN CHARGE**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01635270116**
- Mobile No: **9815424141**
- Registered e-mail **gckotkapura@gmail.com**
- Alternate e-mail **sbsgckkp@rediffmail.com**
- Address **Bathinda Road**
- City/Town **KOTKAPURA**
- State/UT **PUNJAB**
- Pin Code **151204**

2.Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **PUNJABI UNIVERSITY, PATIALA**
- Name of the IQAC Coordinator **Dr. HARISH KUMAR SHARMA**
- Phone No. **01635270116**
- Alternate phone No. **01635270116**
- Mobile **9815424141**
- IQAC e-mail address **gckotkapura@gmail.com**
- Alternate e-mail address **sharmaharish@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)

<https://gckotkapura.org/wp-content/uploads/2022/11/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://gckotkapura.org/wp-content/uploads/2022/11/Academic-Calendar-20-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	00	2004	03/05/2004	02/05/2009

6. Date of Establishment of IQAC

20/08/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
RASHTRIYA UCCHTAR SHIKSHA ABHIYAN	INFRASTRUCTURE	GOVERNMENT	2020	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 01

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? No

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

SERIOUS WORK ON CLASSES & EXAMS OF STUDENTS IN COVID 19 PANDEMIC.

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

Plan of Action	Achievements/Outcomes
It was planned to increase enrolment of students for this sessions. It was decided to approach school authorities for having contact lists of 10+2 pass out students and to contact those students for admission in college.	Lists of contact numbers of 10+2 students were collected and they were contacted individually on phones
It was also decided to design posts about admission in college and to upload on different social media networks.	Computer Department developed excellent posts about admission in college and these were posted on Facebook and WhatsApp groups of students.
Latest platforms of social media to be used for classes & examination	Zoom App & WhatsApp was very well used for academic purpose.
Distribution of masks, make available sanitizers, Sanitizing classrooms regularly must bring in action	Successfully achieved with the help of NGOS

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
ACADEMIC COUNCIL	22/06/2020

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Alternate phone No.	01635270116				
• Mobile	9815424141				
• IQAC e-mail address	gckotkapura@gmail.com				
• Alternate e-mail address	sharmaharish@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gckotkapura.org/wp-content/uploads/2022/11/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gckotkapura.org/wp-content/uploads/2022/11/Academic-Calendar-20-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	00	2004	03/05/2004	02/05/2009
6.Date of Establishment of IQAC			20/08/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
RASHTRIYA UCCHTAR SHIKSHA ABHIYAN	INFRASTRUCTURE	GOVERNMENT	2020	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year	01				

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
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<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
SERIOUS WORK ON CLASSES & EXAMS OF STUDENTS IN COVID 19 PANDEMIC.		
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Distribution of masks, make available sanitizers, Sanitizing classrooms regularly must bring in action	Successfully achieved with the help of NGOS
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
ACADEMIC COUNCIL	22/06/2020
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	02/11/2022
15. Multidisciplinary / interdisciplinary	
College at present is not having multidisciplinary or interdisciplinary courses. But in future it is in the plan according to new education policy. For that certain work and planing is required, College fully understand the need of these	

courses in college to meet the new challenges in education.
16.Academic bank of credits (ABC):
It is also a wonderful idea to create Academic Bank of credits for institute and students. However it is also in planing yet. In future it is also in the plan of college.
17.Skill development:
College is having computer courses and various practical subjects like psychology, geography, home science, and physical education. But the certificate and diploma courses of skill development are yet to start in college. That is also in plan for future.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
College is already teaching in the local language punjabi as well as in hindi and english. Various cultural activities are already performed with the participation of students. But the online courses are yet to bring in use.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
It is also a very beautiful approach to plan for the skills and expertise a passed out student need while leaving the college. It is also needed to be added in the education system of college. College approve this approach but yet to practically adopt in the college.
20.Distance education/online education:
Distance education and online education facilities are available in some universities but college has not adopted it yet.

Extended Profile

1.Programme

1.1

05

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 560

Number of students during the year

File Description	Documents
Data Template	View File

2.2 246

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 160

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 21

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 33

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	05
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	560
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	246
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	160
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	21
File Description	Documents
Data Template	View File

3.2	33
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	NIL
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	32
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 both semesters. Zoom App was also used to deliver online classes. Most of the schedule for classes and exams was directed by university as per the time-to-time changing covid conditions and directions from government. These were applied strictly for safety & security of students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

C. Any 2 of the above

represented on the following academic bodies during the year. Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

NIL

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Institution definitely follows those professional ethics of an education institute which are important for its success and productivity. Staff follow the timing schedule of institute strictly. Classes are taken with regularity and sincerity. Syllabus is finished in time. Exams are conducted with honesty and sincerity.
- As the institute is coeducational, so both boys and girls study here. Staff treat them equally and fairly without any discrimination on gender basis. Even staff also consists of male & female members. Very genuine, normal, and fair interaction is there between staff members and with students.
- Very human treatment everyone experience in the institute. Brotherhood, fraternity, honesty, altruism, sympathy & empathy is well inculcated within the staff and students.
- Almost 70% area is covered with trees, plants, and green

grassy grounds. Two composite pits are available which generate organic fertilizer for the plants of college. Cleanliness is taken care daily.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1110

