

The Annual Quality Assurance Report (AQAR) of the IQAC
Govt. College Karamsar Rara Sahib (Distt. Ludhiana)

Session 2012-13

Part – A

1. Details of the Institution

1.1 Name of the Institution

Govt. College

1.2 Address Line 1

Karamsar

Address Line 2

Rara Sahib

City/Town

Distt. Ludhiana

State

Punjab

Pin Code

141117

Institution e-mail address

gurinderkaramsar@gmail.com

Contact Nos.

01628-273059

Name of the Head of the Institution:

Prof. Manju Sharma

Tel. No. with STD Code:

01628-273059

Mobile:

9878435424

Name of the IQAC Co-ordinator:

Prof. Nirmal Singh

Mobile:

8146725656

IQAC e-mail address:

gurinderkaramsar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

PBCOGN11975

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)

EC/34/111 Dated 04-09-2004

1.5 Website address:

www.gckaramsar.com

Web-link of the AQAR:

<http://www.gckaramsar.com/aqar/aqar.php>

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 st Cycle	C+	63.25	2004	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

06/12/2004

1.8 AQAR for the year (for example 2010-11)

2012-13

1.9 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 submitted to NAAC on 14/07/2014
- ii. AQAR 2007-08 submitted to NAAC on 14/07/2014
- iii. AQAR 2008-09 submitted to NAAC on 14/07/2014
- iv. AQAR 2009-10 submitted to NAAC on 14/07/2014
- v. AQAR 2010-11 submitted to NAAC on 14/07/2014
- vi. AQAR 2011-12 submitted to NAAC on 14/07/2014

1.10 Institutional Status

University State Central Deemed 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 UGC 2(f) UGC 12B

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

Panjab University Chandigarh

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

Autonomy by State/Central Govt. / University

N.A.

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

-

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

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

Personality Development, Women Empowerment, Drug Addiction, Awareness about traffic rules, Ecology, Career Guidance & Counselling

2.14 Significant Activities and contributions made by IQAC

- Unitisation of syllabus
- Preparation of academic calendar and cultural calendar of the institution
- Reviewing of the results of the institution
- Reviewing of the feedback by the stakeholders
- Suggestions regarding up gradation of teaching learning skills

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
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Annexure 1 attached	Annexure 2 Attached
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Annexure attached

Part – B

Criterion – I

1. 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				
PG				
UG	3	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3	Nil	Nil	Nil
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: Core and Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	

Trimester	
Annual	3

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (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.

Not Applicable

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	5	6		

2.2 No. of permanent faculty with Ph.D.

Nil

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
		5				6	10	11	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			

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

For Internal Assessment of the students the Project work is to be assigned to the students and the power point presentations based on the project findings are presented before the experts and Department faculty. Teaching –learning through Edusat has also been introduced as a pilot project of the State Govt.

2.7 Total No. of actual teaching days during this academic year 180

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

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

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 %
B.A. III	119	-	33.82	52.94	13.24	57.14
B.Sc. III	11	-	40	60	0	90.90
B.Com. III	74	-	34.04	63.83	2.13	63.51

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

- A) Regular feedback from students
- B) Class room interaction with the students
- C) Planning of academic & curricular activities
- D) Evaluation of teaching learning process from the feedback provided by the students

2.13 Initiatives undertaken towards faculty development Nil

<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	16	41	-	26
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

A) Organising institution level seminars on core subjects
B) Organising educational tours & encouraging students to visit library regularly
C) Students evaluation on the basis of project work & PPT presentations

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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 i) With ISBN No. Chapters in Edited Books

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		Nil			
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="N.A."/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="Nil"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="N.A."/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="6"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

- A) Organising Blood Donation Camps with the collaboration of local NGOs
- B) Organising Anti drugs addiction and awareness about traffic rules rallies

Existing	21	1	4	3	-	1	3	-
Added	-	-	-	-	-	-	-	-
Total	21	1	4	3	-	1	3	-

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

The college computer lab having internet connection plays an important role in the field of the networking of the institution with outside world and e-governance.

