



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**R.K. ARYA COLLEGE**

R.K. ARYA COLLEGE, NAWANSHAHR

144514

[www.rkac.ac.in](http://www.rkac.ac.in)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**October 2020**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The soil of Nawanshahr city is very pious as it is the birthplace of the great martyr, Shaheed Bhagat Singh. In reverence of the great soul, Nawanshahr has been renamed as Shaheed Bhagat Singh Nagar (S.B.S. Nagar).

R.K. Arya College, Nawanshahr is situated at Rahon road. Inspired by eighth principle of Arya Samaj, eradication of illiteracy and advancement of education, a number of staunch Arya Samajists woke up to the need of an institution of higher learning in NAWANSHAHR DOABA. As a result of their dedication to the cause of education, R. K. Arya College was founded in the year 1952 with the initiative of Sh. Radha Krishan of Nawanshahr. A great philanthropist, who donated land and also Rs. 80,000 in cash, Sh. Nand Lal was the founder, principal par excellence. R.K. Arya College came under UGC Act in 1956 & is presently affiliated to Guru Nanak Dev University, Amritsar.

The founding fathers of the college, Lala Dharam Chand Laroyia, revered Shri Ram Narad, Pt. Chirangi Lal Sanger, Pt. Devinder Kumar, Dr. Asa Nand Bhalla acting under the guidance of Arya Prathinidhi Sabha, Punjab, got the foundation stone laid by Pt. Jawaharlal Nehru, The first Prime Minister of independent India in 1952. R.K. Arya College has been growing under the strong leadership and guidance of Sh. Sudarshan Kumar Sharma, President Arya Partinidhi Sabha Punjab.

At present, this college stands at its apex by virtue of being one of the greatest institutes and has become the nucleus of academic centre in Arts, Commerce, Science and Computer Science. This college has B.A., B.Com (Regular), B.C.A., B.Sc.(Non Medical, Computer Science and Economics), B.Sc.(IT) and D.C.A. at undergraduate level. The college also offers post graduate courses such as M. A. (History), M. A. (Punjabi), M. Sc (Computer Science), P.G.D.C.A. and M. Com.

### Vision

- To prepare the students to be sensible citizens of "New India"
- To empower young people of the society especially underprivileged section of our area by realizing their hidden potential.
- To achieve excellence in education and help students in displaying their latent talent and abilities.
- To consistently move ahead with innovative and other academic pursuits.
- To prepare the youth for self employment through theoretical and practical courses.
- To impart leadership qualities in students.

### Mission

- To impart character-oriented and value-based education anchored in human values.
- To provide a well-balanced futuristic teaching learning environment.
- To be liberal and emancipative by nature and suitable to the needs of society.
- To uplift and provide education to girls of the rural area thus blending modernity with tradition.
- To highlight problems, concerns and needs of the poor.

- To provide range of activities for inculcating social, moral and ethical values.
- To work for youth, women, scheduled caste and scheduled tribes.
- To work for conservation, enrichment and protection of environment.
- To undertake development projects and programmes which improve the socio-economic condition of the society.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The Governing body of the institution makes all the best possible efforts to recruit qualified and dedicated staff.
- The institution caters to the educational needs of both boys and girls. It is a Grant-in-Aid college
- The institution shapes the students in such a way that they get good academic positions. The college offers Graduate and Post graduate courses.
- The college gives fee concession to the poor students and scholarships to the meritorious students. ( Mangalsen Sareen and Hari Promila Chopra scholarship schemes)
- Low fee structure. Fully wi-fi campus.
- The college also has the facility of INFLIBNET
- The Computer labs with LAN connectivity are available in the college campus.
- There are also well equipped Physics, Chemistry and Geography labs.
- Doaba Arya Senior Secondary School, B.L.M. College for girls and D.A.N. College of Education are being run by the same Management.
- The College has indoor and outdoor sports facilities.
- Cultural Committee promotes students' interests in extra-curricular activities.
- NSS, Red Ribbon Club and Youth Services Club facilities are also available in the college, they work for sensitizing students about social issues. Currently college has submitted the application for NCC unit.
- The college has also produced some national/ international level personalities in cultural and sports activities.
- Seminars, Workshops and Conferences are the integral parts of the institution.
- The college feels a sense of pride because of the fact that alumni of the college are well placed.
- Many faculty members have received the benefit of faculty development programme by successfully completing their Ph.D Degrees.
- The college teachers and the non-teaching staff upgrade their ICT skills and accordingly improve themselves in doing activities with much proficiency.

### Institutional Weakness

- Most of the students belong to the rural background, so they are not well versed in English Communication skills.
- Many students belong to the weaker sections of the society and they are dependent on Government scholarships
- The institute has not developed any sound and efficient criteria to get Research Funded Projects.

## **Institutional Opportunity**

- The institution has been attracting the students for the last more than thirty years because of its sound strategic environment that provides the students with all types of basic and necessary facilities.
- The college provides quality education to the economically weaker and talented students.
- The infrastructure of the college is updated and modernized as per the needs of today's society.
- The college is successfully running various professional as well as post graduate courses that enable the students to secure jobs in different sectors.
- Financial assistance includes salary grant of the teachers working under Grant-in-Aid posts from the Punjab Govt. UGC provides grants for the development of the infrastructure and other academic purposes such as organizing seminars, workshops and conferences etc.
- The institution also endeavours to catch up with the emerging trends in the field of education.
- The infrastructure is being modernized keeping in view the demands of the students and the disturbing factor of cut-throat competition.