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

339

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Institute assess the learning level of all students from their last year academic record and the current year performance in the class test, house test, and semester wise final exams conducted by the university. Staff maintain individual contacts with such students and help them in providing study material and making concepts and problems easier to them. Personal attention to advance learners keep them moving ahead and slow learners also benefited by this.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
560	21

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In thoretical classes participative learning is the main method of teaching. Students can freely ask questions and add certain referenes from their side to make learning more effective to everyone in the class. Whereas in practical subjects like psychology, geography, home science, music vocal, music instrument, physical education, computer application, and information technology, experiential and problem soling methodologies are used. Practicals contained within the syllabus given by university are planned in such a way that practical experience & problem solving techniques make learning very applicable.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

College has three smart class rooms and one virtual classroom which are very useful in teaching the students. College have computers and wi fi facility too which help teachers to provide more valuable study material to students. Teachers prepare study material on computers and share that material to students at whatsapp groups of different classes. Zoom App and whatsapp was used very effectively for teaching especially in COVID 19 Pandemic situation. Sometime audio recorded lectures were also shared with the students on whatsapp.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

05

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

336

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is marked with a transparent and clear criteria. First criteria of assessment is the attendance of a student in class which every student can know from concerned teacher. Second criteria is the response of student in class. Student's attentiveness and participation in the lecture is also important in making assessment. It is also transparent as it is visible to every student in class. Third is the performance of student in class test and house test which are conducted at college. Marks obtained by student provide the base of internal assessment. Fourth is the overall behaviour of student in college and the participation in extracurricular activities.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

If students have any grievances with the internal examination, it can be brought in the notice of Registrar and even to the Principal of college. If it is related to the schedule or mechanism of examination, it is resolved by discussion between principal and registrar or sometime in need it can also be brought in the agenda of academic council. Thus at larger level any issue with examination is resolved. But if the grievances are reported single or few students, then again it is solved by the Registrar or concerned faculty member. Even students if were unable to qualify for appearing in final exams or unable to appear in exam are given special chance. This special chance is either provided by a special internal examination or sometime with special class test. In this session COVID was a big concern. Before start of exam, staff was approaching to all students through WhatsApp messages or notices and who still were not responded were contacted through phones or physical approach.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and student are aware of the outcomes of the programmes offered by the institution. They know that after completion of final year, the knowledge on concepts, theories, principles, will help them to either stay in the institute for higher programmes like PGDCA, M.Sc IT or they can opt for other programmes of postgraduation level at universities or Colleges that offer PG. They also know that if they want to work as teachers in schools, the acquired knowledge in courses will help them to take admission in education colleges for B.Ed. If they want to join some local jobs, they can acquire skills from local available certificate

courses or can work with some expert/experienced persons available.

They also know that some subjects like psychology, home science, music, Geography and computer science can provide those skills with which they can start their self planned works like psychological testing, musical performances at professional level, cooking related jobs in restaurants, hotels, and even dhabas. Thus it can be stated with confidence that teachers and students are aware about the outcomes from the programmes and courses offered by the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

College has internal assessment assessment and examinations system that continuously provide valuable data to evaluate attainment of programme outcome. Further how students progressing to higher education within college or in other higher education institutes give enough chance of evaluation of Programme and course outcome. Even sometime when passed out students visit the college, their report and feedback give sufficient evaluation opportunity. Successful students of college who acquire very good jobs or be successful in professional life or business also provide evaluation to college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

146

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://gckotkapura.org/wp-content/uploads/2022/11/SSR-Report-Analysis-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

01

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- In September 2020 under the mission FATEH launched by Punjab Government, a campaign against corona was conducted online as well as offline to sensitize and made students aware about the threat of Corona and were motivated to follow guidelines to remain safe and protected from Corona.
- on 01st october with the help of CMO and Counsellor from Civil hospital, a seminar against Drugs was conducted under the mission "NASHA MUKAT BHARAT" lunched by Indian Government.
- In December 2020 a run of 100, 200, 500 meter was organised to develop awareness against Corona with the instructions from Punjab Government.
- In January 2021 another activity forawareness against drugs was conducted where poster making competition was organised.
- In February 2021 with the help of Guru Gobind Study Circle a lecture against drugs was arranged for students.
- On 8th March 2021 women's day was celebrated where SDM Kotkapura was chief Guest. Miss Paramji Kaur, an advocate in districtcourt, Faridkot shared information about constituitonal rights and laws available for the safety and security of girls. Mrs. Aman Narula, Gym owner, shared tips to girls for fitness. Miss Nancy Arora, an NGO Volunteer was honoured for her services to society.
- On 18th April the fist dose of vaccination against corona with the help of Civil Hospital, Kotkapura was given to

whole staff of college & On 7th May, the second dose was given to the staff.

