

# **ANNUAL QUALITY ASSURANCE REPORT**

## **(AQAR) OF THE IQAC**

**SESSION 2014-15**

### **SUBMITTED TO**

National Assessment and Accreditation  
Council, University Grants Commission

### **BY**

JawaharLal Nehru Govt. College  
Tooran, MandiGobindgarh (Punjab)  
(NAAC Track ID: PBCOGN 12071)

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

JawaharLal Nehru Govt. College

1.2 Address Line 1

Tooran

Address Line 2

MandiGobindgarh

City/Town

MandiGobindgarh

State

Punjab

Pin Code

147301

Institution e-mail address

govtcollegejln@gmail.com

Contact Nos.

01765-251499

Name of the Head of the Institution:

Mr. Vijay Sharma (DDO)

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID(For ex. MHCOGN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	70.50	28-02-2005	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

28/02/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2006-07 15/09/2007 (DD/MM/YYYY)
- ii. AQAR 2007-08 21/01/2009 (DD/MM/YYYY)
- iii. AQAR 2008-09 01/02/2010 (DD/MM/YYYY)
- iv. AQAR 2009-10 17/12/2010 (DD/MM/YYYY)
- v. AQAR 2010-11 09/02/2012 (DD/MM/YYYY)
- vi. AQAR 2011-12, 2012-13 21/05/2013 (DD/MM/YYYY)
- vii. AQAR 2013-14 13/09/2014 (DD/MM/YYYY)

1.9 Institutional Status

University                      State     Deem     Private    

Affiliated College              Yes     No

Constituent College            Yes     No

Autonomous college of UGC    Yes     No

Regulatory Agency approved Institution              Yes     No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution              Co-education     Men     Women

  Urban    Rural     Tribal    

Financial Status              Grant-in-aid  2(f)    UC  B

  Grant-in-aid + Self Financing     Totally Self-financing

1.10 Type of Faculty/Programme

Arts     Science     Commerce     Law     PEI (Phys Edu)

TEI (Edu)     Engineering     Health Science     Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Punjabi University, Patiala

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

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

CE

-

UGC-Special Assistance Programme

-

-

UGC-Innovative PG programmes

-

(specify)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

0

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

Nil

2.9 Total No. of members

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Preparation of Academic calendar and cultural activities calendar	Conducting different activities as per calendar

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body

Yes

No

Management  State Any other

Provide the details of the action taken

The college council discussed and approved AQAR.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	0	0	0
PG	-	0	0	0
UG	BA	0	0	0
PG Diploma	-	0	0	0
Advanced Diploma	-	0	0	0
Diploma	-	0	0	0
Certificate	-	0	0	0
Others	-	0	0	0
<b>Total</b>	01	0	0	0
Interdisciplinary				
Innovative				

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

Our college offers flexibility in curriculum as per university norms.

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	BA I
Trimester	
Annual	BA II and III

##### 1.3 Feedback from stakeholders\*Alumni (On all aspects)

Parents         Employers     Parents   

Mode of feedback : Online    Manual  operating  s (for PEI)   

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



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

The syllabus of BA I has been revised and updated with the introduction of semester system. Some minor changes have been incorporated in the syllabi of BA II and BA III also by the Punjabi University.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
02		02		

2.2 No. of permanent faculty with Ph.D.

01

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
								0	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

09      -      02

2.5 Faculty participation in conferences and symposia:

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

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

- Teaching plan is devised by keeping in view Annual system, Semester system, autumn break and winter break.
- Class tests, house tests, surprise tests, group discussions, quiz are being conducted.

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

132

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

- Weak students are identified and the teachers keep full track of such students. This improves their overall performance in examination.
- Academic standing of the students is monitored and assessed through tests, top, average and below average students are categorized on the basis of their performance by the teachers.
- Flexibility in examination schedule is provided to students participating in extra-curricular activities and some emergency cases

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

01		
----	--	--

2.10 Average percentage of attendance of students

75
----

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I	158	-	3	11	11	58.22
BA II	79	-	5	51	14	97.4
BA III	72	-	10	31	13	90

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

By holding monthly tests, house tests, quiz, group discussions.
---

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil

Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	01	0	0
Technical Staff	0	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

There is only one stream i.e. BA. So no research work is initiated.