## **Institutional Challenge**

- There is overall reduction of grants for the development of higher education.
- There is limited number of posts under Grant-in-Aid scheme. The college has to pay salary of the teachers working on Grant-in-Aid posts from college funds because of the irregular grants.
- Posts sanctioned by Govt. do not match with the strength of students. The mushrooming of Institutions in nearby areas adds to difficulty for our institution as this development has led to the fall in strength of the institute.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The curriculum of the institute is designed by Guru Nanak Dev University, Amritsar but the goals and objectives of the college are transmitted to the students with the efforts of the faculty members beyond classroom and curriculum. R.K. Arya College, Nawanshahr provides wide range of courses/programmes in Arts, Commerce, Science and Computer Science at Graduate and Post-Graduate level. In the last five years, Under Graduate courses i.e D.C.A. has been added.

Several faculty members take initiatives and contribute in designing the curriculum as members of the Board of Studies/Faculty, Guru Nanak Dev University in different subjects. The college provides diverse and flexible courses in BA, B.Com., B.Sc. (Non Medical, Eco. and Computer Sci.), B.C.A., B.Sc(I.T.), M.Com., M.A. History, M.A. Punjabi and M.Sc.(Computer Science) as has been prescribed by University. There are two diploma courses, viz. D.C.A at UG level and PGDCA at PG level, each of one year duration.

Drug Abuse: Problems, Prevention and Management" as well as "EVS and Road Safety Awareness" are taught to students in first and second years respectively. A value added course of "Communication Skills" focuses on communication skill, aptitude ability, Resume writing, over all personality development, mock interviews etc. Free Sports coaching camps are organized to provide help to the sports persons. Students of BCA & B.Sc. (I.T.)

study Communication skills as a compulsory subject in first and second semester. They go for a compulsory training during sixth semester.

The college strives to offer quality education through evaluation by students and seeking feedback from the stakeholders. This helps in identifying the new programmes/subjects that can be introduced in the new session.

### **Teaching-learning and Evaluation**

The main aim of R. K. Arya College, Nawanshahr is to provide education which focuses on overall development of its students with qualified academicians. Higher education enables them to become independent. The principal has made an Admission Committee which consists teachers from different streams. This committee ensures that the students with different skills are able to join the institute and give their contribution to it with their different skills.

The procedure of admission is printed in the college prospectus, which is also available on college website. The college also gives benefits to SC, ST, BC, OBC and students from economically weaker sections, minorities communities in admission, In spite of this student profiles and academic results are very good. Good results are possible and achieved by highly qualified faculty recruited as per UGC guidelines. Teachers use traditional, advanced and progressive methods to make the study easy for students and motivate them to learn not only in classrooms but also with other available supplementary reading materials and references, which are also available in college library. The institution has 1 D.Litt., 9 Ph.D. and 4 M.Phil. faculty members.

### **Research, Innovations and Extension**

There are 18 journal publications in various UGC notified journal during the last five years and 15 books/papers published in National/International conference proceedings. The college promotes institute-neighborhood-community network and makes efforts to encourage students to take part in various extension activities for the welfare of society and their individual growth. The College organized number of extension activities such as Awareness programmes, Cleanliness programmes, Poster making competition, Tree Plantation, Lecture on Anti-Drug day, AIDS awareness programme, "Beti Bachao, Beti Pado" etc. under the banner of NSS, Red Ribbon Club & Youth Services Club. The college has subscribed N-List journals to promote research and innovation. Physics Department of the College celebrates National Science Day on 28th February every year. Extension activities are regularly organized by each Department

### **Infrastructure and Learning Resources**

The institution has adequate facilities for teaching-learning viz., classrooms, laboratories, computing equipments etc. The institution follows a well established policy to ensure that the available infrastructure is in line with the academic growth of the institution. Excellent Class Rooms, ICT enabled class rooms, Library & well equipped laboratories with modern facilities are used for an effective Teaching & Learning Process. Well furnished administrative office and staff room for faculty, seminar hall, auditorium, laboratories, Placement Cell, Examination Cell, Girls common room are available for all the students and amenities like Gym, Internet. There is also availability of Indoor & Outdoor sports facilities for the progress of students. Round the clock internet facility is available with leased line of 10Mbps speed for more than 50 computers and Wi-Fi connectivity. The library is partially computerized. The Library has N-List service for e- journal and e-books.

Wi-Fi facility is available in the library with 10 Mbps speed. Library has rich collection of books, magazines and e-resources. The college ERP Software i.e. Advanta Rapid ERP has also been installed in the library. Library subscribes printed periodicals (Journals and Magazines) and Newspapers. The college has well equipped Computer Science and other laboratories with exclusive machines and major equipments.

### **Student Support and Progression**

R.K. Arya College, Nawanshahr provides quality education to students of the area. Scholarships are given to the students of (scheduled caste, minority) according to the norms of the government. The college also provides fee concession to the needy and bright students. Capacity building and skill enhancement programmes are organized to improve communication and life skills. The college has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases.

The students are guided through counselling for the jobs in different fields according to their abilities. At present many students are working in different fields and receiving higher education. Many students have qualified NET and IELTS in past years. The college facilitates students' representation in various activities through Students' Welfare Association.

Our students participate in many sports and cultural events organized throughout the year and win at university level. Our old students i.e. Alumni are always in touch with the college as they always take initiative to solve the financial problems of the economically weak students.