- On 7th, 21st & 28th May a lecture on Career Guidance and JOBS CONNECTS & ENTEPRENEURS was delivered to students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

562

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

College suffered a big loss when an academic building having 30 classrooms, computer department, seminar halls and library was declared unsafe and was closed for safety and security. But with the funds obtained under Rashtriya Uchchar Shiksha Abhiyan college is successful to construct a new library. Two new classrooms are also now available. 8 classrooms are under construction and probably in next session these will be available. College have an Academic Block A where college have 12 classrooms which consists of Psychology lab, Geography lab, Music Vocal department and music instrument department. Most of the classes are taken successfully. Home science lab is also managed in administrative block, which is working successfully there. Two computer labs are also managed in administrative block for computer department. Colleg also has a virtual classroom. A little shortage of classrooms is there but at present by managing time table and well planned coordination, there is no problem for theoretical classes and lab works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a large new library which is also used to conduct seminars, lectures, and other cultural activities. College has a large stadium which is used for athletic meet and many other sports activities. It also has a cycling track. It also consists of hockey ground and football ground. College has a separate Basketball ground and a Lawn tennis ground. College also have a sufficient space for cricket game. College has an outdoor gymnasium too. College has an assembly ground which is used for yoga purposes. Outdoor cultural activities are also organised in this assembly ground which has a stage for performance in cultural activities. Whole college is 16 acres area wise. It has enough grounds and space for sports and cultural activities. Enough trees are there which are useful for fitness works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College has well newly constructed library. But it still not have integrated management system (ILMS). However college is organising library with KOHA APP.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

23

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College keep on updating the IT facilities in college. Earlier the college was using wi fi with cable feature but it is upgraded to fibre opticals which convenient and 10 time faster in use. Similarly computers were also upgraded for versions of window, including hardware upgradation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

Use of classrooms is also managed through a time table framed in the beginning of session. Teachers and students take their classes in the classes allotted in the time table which help to avail optimum utilization of facilities available.

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 also remain available when required for students and staff.

College also has 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

246

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

246

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

147

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

178

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association is there which consists of various pass out students of college which are holding important positions in society in various ways. They are ready to financially support college but college at present does not need financial support because college is already sanctioned Rs. 2.0 Crore for infrastructural development and Rs. 5.0 Lakh as equity grant from both state and central government, which is being utilized by the college. Besides that college has its own sufficient financial funds for maintenance and development of college. College needs their special help to promote admission in college and support college on social and professional platforms. College is getting their support in the required way.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Governance of college is very much reflective of and in tune with the vision and mission of the institute. Institution is cultivating the youthful mind with knowledge, learning, and talent. Besides providing the knowledge through academic activities, students are given the opportunity to identify their hidden talents & to improve these by performing on competitive platforms. Further besides syllabus books, college also organises activities to increase their awareness and sensitization on current important issues of society. Thus college is also working in tune with the mission of enlightening the mind of youth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Different officials from teaching staff are appointed to decentralised important management tasks of college, A Bursar take care of financial and accounts matters. A Registrar works on examination matters of college. Youth Coordinators manage the

activities of students like cultural activities. Similarly a IQAC Coordinator takes care of NAAC related issues. Various committees are formed which work independently to take care of allotted tasks like Water & Sanitisation committee, electricity & generator committee, Sexual Harassment Grievances committee, Discipline committee etc. At the same time participative management is also introduced in college. Parent Teacher Association involve important office Bearer of college, Teaching staff members and Parents of students to give proper representation to every section of college for management decisions. Academic council also consists of Senior teachers and Principal of college, which regularly conduct meetings on important affairs of college. Staff meetings are also organised where every staff member can share his/her opinion on important issues of college. Thus affairs of college are managed by giving independence to the office bearers and committees of college and at the same time councils, associations, and committees are formed where different members of college participate in managing the college,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College can not work without a proper strategy and its effective deployment. For admission in college committees are formed in the start of session. An academic calendar is framed to work in a scheduled way effectively. Similarly after admission, a time table is prepared to distribute classrooms, periods, and other facilities of college in a rational and fair way. For examination always a daesheet and duties of staff are prepared to conduct these in a calm & smooth way. Without a strategy and plan, the resources of college can not be applied effectively. College is making these workable very impressively.

Session 2020-21 was challenging because of Covid-19 Pandemic. Strategies were modified time to time with instructions from Government & University. Online and offline methods were deployed effectively using available Apps and Social Media groups. Exams were also conducted in both way online & offline

in blended way. It was very hard task to ensure the appearance of all students in exams. But as per the instructions from University college developed its own strategies according to the kind of students college have. Practicals were also conducted in blended way.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gckotkapura.org/wp-content/uploads/2022/11/ORGANOGRAM_final.bmp
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

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 non-refundable 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

NIL

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Higher Education Department of Punjab Government demanded confidential report for teaching & non teaching staff. There is a set form on which teachers are appraised on all aspects of work in college by the Principal, which is later reviewed by DPI Colleges of Punjab. Similarly for nonteaching staff either head of department or their official incharge appraise their work in the institute which is later reviewed by the Principal or DPI Colleges. Their performance is assessed on the bases of scores and the evaluated on different categories like Best, Good, Normal, Poor, Very Poor.