4.6 Amount spent on maintenance in lakhs :

- i) ICT Nil
 - ii) Campus Infrastructure and facilities Nil
 - iii) Equipments Nil
 - iv) Others Nil
- Total :** Nil

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- A) Regular students and faculty meet
- B) Notice Board, Tutorial periods and orientation programs
- C) Class room interaction

5.2 Efforts made by the institution for tracking the progression

- A) Pick out the fast and slow learners amongst the students
- B) Special efforts to be made through extra classes to develop slow learners
- C) Feedback from the students & other stakeholders to minimise the drop out rate

5.3 (a) Total Number of students 855

UG	PG	Ph. D.	Others
855	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
405	249		114		768	388	323		144		855

Men	No	%	Women	No	%
	466	54.5		389	45.5

Demand ratio

Dropout %

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

Coaching classes for the entry in B & C categories of jobs in central and state govts. Departments were conducted with the co-efforts of college Alumni and PTA during summer vacations and nearly 50 students got benefitted from this exercise.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Seminars on personality development and career guidance and effective interview skills are conducted for the overall development of students.

No. of students benefitted

5.7 Details of campus placement

<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

A) Seminar and workshop on women empowerment and safety
B) Anti sexual harassment cell is fully functional in the institution
C) An awareness campaign is launched through tutorial classes

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of	Amount
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	students	
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: -
To impart education in a way so as to bring out the higher qualities of mind, body and character of the learners.

Mission: - To enhance the quality of education- To improve the infrastructure which is necessary for improvement of the standard of education -To create better employability conditions for graduates -To make efforts for overall development of students in the field of extra-curricular activities and sports

6.2 Does the Institution has a management Information System

Yes- All the administrative & work regarding the maintenance of students admission cum registration & examination record, fee collection, correspondence with the University authorities, State Govt. And all the correspondence with the UGC is made with the help of a sound MIS. Internet availability is an added feature of this rural background institution.

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

6.3.1 Curriculum Development

Curriculum is developed and designed by the University and it is implemented at the institutional level.

6.3.2 Teaching and Learning

- A) Syllabus for the session is to be unitised
- B) Class tests are functional.
- C) Teaching aids such as Projectors, Computers etc. Are used for preparing PPT presentations by the students.
- D) Slow and fast learners are identified at the beginning of session and special attention is paid to slow learners.

6.3.3 Examination and Evaluation

- A) House Tests are conducted in two phases i.e. September & December.
- B) Performance appraisal is made on the basis of score in House Tests.
- C) Internal assessment is allotted on the basis of House as well as class Tests Performance, class attendance and the project work assigned to the student.

6.3.4 Research and Development

Project work is assigned and students are directed to prepare and present the PPT presentation on the basis of the findings of the project.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A) The College Library owns approximately 21000 books on various subjects.
- B) Separate lounge and internet browsing area have been demarcated in the library for boys and girls.
- C) Latest magazines on Polity, Education, Sports, Business and literature are available in the library reading room.

6.3.6 Human Resource Management

Human resource at instructional level is managed at optimum level. Work is assigned according to the capacity and capability of the staff concerned.

6.3.7 Faculty and Staff recruitment

- A) All regular appointments & transfers are made by the State Govt.
- B) Guest Faculty teachers for various subjects are to be recruited on temporary basis for each session according to UGC/ Pb. Govt./ University norms.

6.3.8 Industry Interaction / Collaboration

MoUs have been signed with some reputed industries of the area to impart technical knowledge and training to the students in subjects like Entrepreneurship, Accounting, Direct & Indirect Tax Laws etc. Thus Commerce students get some first hand practical experience and are thus benefitted.

6.3.9 Admission of Students

- A) Admission process is to be done purely on merit basis.
- B) Reservation policy and rules are strictly followed.
- C) Waiting Lists are prepared and the merit lists are to be displayed on notice board before and after the admission.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

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		No	
Administrative				

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?

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

6.11 Activities and support from the Alumni Association

Provide feedback and give suggestions to improve the quality of education and infrastructure in the institution.

6.12 Activities and support from the Parent – Teacher Association

- A) PTA plays a key role in the overall functioning and funding of the college affairs.
 - B) Salaries of Guest Faculty teachers and daily wagers are disbursed from PTA Fund.
 - C) Welfare and imparting quality education to the students is the sole aim of PTA.