### **Governance, Leadership and Management**

The college has been working under the guidance of "Arya Vidya Parishad, Punjab (Regd.)" Under the guidance of the governing body and the Principal, the entire faculty of the college coordinate to implement the proposal and improve quality of education. The Career Guidance and Placement Cell of the college provides placement and career information to the students. The Principal is Ex-Officio member of the college Trust. Principal has constituted various committees, cells and societies to implement policies and plans. The Academic Council and Bursar Office are continuously assisting the Principal. The Bursar of the college advises the Principal regarding the proper utilization of the financial resources. The institute has provided autonomy to the teaching departments. The teaching departments have freedom to organize seminars, workshops, and educational tours. The College has been moving forward in higher education with its vision and mission. The long-term and short-term policies of the college are focused on academic and infrastructural development of the institution. Performance of teachers is evaluated and assessed on the basis of Self-Appraisal Performa filled by them every year at the end of academic session. Every employee performance is assessed after completion of one year of service. The internal audit is conducted by a Chartered Accountant duly appointed by the Arya Vidya Parishad, Punjab Trust. For external auditing, auditor comes from Punjab government to examine accounting and financial records. Students are admitted in self-financed courses as per the Punjab Government and Guru Nanak Dev University prescribed Higher Education rules and regulations. The college comes under Grant-in-Aid Scheme in which college is getting salary Grants from Punjab Government for the sanctioned posts. Punjab Government provides grants for Scheduled caste students admitted in the college. The institution follows strategies for maintenance and improvement of quality assurance of all its education system, administration and co-curricular activities through IQAC.

## **Institutional Values and Best Practices**

The college believes in promoting holistic development of the students by conducting various activities throughout the year . Our college takes measures for gender equity by organizing promotional activities for girl students like celebration of Women's day, Beti Bachao Beti Padhao, Poshan Maah etc. We want to work more effectively on waste management and water conservation facilities in our college.

The college has undertaken various green initiatives in past many years like the college campus has been covered by beautiful plants and flowers.

We have also tried to extend disabled friendly environment by building ramps for the easy access to classrooms on wheelchair. So many activities like Dr. Ambedkar Jayanti, Bhagat Singh's Martyr day, Rashtriya Ekta Diwas etc. are organized to provide inclusive environment like tolerance and harmony towards cultural, regional and other diversities. Besides this, Voters' day, Independence day, Teachers' day etc. are celebrated to sensitize the students and employees to the constitutional obligations, values and their rights and duties.

Overall the college organizes various seminars, extension lectures, nukkad nataks, rallies, campaigns etc. to address social issues like female foeticide, drug abuse, corruption, and many others on regular basis.

We follow code of conduct strongly to maintain discipline in the college. Out of many practices followed, we emphasize on girl education and value based education of the students.

Besides academics, the college gives thrust on sports, co- curricular activities and skill development through participation in various activities.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	R.K. ARYA COLLEGE
Address	R.K. Arya College, Nawanshahr
City	Nawanshahr
State	Punjab
Pin	144514
Website	<a href="http://www.rkac.ac.in">www.rkac.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Sanjeev Dawar	01823-220031	9855602728	-	rkaryacollege@yahoo.com
IQAC / CIQA coordinator	Vinay Sophat	01823-220331	9855425660	-	v_sofat@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-05-1952



**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Punjab	Guru Nanak Dev University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	26-06-2012	<a href="#">View Document</a>
12B of UGC	26-06-2012	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	R.K. Arya College, Nawanshahr	Semi-urban	30	88423

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Science	36	Senior Secondary	English,Hindi,Punjabi	60	6
UG	BSc,Science	36	Senior Secondary	English,Hindi,Punjabi	60	15
UG	BSc,Science	36	Senior Secondary	English,Hindi,Punjabi	60	1
UG	BA,Humanities	36	Senior Secondary	English,Hindi,Punjabi	250	140
UG	BCA,Computer Science And It	36	Senior Secondary	English	60	38
UG	BSc,Computer Science And It	36	Senior Secondary	English	60	20
UG	BCom,Commerce	36	Senior Secondary	English,Hindi,Punjabi	150	76
PG	MA,Humanities	24	Graduation	Punjabi	60	8
PG	MA,Humanities	24	Graduation	English,Hindi,Punjabi	60	15
PG	MSc,Computer Science And It	24	Graduation	English	60	10
PG	MCom,Commerce	24	Graduation	English	60	26
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science And It	12	Graduation	English	40	21

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				12			
Recruited	0	0	0	0	3	1	0	4	6	6	0	12
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	2	1	0	3
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				18
Recruited	17	1	0	18
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	7	3	0	10
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	1	2	0	3
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	1	0	0	0	0	0	1
Ph.D.	0	0	0	1	1	0	3	3	0	8
M.Phil.	0	0	0	1	0	0	1	1	0	3
PG	0	0	0	0	0	0	4	4	0	8

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	13	0	17

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
Diploma	Male	43	0	0	0	43
	Female	8	0	0	0	8
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	5	0	0	0	5
	Female	16	0	0	0	16
	Others	0	0	0	0	0
PG	Male	25	0	0	0	25
	Female	105	0	0	0	105
	Others	0	0	0	0	0
UG	Male	305	0	0	0	305
	Female	274	0	0	0	274
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	112	113	197	221
	Female	196	215	226	191
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	34	30	26	39
	Female	50	52	31	42
	Others	0	0	0	0
General	Male	218	199	278	274
	Female	194	209	257	218
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>804</b>	<b>818</b>	<b>1015</b>	<b>985</b>

## Extended Profile

### 1 Program

#### 1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
272	272	272	272	272
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	11	11

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
781	804	818	1015	985
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
361	317	317	317	317