Further if some teaching staff member applies for promotion or redesignation, then Personal Appraisal Performa is filled and applied. A constituted committee then evaluate that appraisal report filled by teacher personally on the basis of UGC Regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit is regularly carried out by the Bursar of college. Bursar checks the day books, cash books, and every financial transaction of college which is finally audited through the Principal of college. All treasury related funds are also audited through the Bursar and Principal of college. This practice is carried out regularly every year. However external audit of these students and government is carried out by the Punjab Government Auditors as per the rules and regulations of Punjab Government. If Punjab Government Auditors pointed out some objections, that are removed by the college and compliance report is sent to the Department.

However some funds like HEIS & PTA funds are audited internally by the Bursar, Member Secretary (HEIS), PTA Secretary, and Principal of college. The external audit of these funds is carried out through the Chartered Accountant appointed by the college. RUSA fund is also audited internally by the Bursar and Principal of college and external audit through a chartered accountant. Any objection pointed out by the chartered accountant is removed at college level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Amalgamated Funds is utilized for the welfare of students like cultural activities, sports activities, T.A/D.A, purchase of books, repair and maintenance of essential services for students as per the rules and regulations given in education code published by the Punjab Government. PTA fund is also utilized for the welfare of students and college. But the activities where to utilize is approved by the PTA Council in the start of session. PTA Council is organised as per the PTA rules framed by the Punjab Government. HEIS Fund is utilized for the self finance department of college. Salary of self financed department staff is approved by the HEIS Council according to the availability of funds. Other expenses to be carried out in this department are also approved by the HEIS Council. Another important fund is University fund which is mainly utilized to transfer university funds and examination fees structured by the university and collected from students. RUSA Grant of Punjab government is also utilized on the activities as approved by the Project Director of RUSA, appointed by Punjab Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Major challenge for session 2020-21 was to prepare & train staff and students to continue the academic & cultural activities in Covid-19 Pandemic. Staff was trained to use zoom app and WhatsApp to take on the classes and exams of students. Audio notes on WhatsApp and notes according to syllabus were delivered to students, Students were prepared using mock tests for the exams at college level and university level. This developed a good understanding between staff and students to accomplish the task of education. Similarly cultural activities were also continued online and offline both ways. Another important initiative was to organise a vaccination camp in the college and to get all staff members vaccinated. Continuous sanitisation of all blocks of college was also carried out under the initiative of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For session 2020-21, reviews on teaching learning process, structures & methodologies of operations and learning outcomes was carried out regularly through IQAC set up. Attendance of students, response of students, queries of students especially on online platform was continuously reviewed to check the success of new modified methodologies that were used in Covid 19 pandemic. Second was appearance of students in mock tests, house exams, and final exams was another check up on the outcomes. Third was the performance of students in house exams and semester exams was also reviewed to check the success level of institution. Students participation in online and offline cultural activities also indicated well about the performance at institution level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

College is coeducation institute so equal treatment at every step in college is a strong measure to promote gender equity.

Various activities like lecture on career Guidance, Job & Entrepreneur provided awareness on equal opportunities for boyand girlstudents.

Women's day was celebrated with emphasis that women and men have equal constitutional rights and laws.

Student welfare schemes also generate promotion of gender equity as both male and female students are given equal opportunity.

Separate toilets for boys and girls with equal facilities are also provided in college,

Separate Girls common room is also available in college,

Sexual Harassment Committee is there which give opportunity to point out any grievances secretly and confidentially.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1LvSqIcOXxzK5ddhOriBhyu8eR3NnxRE0/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College has proper management system for the management of waste in college. College also have two composite pits where waste is collected to generate organic fertilizers for the plantation of college. College have 5 ROS, the waste water is utilized for plantation in college. E Waste is also properly utilized either in repair of e devices or by selling through auction.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities

B. Any 3 of the above

available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1.Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3.Pedestrian Friendly pathways**
- 4.Ban on use of Plastic**
- 5.landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- All the sections of society irrespective of religion, caste, and socio-economic level are given equal opportunities for admission in college.
- Boys and girls are treated equally in providing facilities

and opportunitie in college,

- Staff members are also treated equally without any discrimination on the basis of caste, religion, gender, and socio-economic level in every administrative decision, welfare schemes, and opportunities for promotion.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Staff of college is continuously sensitized for their rights, duties and responsibilities in staff meetings. Sometime one to one contact is also created when it is required for some particular staff member on some issue. Most of staff members are experienced and mature. They understand very well their duties and responsibilities and they also help to make other novice and inexperienced staff members to be serious & sincere for the duties and responsibilities.