6.13 Development programmes for support staff

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

- A) Eco Club is functional in the college. A seminar on “Impact of green revolution on environment” was conducted by the club during the session.
 - B) Environment Day was celebrated and plant saplings were planted in & around the college campus.

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.

- A) Commerce Student Society (CSS) is an added and an innovative feature of the institution. This society successfully manages a Book Bank for Commerce students and participates in various cultural, educational and welfare activities of the college.
- B) Eco and Health Club, Various Literary Societies such as Hind, English, Punjabi Literary Society and Science Society are functional in the college for the overall development of the students.
- C) Formation of Legal Literacy Club for imparting legal literacy.
- D) Formation of Welfare Committee for Handicapped Students.
- E) Formation of Anti Ragging Committee to check ragging and harassment of students.
- F) Formation of Anti Narcotic Club to organize awareness lectures.
- G) Formation of Involvement of senior students in teaching junior classes.
- H) Social Club for celebrating festivals like Lohri and Teej.

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

Annexure attached

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

Best Practice – I Commerce Students Society

Commerce Student Society (CSS) is an innovative feature of the institution. This society successfully manages a Book Bank and grievances of Commerce students and participates in various cultural, educational and welfare activities of the college.

Best Practice – II - Students Participation In Teaching

The college developed a healthy practice of involving students in teaching junior level students and also involving them in other activities of the college. By doing so, our students nurture a sense of belongingness to the college. The college made this experiment by identifying advance learners and academically bright students.

7.4 Contribution to environmental awareness / protection

Eco Club is functional in the college. Environment Day is to be celebrated regularly and plant saplings are planted on this occasion in & around the college campus.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths <ul style="list-style-type: none">*Eco-friendly location & environment*Govt. institution with UGC funding*Disciplined and willing students	Weaknesses <ul style="list-style-type: none">*Less number of sanctioned and filled teaching posts*Uncertain cash inflow*Lack of modernized library building
Opportunities <ul style="list-style-type: none">*Favorable educational trends*Add on/ certificate/ Diploma Courses of short duration can be introduced*Because the college has a close proximity to Ludhiana, a major industrial city in the state, MoU's can be signed with concerned industries for training and placement of the pass out students of the college.	Threats <ul style="list-style-type: none">*Obstacles in the way of affiliations of new courses*Uncertain competitors' intentions*Lack of sustainable financial backing*Limitations of being a government institution

8. Plans of institution for next year

Prospectus, Admission Schedule, Classes starting, Talent Hunt Competition, Independence Day Celebrations, Teej Festival, Participation in Zonal Youth Festival, Lohri Festival, Functions & Seminars by Departmental Societies, House Tests-I & II, Semester Examination, Basant Panchmi Festival, Blood Donation Camps, NSS Camps, Republic Day Celebrations, Annual Prize Distribution Function, Convocation, Annual Examinations

Name Prof. Mohammed Shakeel

Name Prof. Manju Sharma (Principal)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure- 1

Summer Vacation	27-05-2013 to 10-07-2013 (45 Days)
Academic Calendar	
College Open on	11-07-2013
Admission Schedule	
a) Normal Admission	11-07-2013 to 20-07-2013 (9 days)
b) Late admission	22-07-2013 to 02-08-2013 (11 days)
with late fee of Rs. 500/- per student	
c) Teaching Starts	
I. For ongoing classes	16-07-2013 Tuesday
II. For New Classes	22-07-2013 Monday
(tentative)	

Annexure- 2

College Calendar	
Teej Festival	22-08-2013
Van Maha Utsav	09-09-2013
Quiz contest by Science Society	10-11-2012
Quiz contest by Hindi Literary Society	17-11-2012
Lecture on Drug Addiction & Its Ill Effects	07-11-2012
Zonal Youth Festival Participation	08 to 10-10-2012
Legal Literacy Festival Participation	24-11-2012
Lecture on Personality Development	21-11-2012
(by Commerce Student Society)	
Educational Trip to Kurukshetra	27-11-2012
Seminar on Interview Skills	22-01-2013
Lohri (Of Daughters) Festival	24-01-2013
Annual Sports Function	01-03-2013
Annual Prize Distribution Function	11-03-2013
Eye Camp in collaboration with Lions Club	06-03-2013