File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
255	296	321	266	287

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
37	37	36	37	35

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
37	37	37	37	37

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 47**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
138.8	145.68	105.43	79.35	79.54

**4.3**

**Number of Computers**

**Response: 54**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

###### Response:

The institute makes its best efforts for effective curriculum delivery and transaction of curriculum provided by the university. Guru Nanak Dev University designs the syllabus and makes it available to the college at the beginning of the session. It also defines the examination and assessment pattern. University also describes the date of beginning and ending of semester/session. Our institution organizes the following well marked out action plans for the effective implementation of the prescribed curriculum:

- **Time Table:** At the beginning of each academic session the Academic Calendar along with the time table of Arts, Commerce, Science and Computers streams is prepared according to the number of elective subjects and the options offered to the students and the same is displayed on the student's notice board. All the departments while deciding teaching work-load distribution pay due consideration to the specialized area of teachers, their experience and level of course to be handled.
- **Teaching aid cell:** This cell of the college extends full cooperation to the teachers for improving their teaching practices by preparation and proper use of Smart Classrooms in which power point presentation and other Information and Communication Technology (ICT) facilities are available.
- **Creation of sections:** The Time Table committees divide different classes into sections of appropriate strength for each subject as per university norms.
- **Classroom teaching:** Term wise division of the syllabus already planned at the departmental level in the beginning is implemented in the best possible way. Teachers are assigned their schedule of work that includes the number of classes to be met. The teachers acquaint the students with the prescribed course content, texts and recommended books. They are also given information about the pattern of the university question paper for better understanding.
- **Problem solving and doubt clearing sessions:** Sufficient time is earmarked for solving the problems and clearing the doubts of students along with the successful completion of the curriculum.
- **Optimum use of college library and Internet facility:** Teachers use text books as well as resource books from library. Library and departmental book bank facilities are also provided to students. Students and teachers can access internet facility in the computer lab during their free time.
- **Different activities for students:** Different activities are organized for students of every department like, Youth Activities, Nukad Natak, Social Awareness Camps and seminars. These activities not only broaden their mental outlook but also provide adequate exposure and knowledge to the students.
- **Students' Interactive activities:** To facilitate the learning process students are encouraged to actively participate in group discussions and seminars. Various projects are assigned to the students of professional classes to inculcate their interest in research activities.
- **Multilingual method of teaching:** As most of our students come from the rural background so the multilingual method of teaching is implemented to enable the students for better understanding.

**Class tests and assignments:** Regular class tests are conducted along with Mid Semester Test. Assignments are also given which are duly checked by the teachers and appropriate feedback is provided to the students

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

The institute makes every possible effort to adhere to the academic calendar. Academic activities of the institute are regulated by academic calendar approved by Academic Affairs Committees from time to time and made available to the faculty and all other concerned. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities. The committee consisting of the Principal, Academic Affairs Members and the Convener Examinations prepare the academic calendar well in advance before the commencement of the session. This calendar is prepared on the basis of instructions given by the university. Academic calendar is uploaded on the college website so that student will be aware of the admission dates with or without late fees, autumn break, winter break, commencement of semester study, Mid Examination Test schedule, University exams schedule and tentative schedule of extra-curricular activities.

Timetable in-charges of the college prepare the timetable as per the guidelines of respective courses prior to the commencement of the semester. Time-table is displayed on the notice boards.

Various admission committees are formed to admit the students in different programs offered by the college. Members of these committees strictly scrutinize the documents of each student before admission. Students are admitted as per the schedule provided by the university.

As a tool of continuous internal evaluation, the Mid Term Examination are held according to academic calendar. Internal assessment is given to the students on the basis of their marks in these tests. 75% of the syllabus is covered before the start of MTE. Students who participate in NCC/NSS/Sports and Youth Festivals are given a special chance to appear in MTE if they have missed it due to their activities. If the students miss the MTE due to some ailment they are also given special chance after they provide medical certificate

Each department plans out its academic activities along with the curricular and co curricular activities as per the dates mentioned in the prospectus.

Semester Examinations (Theory & Practical) are conducted according to the schedule provided by the University. For these examinations, the external invigilation staff is deputed by the university. Results of the practical examinations as well as the internal assessment are submitted to the university as per the university schedule, so that there is no delay in the declaration of the results.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**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 last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 0

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years**

**Response:** 3

**1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	01	01

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 5.71

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
72	22	24	42	94

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

- **Gender Sensitization:** - Awareness is created about Gender issues like the problem of female feticide, eve teasing etc. to promote gender equality by Women Empowerment Cell. It is a part of curriculum at post graduate level in History. At undergraduate level special lectures are delivered to create awareness among the girls against sexual exploitation.
- **Human values:** Another qualifying paper introduced for undergraduate classes is “**Drug Abuse: Problem, Management and Prevention**” through which students are informed about the ill effects of drugs.
- **Moral and Ethical Values:** Value added enrichment Programmes offered for the holistic development of students are :
- Paper on Environment – compulsory by GNDU

1. NSS units cultivate a spirit of social service and a sense of companionship among the students.
2. Youth Clubs and Red Ribbon Club enrich the minds of the students with co-curricular activities.
3. Various Departmental Societies/Clubs/Associations, etc., are active in the institution which organize different events for the students.