Students are sensitized on the rules and regulations of institute. Besides that they are also sensitized on the current issues in the society like Drug addiction, corona, moral values, and responsibilities toward society. Various activities were conducted in session 2020-21 against drugs, corona, women's day, Gurparb, independence day, matri bhasha diwas, national education day, career guidance etc. These activities are powerful to sensitize students on their responsibilities towards society and nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

D. Any 1 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College celebrated Independence day and republic day, women's day, Matri Bhasha Diwas, National Education Day, and other events as per the directions recieved fro government and other concerned agencies.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Session 2020-21 was affected very badly by the COVID-19 Pandemic. Two best practices were focused on this particular situation of concern.

- All the staff members were got vaccinated for first dose on 18-04-2021 and for second dose on 24-05-2021. College was sanitized regularly with the help of PBG Welfare Club, Kotkapura (NGO).
- The second was to conduct classes and exams in online mode. That was a challenge for which staff and students were mentally prepared and trained. Mock tests were conducted to ensure the smooth conductance of exams in online mode.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As this session was COVID 19 Pandemic effected, so focused area was to conduct classes, exams, and other activities with a focus on the challenging conditions of Pandemic. Regular sanitization of college, distribution of masks to students, vaccination of staffs and availability of hand sanitizers at important points were the efforts of institution in this session. Further to follow strict guidelines of government and university, online and offline both methods for classes and exams were implicated for the welfare of students, society, and nation.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 both semesters. Zoom App was also used to deliver online classes. Most of the schedule for classes and exams was directed by university as per the time-to-time changing covid conditions and directions from government. These were applied strictly for safety & security of students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

NIL

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Institution definitely follows those professional ethics of an education institute which are important for its success and productivity. Staff follow the timing schedule of institute strictly. Classes are taken with regularity and sincerity. Syllabus is finished in time. Exams are conducted with honesty and sincerity.
- As the institute is coeducational, so both boys and girls study here. Staff treat them equally and fairly without any discrimination on gender basis. Even staff also consists of male & female members. Very genuine, normal, and fair interaction is there between staff members and with students.
- Very human treatment everyone experience in the institute. Brotherhood, fraternity, honesty, altruism, sympathy & empathy is well inculcated within the staff and students.
- Almost 70% area is covered with trees, plants, and green grassy grounds. Two compost pits are available which generate organic fertilizer for the plants of college. Cleanliness is taken care daily.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

06

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1110

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

339

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Institute assess the learning level of all students from their last year academic record and the current year performance in the class test, house test, and semester wise final exams conducted by the university. Staff maintain individual contacts with such students and help them in providing study material and making concepts and problems easier to them. Personal attention to advance learners keep them moving ahead and slow learners also benefited by this.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
560	21

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In thoretical classes participative learning is the main method of teaching. Students can freely ask questions and add certain references from their side to make learning more effective to everyone in the class. Whereas in practical subjects like psychology, geography, home science, music

vocal, music instrument, physical education, computer application, and information technology, experiential and problem solving methodologies are used. Practicals contained within the syllabus given by university are planned in such a way that practical experience & problem solving techniques make learning very applicable.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

College has three smart class rooms and one virtual classroom which are very useful in teaching the students. College have computers and wi fi facility too which help teachers to provide more valuable study material to students. Teachers prepare study material on computers and share that material to students at whatsapp groups of different classes. Zoom App and whatsapp was used very effectively for teaching especially in COVID 19 Pandemic situation. Sometime audio recorded lectures were also shared with the students on whatsapp.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

05

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

336

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is marked with a transparent and clear criteria. First criteria of assessment is the attendance of a student in class which every student can know from concerned teacher. Second criteria is the response of student in class. Student's attentiveness and participation in the lecture is also important in making assessment. It is also transparent as it is visible to every student in class. Third is the performance of student in class test and house test which are conducted at college. Marks obtained by student provide the base of internal assessment. Fourth is the overall behaviour of student in college and the participation in extracurricular activities.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

If students have any grievances with the internal examination, it can be brought in the notice of Registrar and even to the Principal of college. If it is related to the schedule or mechanism of examination, it is resolved by discussion between principal and registrar or sometime in need it can also be brought in the agenda of academic council. Thus at larger level any issue with examination is resolved. But if the grievances are reported single or few students, then again it is solved by the Registrar or concerned faculty member. Even students if were unable to qualify for appearing

in final exams or unable to appear in exam are given special chance. This special chance is either provided by a special internal examination or sometime with special class test. In this session COVID was a big concern. Before start of exam, staff was approaching to all students through WhatsApp messages or notices and who still were not responded were contacted through phones or physical approach.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Teachers and student are aware of the outcomes of the programmes offered by the institution. They know that after completion of final year, the knowlege on concepts, theories, principles, will help them to either stay in the institute for higher programmes like PGDCA, M.Sc IT or they can opt for other programmes of postgraduation level at universities or Colleges that offer PG. They also know that if they want to work as teachers in schools, the acquired knowledge in courses will help them to take admission in education colleges for B.Ed. If they want to join some local jobs, they can acquire skills from local available certificate courses or can work with some expert/experienced persons available.