#### 3.2 Details regarding major projects - Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects - Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications - Nil

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

#### 3.5 Details on Impact factor of publications - Nil

Range  Average  h-index  Nos. in SCOPUS

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

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

Total				
-------	--	--	--	--

3.7 No. of books published - Nili) With ISBN No.  Chapters in Edited Book

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges  
Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations- Nil International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs - Nil

From Funding agency  management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides   
and students registered under them - Nil

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events - Nil

University level  State level   
National level International level

3.22 No. of students participated in NCC events - Nil

University level  State level   
National level International level

3.23 No. of Awards won in NSS - Nil

University level  State level   
National level International level

3.24 No. of Awards won in NCC - Nil

University level  State level   
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="01"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="-"/>

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

- NSS students encouraged people of village Salani to maintain cleanliness.
- NSS students made aware the people of Salani about road safety rules and also about harmful effects of drug addiction.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 acre	-	-	25 acre
Class rooms	08	-	-	08
Laboratories	01- Home Science	-	-	01
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	Interactive projectors, cannon printer copy scan, Home science and music, napkin incinerator machine, fans, tubes, water cooler, RO	Rusa	5,43,664
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	Basketball court, furniture, books	Rusa	20,12,598

#### 4.2 Computerization of administration and library

- Administration is computerized partially.
- Library in process of computerization.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	541		33		574	

Reference Books	1198		14		1212	
e-Books	-					
Journals	-					
e-Journals	-					
Digital Database	-					
CD & Video	-					
Others (specify)	General		55		55	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	-	Office	-	-	02	Library 01	
Added	0	-	-	-	-	0	-	
Total	17	-	-	-	-	02	01	

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

No

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
<b>Total :</b>	-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Updated information of college is made available for Student Support Services through various measures:

- Prospectus – It contains detailed information about various rules and regulations, fee structure, admission criteria, scholarships etc.
- Various notices about student support services are displayed on the notice board.

#### 5.2 Efforts made by the institution for tracking the progression

Students are divided into tutorial groups and each group is allotted a faculty member as a mentor who monitors the progression of these students throughout the year. The tutor takes their feedback regarding their problems and conveys to the principal.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
338			

#### (b) No. of students outside the state

0

#### (c) No. of international students

0

Men	No	%	Women	No	%
	172	40		166	60

No	%
166	60

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
152	135	-	40	-	327	152	144	-	42	-	338

Demand ratio

Dropout % 2

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

Nil

No. of students beneficiaries

0

5.5 No. of students qualified in these examinations: Nil

NET  SLET  GA  CAT    
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

- Academic counselling is made available to students at the time of admission.
- Career guidance and information cell provides career counselling to students by conducting seminar every year to intimate the students about the different careers open to them after graduation.
- Psycho-social counselling is made available by holding lectures, declamation contests, poster making, and rallies on existing social evils.

No. of students benefitted

5.7 Details of campus placement: Nil

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- By holding lectures on domestic violence on women and children, female foeticide, rights of women.
- To sensitize students and staff on gender issues, legal cell organized different activities.
- In tutorial period also such issues are discussed.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	03	1500.00
Financial support from government	187	999089.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives – Nil

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Clean drinking water provided.
- Washrooms repaired.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

- To provide quality education.
- Helping students in their all-round development.
- Creating awareness about social evils.
- To ensure holistic development of students personality.
- To inculcate moral, social and ethical value system.
- To instil spiritual and secular spirit, by developing faith and respect for all religions.
- To sensitize and educate young learners about concern for environment.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

As per university rules, the curriculum is designed by the university itself. The institution has to implement the same.

##### 6.3.2 Teaching and Learning

- Unitization of syllabi is done.
- Teachers consult library and prepare notes.
- Class tests, house tests, monthly tests, assignments are being held.
- Students are encouraged to visit library.
- Lecture method of teaching is supplemented by group discussions, quiz competition etc.