**To inculcate professional ethics into curriculum:** Career guidance and placement cell guides the students regarding various career options. Students are given training on communication skills, soft skills, personality development and aptitude test. They are imparted training regarding attempting online tests.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 1.47

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

**Response:** 13.32

**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 104

<b>File Description</b>	<b>Document</b>
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

Response: A. All of the above

<b>File Description</b>	<b>Document</b>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: C. Feedback collected and analysed

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 36.16

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
730	804	818	1015	985

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2470	2395	2395	2395	2395

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 63.67

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
179	177	168	240	267

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

From the very beginning, students are given necessary information about the academic procedure to be adopted. They are given knowledge about the subjects as per their interests and inclination and from thereon they are directed to choose the subjects. Students are encouraged to adopt the stream and subjects according to their merit and interest.

The academic progress of the students is measured through the class test and assignments.

#### 1. For Advanced Learners:-

1. Fast learners are encouraged to undertake various higher levels of academic development programmes. Students are made to participate in various programmes like workshops related to their subjects.
2. Extension lectures, quiz programmes and workshops are arranged to make these students familiar with recent advancements in the concerned subjects.
3. Various departmental competitions are conducted in the college to judge the potential of such students and they are made aware of various career opportunities in keeping with latest trends.
4. Regular newspaper and magazines are subscribed in the library and the advanced learners are encouraged to visit in the library regularly to get more information related to career-oriented programmes and competitive exams.
5. The advanced learners are provided extra books so that they may catch up with the latest developments in various streams. They are also given various incentives in the form of scholarships and prizes so that they may do well at the university level.

#### 2. For Slow Learners:-

Slow learners are provided extra classes so that they can catch up with their counterparts

1. Teachers in their respective classes identify the slow learners on the basis of regular tests and oral revisions, the college provide adequate support to these students to overcome academic difficulties by
  - Organizing Extra classes during the semester
  - Giving practice assignments
  - Practical knowledge of the subjects providing extra reading material to the students to improve basic understanding of the subject.
1. Class notes: - Usually the teachers provide notes to the students in the class but the weak students are given extra material. The students with Hindi, Punjabi and English medium are given notes in their

medium.

2. Remedial Classes are conducted for the weak students. Teachers make efforts to identify the weaknesses of the students in the learning process which need to be improved upon.
3. Teachers are dedicated and they assist the slow learners with easy techniques and methods. Moreover students can communicate with their subject teachers to discuss about their problems in their free periods
4. The institution conducts counselling sessions for newly admitted students to make them aware of the facilities available in the college.
5. Understanding of the students is assessed through interactive sessions and student seminars in their respective classes. They are given encouragement to participate in the different activities in the class and college.

In college all the students are also encouraged to participate in co-curricular activities as well as in sports activities, so that they can learn better and be the responsible citizen to tackle any situation.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 21:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 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

**Response:**

The academic philosophy of R K Arya College is student centric. The priority of the institution is its students who are given first –hand treatment in every sphere and field. The teachers act as facilitators and students play an active role in the learning process. Various methods of experiential and participatory learning are adopted to ensure that students are active participants rather than remaining passive listeners in the teaching-learning process.

Eminent speakers are invited to give guest lectures. These experts bring their expert knowledge, which widens the horizon of the students. Students' participation is widely used for making the lectures interesting and informative.

Apart from this, students are encouraged to join N.C.C, N.S.S. and other youth activities so that they may assume a larger role and responsibility towards the society in which they are living.

- **Experimental Learning**

In order to make learning more interesting and interactive college provide smart class room and computer labs which provide effective knowledge to students. Teachers use power point presentations to make their lectures more effective so that students take interest in class. Students are motivated to prepare models on different topics of their subjects. To promote subjective knowledge, the subject students are asked to submit assignments on different topics. In order to have practical knowledge of the topics, students are provided with assignments. College provides well equipped laboratories in different streams like in computer, geography, physics and chemistry.

The college organizes various trips to the educational and historical places for the students every academic year with the objective that they will give the students an opportunity to learn things first hand.

- **Participative Learning**

Students are motivated to make use of AV Aids i.e. Charts, blackboard, pamphlets, slides etc. in their presentations to make it more understandable. Group tasks are assigned to students which creates inspiration for co-ordination and teamwork among students. Students are encouraged to participate in seminars, workshops and group discussions so that we can inculcate and improve their confidence level.

To encourage participative learning every department organizes different activities at their own level such as quiz, writing, debates, poetry, and poster making competitions.

- **Problem Solving Methodologies**

Mentor has been allocated to each class so that students can discuss their problems with them. Counselling session has been organized by the mentor of first year students in the starting of the session to introduce the new students to the college campus and code of conduct and to solve the various problems faced by them. The final year students are advised by their mentors to attend all the informative sessions of employment and placement cells

The college has also started, 'Buddy Programme' to address the problem of drugs and also holds associated events related to it .The students are actively participating in this campaign to enlighten the people about the benefits of drug-free life.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

**Response:**

The Department of Computer Science of **R.K. Arya College** is one of oldest & Pioneer **Department. of Computer Science** and I.T in District Nawanshahar. It came in to existence in the year **2001** with the installation of 30 terminals.

**A technologically adaptive Campus:-** The Entire College campus is WiFi enabled wide wireless network that allows faculty, and , students to log on in to internet at any point of time. The internet lab has dedicated line (50 Mbps) is open for students to make use of the internet.

The computer Department is catering the technical needs of the college

Internet and OPAC facility is also available for the benefit of academic fraternity.

There are 8 Faculty members in the department and 2 Computer Programmers that are always dedicated and devoted towards the development of their students.

### **SURVEILLANCE ENABLED CAMPUS**

R.K .Arya College is equipped with high definition closed circuit television cameras with a recording facility. There are more than 28 cameras are deployed in classrooms, laboratories, libraries, seminar hall, corridors, campus etc. there by ensuring a vigilant campus.