They also know that some subjects like psychology, home science, music, Geography and computer science can provide those skills with which they can start their self planned works like psychological testing, musical performances at professional level, cooking related jobs in restaurants, hotels, and even dhabas. Thus it can be stated with confidence that teachers and students are aware about the outcomes from the programmes and courses offered by the institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

College has internal assessment assessment and examinationsystem that continuously provide valuable data to evaluate attainment of programme outcome. Further how students progressing to higher education within college or in other higher education institutes give enough chance of evaluation of Programme and course outcome. Even sometime when passed out students visit the college, their report and feedback give sufficient evaluation opportunity. Successful students of college who acquire very good jobs or be successful in professional life or buisness also provide evaluation to college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

146

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://gckotkapura.org/wp-content/uploads/2022/11/SSR-Report-Analysis-20-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
01	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
NIL	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

- In September 2020 under the mission FATEH launched by Punjab Government, a campaign against corona was conducted online as well as offline to sensitize and made students aware about the threat of Corona and were motivated to follow guidelines to remain safe and protected from Corona.
- on 01st october with the help of CMO and Counsellor from Civil hospital, a seminar against Drugs was conducted under the mission "NASHA MUKAT BHARAT" lunched by Indian Government.
- In December 2020 a run of 100, 200, 500 meter was organised to develop awareness against Corona with the instructions from Punjab Government.
- In January 2021 another activity for awareness against drugs was conducted where poster making competition was organised.
- In February 2021 with the help of Guru Gobind Study Circle a lecture against drugs was arranged for students.
- On 8th March 2021 women's day was celebrated where SDM Kotkapura was chief Guest. Miss Paramji Kaur, an advocate in district court, Faridkot shared information about constitutional rights and laws available for the safety and security of girls. Mrs. Aman Narula, Gym owner, shared tips to girls for fitness. Miss Nancy Arora, an NGO Volunteer was honoured for her services

to society.

- On 18th April the first dose of vaccination against corona with the help of Civil Hospital, Kotkapura was given to whole staff of college & On 7th May, the second dose was given to the staff.
- On 7th, 21st & 28th May a lecture on Career Guidance and JOBS CONNECTS & ENTREPRENEURS was delivered to students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

04

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

06

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

562

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

College suffered a big loss when an academic building having 30 classrooms, computer department, seminar halls and library was declared unsafe and was closed for safety and security. But with the funds obtained under Rashtriya Ucchar Shiksha Abhiyan college is successful to construct a new library. Two new classrooms are also now available. 8 classrooms are under construction and probably in next session these will be available. College have an Academic Block A where college have 12 classrooms which consists of Psychology lab, Geography lab, Music Vocal department and music instrument department. Most of the classes are taken successfully. Home science lab is also managed in administrative block, which is working successfully there. Two computer labs are also managed in administrative block for computer department. Colleg also has a virtual classroom. A little shortage of classrooms is there but at present by managing time table and well planned coordination, there is no problem for theoretical classes and lab works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

College has a large new library which is also used to conduct seminars, lectures, and other cultural activities. College has a large stadium which is used for athletic meet and many other sports activities. It also has a cycling track. It also consists of hockey ground and football ground. College has a separate Basketball ground and a Lawn tennis ground. College also have a sufficient space for cricket game. College has an outdoor gymnasium too. College has an assembly ground which is used for yoga purposes. Outdoor cultural activities are also organised in this assembly ground which has a stage for performance in cultural activities. Whole college is 16 acres area wise. It has enough grounds and space for sports and cultural activities. Enough trees are there which are useful for fitness works.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

College has well newly constructed library. But it still not have integrated management system (ILMS). However college is organising library with KOHA APP.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year

23

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College keep on updating the IT facilities in college. Earlier the college was using wi fi with cable feature but it is upgraded to fibre opticals which convenient and 10 time faster in use. Similarly computers were also upgraded for versions of window, including hardware upgradation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

32

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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.

Use of classrooms is also managed through a time table framed in the beginning of session. Teachers and students take their classes in the classes allotted in the time table which help to avail optimum utilization of facilities available.

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 also remain available when required for students and staff.

College also has 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

246

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

246

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
147	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
178	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

00

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

17

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Alumni association is there which consists of various pass out students of college which are holding important positions in

society in various ways. They are ready to financially support college but college at present does not need financial support because college is already sanctioned Rs. 2.0 Crore for infrastructural development and Rs. 5.0 Lakh as equity grant from both state and central government. which is being utilized by the college. Besides that college have own sufficient financial funds for maintenance and development of college. College need their special help to promote admission in college and support college on social and profesisional platforms. College is getting their support in the required way.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Governance of college is very much reflective of and in tune with the vision and mission of the institute. Institution is cultivating the youthful mind with knowledge, learning, and talent. Besides providing the knowledge through academic activities, students are given the opportunity to identify their hiddent talents & to improve these by performing on competitive platforms. Furhther besides syllabus books, college also organise activities to increase their awareness and sensitization on current important issues of society. Thus college is also working in tune with the mission of enlightening the mind of youth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Different officials from teaching staff are appointed to decentralised important management tasks of college, A Bursar take care of financial and accounts matters. A Registrar works on examination matters of college. Youth Coordinatir manage the activities of students like cultural activities. Similarly a IQAC Coordinator takes care of NAAC related issues. Various committes are formed which work independently to take care of alloted tasks like Water & Sanitisation commitee, elecricity & generator committee, Sexual Harassment Grievances committee, Discipline committee etc. At the same time participative management is also introduced in college. Parent Teacher Association involve important office Bearer of college, Teaching staff members and Parents of students to give proper representation to every section of college for management decisions. Academic council also consists of Senior teachers and Pricncipal of college, which regularly conduct meetings on importnt affairs of college. Staff meetings are also organised where every staff member can share his/her opinion on important issues of college. Thus affairs of college are managed by giving independence to the office bearers and committees of college and at the same time coucils, associations, and committees are formed where different members of college participate in managing the college,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College can not work without a proper strategy and its