##### 6.3.3 Examination and Evaluation

- Evaluation is done by holding class tests, monthly tests, assignments, and quiz.
- By holding house tests on the university pattern.
- Students are given checked answer sheets of mid semester examination which helps them identify their weak points and they are guided to improve their performance.
- Students who excel academically are awarded in prize distribution functions to motivate them to work harder.
- Weak students are identified and teachers keep full track of such students.
- Parents are given intimation about the performance of the wards.

#### 6.3.4 Research and Development

The institute offers only one stream, i.e. B.A., so no research work is done.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institute motivates the students to visit library to consult syllabi, reference books, newspapers and magazines.
- Needy students are provided books for whole of the session from book bank.

#### 6.3.6 Human Resource Management

- Shortage in manpower is regularly intimated and state government fills the vacancies.

#### 6.3.7 Faculty and Staff recruitment

- Being a government institute, recruitment of regular staff is done by government.
- Guest faculty is appointed as per UGC norms on merit basis.

#### 6.3.8 Industry Interaction / Collaboration

As the institute offers only U.G. programme, no interaction is there with the industries.

#### 6.3.9 Admission of Students

- The institute follows the norms and guidelines of Punjabi University, Patiala for admission of students.
- Selection is made on merit basis.
- Reservation norms of government are also followed.
- Admission norms are mentioned in prospectus also.

#### 6.4

Welfare schemes for

Teaching	All government schemes.
Non-teaching	All government schemes.
Students	Scholarships, medical care, books to needy students from book bank, remedial coaching, counselling, personality development programmes, career guidance programmes.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	Yes	Govt. A.G.	Yes	IQAC

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- The affiliating university regularly implements examination reforms.
- Punjabi University, Patiala has introduced semester system in B.A. I and II.
- External invigilation system have been followed both at superintendent and supervisor level.

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

NA.

6.11 Activities and support from the Alumni Association

Nil.

6.12 Activities and support from the Parent – Teacher Association

- PTA looks after the needs of students, caters to developmental needs.
- Parents are well informed about the performance and attendance of their ward.
- Parents are advised to meet teachers and principal on any working day during the college time to make any enquiry about their ward.



#### 6.13 Development programmes for support staff

The members of support staff are encouraged to make use of the avenues provided by government and avail themselves of all the welfare measures that the government introduces from time to time.

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

- Through planting various trees and flower plants.
- Discussions on environment.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Setting up of two smart rooms.
- Installation of work stations in office.
- Providing drinking water facilities.
- New equipments purchased for home science lab, music vocal and instrument department.
- Construction of basketball court.

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

- The college has applied for NAAC accreditation.
- The college has applied for funds from Rusa for new construction of library, common room for girls, fine class rooms.
- The college planned to undertake extension activities and same was done by NSS volunteers by opting Salani village.
- The college planned to conduct seminars. Seminar on traffic rules and career guidance were conducted.
- The college decided to conduct various cultural activities and same was done.
- New books were purchased for library.
- Extension activities were conducted by NSS units.
- The college website was updated and upgraded.
- Annual functions like talent hunt, other cultural activities, valedictory function were successfully organised.

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

- Seminar on ill effects of drug addiction.
- Mentoring
- Celebration of important days, holding different activities, lectures on career guidance and personality development.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

The institute encourages tree plantation among students. Van mahautsav is celebrated every year.

7.5 Whether environmental audit was conducted? Yes  No

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

- Different subject societies, Red Cross society, legal literacy cell, career and guidance cell help to fulfil the co-curricular goals of the college.
- The institute conducted an internal SWOT analysis and identified its strengths, weaknesses, opportunities and threats and devised plans for future development accordingly.

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

- To start some new courses.
- To complete IT block and canteen.
- Get the college reaccredited by the NAAC.
- Procure funds from Rusa and UGC for college development and construction.
- Ensuring student contribution in safe and serene environment.
- Providing community orientation to students to instil social responsibility through NSS.

Name Rajinder Kaur

Name Dr. Poonam ✓ Poonam

Rajinder Kaur

Signature of the Coordinator, IQAC

✓ Poonam  
08/01/15

Signature of the Chairperson, IQAC

\*\*\*