We at R.K.Arya make no compromise to ensure the security. The very existence of CCTV surveillance prevents any untoward incidents and helps to maintain discipline in the college.

### **ICT ENABLED COMPUTER LABS:**

Computer Labs are ICT enabled and which can accommodate 50 students. They are fully air-conditioned with wireless internet connection that can enable and optimise delivery of content from the web online using real time data. They are also equipped with a whiteboard, high resolution overhead projector and a display screen to facilitate improved student learning and enhanced teaching methods. Ergonomically designed seating arrangements, warm lights enhance the learning capacity of the students. Each seat has its own power source for charging of laptops.

The computer Labs are refurbished regularly to keep up with the evolving ICT methodology.

All the Computer Labs are equipped with more than 50 desktop computer systems (TFT Monitors). Latest configurations with licensed software such as Ms-Windows, Ms-Office, all other tools and packages required for BCA and M.sc. courses are available. In addition, 3Gigabyte switches are installed in each laboratory for providing seamless internet connection. LCD projectors facilitate the Faculty members for disseminating information to the student community. Hardware and software configurations are upgraded at regular intervals to be at par with the dynamically changing IT world. The Labs are very well utilized in a fruitful manner for knowledge transformation, conducting examinations and placement activities throughout the year.

### **SMART BOARD**

One of our computer laboratories is equipped with smart board facility as a teaching aid. This interactive white board is connected to a computer system and LCD projector to facilitate the teaching learning

process as the Faculty members can record the writings and explanations (Audio and Visual). Technical sessions are conducted once and recorded with the help of smart board that can be replayed later whenever required.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 21:1

#### 2.3.3.1 Number of mentors

Response: 37

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 98.38

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 24.72

#### 2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. /*

**D.Litt. year wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	10	09	08

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 8.07

**2.4.3.1 Total experience of full-time teachers**

Response: 298.5

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

Internal assessment of the students is done as per the guidelines and instructions of the Guru Nanak Dev University. The institution follows formative and summative assessment approaches as mechanisms of internal assessment. Academic performance of students is evaluated both by Continuous Internal Assessment and university semester examinations.

For internal assessment, the institution takes class tests and house tests of the students. The programme of these internal evaluation tests is strictly followed by the institution. All the subject teachers conduct class tests for their respective subjects. In addition to this, the teachers organize seminars and paper presentation activities to assess the student's attainment and progression.

According to scheduled programme, Mid Term Examination are conducted in each semester and question papers are designed according to university pattern. Question papers are prepared by the individual faculty member. The question papers are submitted to the Examination-in-charge in a closed envelope, much prior to the examination. On the day of examination, the convener with the examination committee gives the question papers to superintendent of the exam and the examinations are conducted under strict scrutiny of invigilators. The College examination committee frequently visits the examination hall during examination to check the transparency. The faculty members are asked to submit the award lists within a specific period of time.

After that parents are informed about the result of their wards by sending report cards of their detailed marks. If a student is absent from the examination because of any medical reason any emergency or due to the participations in the cultural and sports activities, then he/she is allowed to write the examination with the special recommendations of the concerned teachers. Afterwards. The weaknesses of the students are pointed out by the teachers. Students are given tips and suggestions to improve their performance in the university examination.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

The grievance redressal mechanism with respect to the evaluation system is student supportive. The Principal and the coordinator of the Examination Committee provide due hearing and consideration to any kind of grievance about the evaluation system. The authorities are ever willing to redress the grievances. In short, the grievances of the students are immediately addressed and sorted out. Grievances regarding the marks obtained in the various examinations are addressed as per the set procedure. The checked answer sheets are distributed to the students, if any student has any grievance related to the results then they can approach the concerned faculty member. The results of the students are informed to the parents through postal detailed marks card. It is done with the view that the parents can ensure better learning outcomes with the co-operation of the teachers.

It is imperative to note that the grievance rate has been very low for the examinations conducted by the college. If some student has some major problem, there is the provision of Parents teachers meetings to familiarize the parents of the students about the performance of their wards.

There is proper provision for the redressal of grievances of the students' queries and problems concerned with the examination both at university and college level. The university has implemented Examination Grievance Monitoring System (EGMS) for redressal of grievances with reference to examination by Guru Nanak Dev University and its affiliated colleges. The students have the facility of re-evaluation of their answer sheets if they are dissatisfied with their score. Any grievance regarding the style of question paper or non- adherence to prescribed syllabus is dealt with at college level through formal representation to the GNDU examination committee.



At the college level, an examination committee, comprising of a senior teacher as convener and other teaching and non teaching staff as members is constituted to handle the issues regarding evaluation process.

The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal and semester-end examinations. After evaluation of internal tests' answer scripts, the scripts are given to students to have an idea of their performance in the test. If a student comes across any doubts, clarification is given which enables them to fare better in future. If student has any grievances related to evaluation of university answer scripts are intimated to the subject handling faculty and head of the department if necessary. The office of the convener Examinations is easily accessible to the students for the resolution of

Exam- related grievance.