effective deployment. For admission in college committees are formed in the start of session. An academic calendar is framed to work in a scheduled way effectively. Similarly after admission, a time table is prepared to distribute classrooms, periods, and other facilities of college in a rational and fair way. For examination always a daesheet and duties of staff are prepared to conduct these in a calm & smooth way. Without a strategy and plan, the resources of college can not be applied effectively. College is making these workable very impressively.

Session 2020-21 was challenging because of Covid-19 Pandemic. Strategies were modified time to time with instructions from Government & University. Online and offline methods were deployed effectively using available Apps and Social Media groups. Exams were also conducted in both way online & offline in blended way. It was very hard task to ensure the appearance of all students in exams. But as per the instructions from University college developed its own strategies according to the kind of students college have. Practicals were also conducted in blended way.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gckotkapura.org/wp-content/uploads/2022/11/ORGANOGRAM_final.bmp
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

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 non-refundable 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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

NIL

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Higher Education Department of Punjab Government demanded confidential report for teaching & non teaching staff. There is a set form on which teachers are appraised on all aspects

of work in college by the Principal, which is later reviewed by DPI Colleges of Punjab. Similarly for nonteaching staff either head of department or their official incharge appraise their work in the institute which is later reviewed by the Principal or DPI Colleges. Their performance is assessed on the bases of scores and the evaluated on different categories like Best, Good, Normal, Poor, Very Poor.

Further if some teaching staff member applies for promotion or redesignation, then Personal Appraisal Performa is filled and applied. A constituted committee then evaluate that appraisal report filled by teacher personally on the basis of UGC Regulations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Internal audit is regularly carried out by the Bursar of college. Bursar checks the day books, cash books, and every financial transaction of college which is finally audited through the Principal of college. All treasury related funds are also audited through the Bursar and Principal of college. This practice is carried out regularly every year. However external audit of these students and government is carried out by the Punjab Government Auditors as per the rules and regulations of Punjab Government. If Punjab Government Auditors pointed out some objections, that are removed by the college and compliance report is sent to the Department.

However some funds like HEIS & PTA funds are audited internally by the Bursar, Member Secretary (HEIS), PTA Secretary, and Principal of college. The external audit of these funds is carried out through the Chartered Accountant appointed by the college. RUSA fund is also audited internally by the Bursar and Principal of college and external audit through a chartered accountant. Any objection pointed out by the chartered accountant is removed at college

level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Amalgamated Funds is utilized for the welfare of students like cultural activities, sports activities, T.A/D.A, purchase of books, repair and maintenance of essential services for students as per the rules and regulations given in education code published by the Punjab Government. PTA fund is also utilized for the welfare of students and college. But the activities where to utilize is approved by the PTA Council in the start of session. PTA Council is organised as per the PTA rules framed by the Punjab Government. HEIS Fund is utilized for the self finance department of college. Salary of self financed department staff is approved by the HEIS Council according to the availability of funds. Other expenses to be carried out in this department are also approved by the HEIS Council. Another important fund is University fund which is mainly utilized to transfer university funds and examination

fees structured by the university and collected from students. RUSA Grant of punjab government is also utilized on the activities as approved by the Project Director of RUSA, appointed by Punjab Government.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Major challenge for session 2020-21 was to prepare & train staff and students to continue the academic & cultural activities in Covid-19 Pandemic. Staff was trained to use zoom app and whatsapp to take on the classes and exams of students. Audio notes on whatsapp and notes according to syllabus were delivered to students, Students were prepared using mock tests for the exams at college level and university level. This developed a good understanding between staff and students to accomplish the task of education. Similarly cultural activities were also continued online and offline both ways. Another important initiative was to organise a vaccination camp in the college and to get all staff members vaccinated. Continuous sanitisation of all blocks of college was also carried out under the initiative of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

For session 2020-21, reviews on teaching learning process, structures & methodologies of operations and learning outcomes was carried out regularly through IQAC set up.

Attendance of students, response of students, queries of students especially on online platform was continuously reviewed to check the success of new modified methodologies that were used in Covid 19 pandemic. Second was appearance of students in mock tests, house exams, and final exams was another check up on the outcomes. Third was the performance of students in house exams and semester exams was also reviewed to check the success level of institution. Students participation in online and offline cultural activities also indicated well about the performance at institution level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

College is coeducation institute so equal treatment at every step in college is a strong measure to promote gender equity.

Various activities like lecture on career Guidance, Job & Entrepreneur provided awareness on equal opportunities for boyand girlstudents.

Women's day was celebrated with emphasis that women and men have equal constitutional rights and laws.

Student welfare schemes also generate promotion of gender equity as both male and female students are given equal opportunity.

Separate toilets for boys and girls with equal facilities are also provided in college,

Separate Girls common room is also available in college,

Sexual Harassment Committee is there which give opportunity to point out any grievances secretly and confidentially.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://drive.google.com/file/d/1LvSqIcOXXzK5ddhOriBhyu8eR3NnxRE0/view?usp=sharing

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

College has proper management system for the management of waste in college. College also have two composite pits where waste is collected to generate organic fertilizers for the plantation of college. College have 5 ROS, the waste water is utilized for plantation in college. E Waste is also properly utilized either in repair of e devices or by selling through auction.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. Landscaping with trees and plants 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 562 520 629">File Description</th> <th data-bbox="520 562 1366 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 629 520 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="520 629 1366 734" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 734 520 801">Any other relevant documents</td> <td data-bbox="520 734 1366 801" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	No File Uploaded	Any other relevant documents	View File					
File Description	Documents										
Geo tagged photos / videos of the facilities	No File Uploaded										
Any other relevant documents	View File										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	<p>A. Any 4 or all of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="92 1292 520 1359">File Description</th> <th data-bbox="520 1292 1366 1359">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="92 1359 520 1503">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="520 1359 1366 1503" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="92 1503 520 1608">Certification by the auditing agency</td> <td data-bbox="520 1503 1366 1608" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1608 520 1713">Certificates of the awards received</td> <td data-bbox="520 1608 1366 1713" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="92 1713 520 1816">Any other relevant information</td> <td data-bbox="520 1713 1366 1816" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	View File	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
File Description	Documents										
Reports on environment and energy audits submitted by the auditing agency	View File										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path,</p>	<p>C. Any 2 of the above</p>										

lights, display boards and signposts
Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- All the sections of society irrespective of religion, caste, and socio-economic level are given equal opportunities for admission in college.
- Boys and girls are treated equally in providing facilities and opportunities in college,
- Staff members are also treated equally without any discrimination on the basis of caste, religion, gender, and socio-economic level in every administrative decision, welfare schemes, and opportunities for promotion.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Staff of college is continuously sensitized for their rights, duties and responsibilities in staff meetings. Sometime one to one contact is also created when it is required for some particular staff member on some issue. Most of staff members are experienced and mature. They understand very well their duties and responsibilities and they also help to make other novice and inexperienced staff members to be serious & sincere for the duties and responsibilities.

Students are sensitized on the rules and regulations of institute. Besides that they are also sensitized on the current issues in the society like Drug addiction, corona, moral values, and responsibilities toward society. Various activities were conducted in session 2020-21 against drugs, corona, women's day, Gurparb, independence day, matri bhasha diwas, national education day, career guidance etc. These activities are powerful to sensitize students on their responsibilities towards society and nation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to

D. Any 1 of the above

monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College celebrated Independence day and republic day, women's day, Matri Bhasha Diwas, National Education Day, and other events as per the directions recieved fro government and other concerned agencies.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Session 2020-21 was affected very badly by the COVID-19

Pandemic. Two best practices were focused on this particular situation of concern.

- All the staff members were got vaccinated for first dose on 18-04-2021 and for second dose on 24-05-2021. College was sanitized regularly with the help of PBG Welfare Club, Kotkapura (NGO).
- The second was to conduct classes and exams in online mode. That was a challenge for which staff and students were mentally prepared and trained. Mock tests were conducted to ensure the smooth conductance of exams in online mode.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As this session was COVID 19 Pandemic effected, so focused area was to conduct classes, exams, and other activities with a focus on the challenging conditions of Pandemic. Regular sanitization of college, distribution of masks to students, vaccination of staffs and availability of hand sanitizers at important points were the efforts of institution in this session. Further to follow strict guidelines of government and university, online and offline both methods for classes and exams were implicated for the welfare of students, society, and nation.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Because of Corona Pandemic lot of planning for future in session 2019-20 was not actualized. So, for next session

2021-22 following is the plan.

1. The most important is to bring the functioning effected by Corona pandemic to normal & regular routine.
2. To bring the students to classes on offline mode.
3. To conduct exams of college & university level in offline mode.
4. To increase the attendance of students in college.
5. To held cultural and sports activities in college.
6. To get construction work of 8 classrooms to complete and to bring these in the utilization for students.
7. To get academic block A & administrative block repaired and painted.
8. To purchase more computers and printers.
9. To make a language lab in college,
10. To install solar panels in college.
11. To purchase new benches for 8 classrooms and to get old benches painted and repaired.
12. To purchase green class boards for all classes in college.