If there is any discrepancy found in the detailed marks card of any student, the authorities in the college communicated with the university immediately and the issue is resolved as soon as possible.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### **Response:**

The institution deems it its duty to observe transparency in all aspects of its working. With thing in mind students are informed about program outcomes and course outcomes of the programme they undertake. The IQAC ensures that PO, and COs reach the students so that they may understand everything about the programmes and the respective courses being undertaken by them. The Program Outcome and Course Outcomes are displayed on the college website so that the prospective students seeking admission in a particular programme may view them and get informed about the programme being undertaken. In the same way the students enrolled in different programmes also get benefitted from this information. Apart from being uploaded on the website, Pos and COs are displayed on the departmental notice boards and also in hard copy form, if they demand so. The same is conveyed to the students by the teachers in classroom interactions as well. Besides this, seminars and workshops pertaining to the course curriculum and other skill development activities – like those focusing on employability skills, also relate these things to the students. Course outcomes are also conveyed to the students through curriculum planning and evaluation blue print made available to them in the beginning of the term. Copies of these documents remain available with the library also. The head of the department ensures that teachers get this information in hard or soft form. Teachers are informed on these topics through departmental faculty meetings also.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

The college has devised specific mechanism to measure the attainment of Course Outcomes, Programme Outcomes and Programme Specific Outcomes and also to measure the level of attainment of these outcomes. These outcomes are conveyed to the students in the beginning of the session. The attainment of course outcomes is measured through personal and classroom interaction, weekly tests, house exams and end semester university exams. Viva Voce is another way to measure the attainment of these outcomes. Assignments are given to the students in the form of quiz, mini projects, case studies, seminar presentation, review of journal papers etc. and they help in evaluating the attainment of courses. Project works in some of the classes such as BCA , BSc(IT), M.Sc(Computer Science) and M.Com help in determining attainment of course outcomes and Programme Outcomes. Where Course Outcomes can be judged at the end of semester, Programme outcomes and outcomes can be judged best only by the end of the programme. Curriculum planning and evaluation blue prints are provided to the students at the beginning of the session. They contain the details of course outcomes and also the way their attainment will be assessed. The level of attainment of these outcomes is also determined by the institution. A student earning marks above 75 % marks is considered as attaining highest level of these outcomes. A student attaining 55 to 75% marks is considered as having achieved a higher level of these outcomes. A student getting marks ranging between 45 to 55% marks is considered as having attained average level of the outcomes. A student below 45 % is considered as having attained a poor level of course outcomes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 68.63

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
255	219	193	139	163

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
255	296	321	266	287

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response: 3.5**

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 0

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 0

**3.1.2.1 Number of teachers recognized as research guides**

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 0

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

**3.1.3.2 Number of departments offering academic programmes**

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

Aim: To promote Entrepreneurship activities of College.

#### Objectives:

- 1.The institution strives for development of innovative activities.
- 2.The activities like entrepreneurship development, skill development are carried out.
- 3.The students are encouraged to undertake design, development projects in place of study projects.
- 4 .Various activities are conducted through departmental student associations for students and for faculties to promote innovation & creativity.
- 5.Creation and transfer of knowledge wealth is focused through activities like, project works, innovation, consultancy and development activities in collaboration with educational institutes,Bank ,Industry,Insurance sector etc.
- 6 The institution organises activities focussing on women empowerment, entrepreneurship and motivating the students to undertake research and guides the students to take initiatives in this direction.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>

#### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0

##### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

#### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.44

**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	4	5	6

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4 Extension Activities

**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.**

**Response:**

Extension activities play an important role for the overall development of the students by sensitizing them towards social issues. R.K. Arya College has a NSS Unit, Red Ribbon Club and Youth Services Club. The basic purpose of these units is to inculcate the spirit of helping others in the students. They also help the students to realize their responsibility and duty as a citizen. For this purpose, students are encouraged to participate in activities and programs steered by NSS (National Service Scheme), Red Ribbon Club and Youth Services Club.

The college unit of NSS organizes camps and activities in which lectures are delivered on various topics like environmental issues, tree plantation, health and hygiene, cleanliness, Traffic rules, women's rights etc. Each year the volunteers work tirelessly around the college and within college campus and learn the valuable lesson of dignity and hard work. NSS unit undertakes activities that create social awareness and sense of responsibility among the students. The faculty and the students celebrate various eminent days such as Literacy day, Teachers' Day, Women's day etc. The NSS volunteers of the college take part in cleanliness campaigns and make people of the city aware about the importance of hygiene. They also actively participate in keeping their surroundings clean and health awareness programs like meditation and yoga are organized in the college. It motivates the students to adopt a positive attitude in the stressful situations. It also helps the students to change their perspective towards challenging situations. It brings sense of confidence and energizes the students to march ahead in their lives.

Lectures/debates/rallies are organized on current social issues such as Female feticide, Drug Abuse and Importance of eligible voters in the electoral process on Voters day to raise the awareness in the students towards these issues. Red Ribbon Club and Youth Services Club also conduct activities which include

students' participation in the form of march past in the city, cycle rallies etc. to spread awareness about various social issues. Through these activities not only the students are sensitized but also the people of the area are involved.

Extension and Outreach programs develop a sense of making oneself available for the betterment of humanity in the students.

- In depth feeling of commitment towards the community is generated in students. Thus, they promote scholastic as well as holistic development of students.
- Those students, who participate in extension and outreach programs, develop such personality that is future ready, flexible enough to cop up with changing situations.
- They grow as competent decision makers, improve their self-esteem and derive benefits from life with better career opportunities.
- Extension and outreach programs enrich the students' consciousness to serve the society with civil ethics.

### **3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**Response: 6**

#### **3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	2	0	0

<b>File Description</b>	<b>Document</b>
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### **3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years ( including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)**

**Response: 17**

#### **3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**



2019-20	2018-19	2017-18	2016-17	2015-16
15	0	2	0	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 0.43

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	0	2	0	0

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 9

#### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	3	2	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

**Response: 5**

#### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

Radha Krishan Arya College, Nawanshahr, Punjab, India was established in 1952 and is affiliated to Guru Nanak Dev University, Amritsar, Punjab. The foundation stone of this college was laid by Pt. Jawahar Lal Nehru, the first prime minister of India. This institution is run by Arya Pratinidhi Sabha Punjab. The college has a vast campus spreading around 240 kanals. Its beautiful surroundings, cleanliness, upkeep and maintenance, aesthetic plantations and greenery show the enthusiasm and zeal of its management, faculty and students. The premier institution is a “Wonder in rural setting.” Started as a modest unit, this college has gradually grown into a multifaculty institute of repute in academics, sports and co-curricular activities. This college caters the needs of a large segment of rural population of the area for access to an affordable education at graduate as well as post graduate level in all the streams i.e. Arts, Science, Commerce and Computer Science. Presently our College has 44 classrooms. The classrooms are spacious, airy, well ventilated and well furnished. Various labs of Computer Science, Geography, Physics and Chemistry are also available for the enhancement of teaching and learning skills. All the labs are spacious and well equipped with modern equipments. There are three air conditioned computer labs with 54 computers to cater the needs of the students. The college has separate common rooms for boys as well as girls. Staff room for the staff is well maintained. The Cafeteria of the college has recently been expanded and renovated. It has separate sitting areas for students, teachers and also the non - teaching staff of the college. The canteen also has washrooms facilities for students as well as teachers. The hygiene and cleanliness of the cafeteria is inspected by the college Resident Medical Officer. The rates of various articles are fixed by the college authorities. There are two administrative blocks adjacent to the Principal’s office. The college has a gymnasium and a well maintained “Raj Rani Harbans Lal Sports Stadium.” R.O. water purifying facility is available at several places for the students as well as teachers. Power backup in form of generator and inverters is also available. Sufficient numbers of notice boards have been put up in the college campus for notices to be displayed for the students. There are vast sprawling lawns for the students. Sufficient numbers of washrooms are constructed separately for boys and girls. There are specialized equipments like 06 multimedia projectors with smart boards and projectors. The whole campus is Wi-Fi enabled. Medical help is available for the students and the doctor visits on call.

**Highlights:**

- \* All the classrooms are furnished with Green Boards, White Boards, Black Boards, fans, proper light arrangements etc. Some classrooms are big enough to accommodate 90 students.
- \* All the labs are well equipped with adequate equipments and apparatus.
- \* Common Room for girls is provided separately with attached washrooms facility. Drinking water with R. O. purifier is installed in the Girls’ Common Room.

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

##### **Response:**

The Department of Physical Education of R. K. Arya College, Nawanshahar was established in 1952. Since the establishment, this department has been gradually improving and growing. In the present time the department is among the best equipped and maintained department not only in Nawanshahar but also in the whole region. We provide facilities for various games like Cricket, Football, Handball, Basketball, Badminton, Volleyball, Kabaddi (national style /circle style). Besides these, we have facilities for different field and track events.

R. K. Arya College, Nawanshahar has a vast play ground of around 10 acres which is a unique feature in the neighboring area. Students of not only the Physical Education department but also of the college have free access to the ground. The College provides facilities for outdoor games like Football, Cricket, Handball, Badminton, Boxing, Kabaddi, Volleyball etc. Indoor games like Chess, Table Tennis etc. are also being played. In the play ground we have national level Cricket pitch and Cricket practice net. We have cemented court for Basketball with proper light arrangement.

Along with the outdoor games, we have required facilities for some indoor games like Badminton, Table Tennis and Chess. We have proper mats for Kabaddi (National Style). Fitness for sports is indispensable for the students. We have facilities of gymnasium with proper equipments for weight training and other physical activities. Players' changing rooms and washrooms, separately for boys and girls are constructed.

R. K. Arya College has a glorious past as far as sports are concerned. We have been University Champion in Handball for more than 20 years. Besides, our students have brought laurels in games like Chess, Badminton, Cricket etc. Some of our students have not only played at national level but also have won positions. Annual Athletic Meet is organized to motivate the students to participate in different sports activities. The winners of different events are honoured. The university position holders are also felicitated.

##### **Cultural Activities**

The Cultural Committee of the college is very active. It recognizes and refines the hidden talent of the students. Participation in cultural activities helps the students to develop a sense of confidence and prepare them to take the competition in a healthy manner. The institution has a big main hall with stage and sound system. The students of the college have been enthusiastically participating in the Annual Youth Festival organized by the Guru Nanak Dev University, Amritsar. All the achievements of the students are published in local newspapers and are also displayed on the notice boards in the college campus. The achievers of the cultural events are given their due recognition in the form of felicitations.

##### **Highlights:**

- **First Position – Gidha**
- **First Position – Best Gidha Dancer**
- **First Position – Fancy Dress**
- **First Position – Classical Instrument**
- **First Position – Best Bhangra Dancer**

- **First Position – Folk Dance (Luddi)**
- **First Position – Bhangra**
- **First Position – Best Bhangra Singer**
- **First Position – Skit**
- **Second Position – Geet, Debate, Mime, Jhumar, One Act Play**
- **Third Position – Poster Making, Rangoli, Quiz, Elocution**

#### **4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**Response:** 14.89

##### **4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 7

<b>File Description</b>	<b>Document</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

#### **4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**Response:** 20.92

##### **4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
14.39	7.4	55.63878	14.80626	14.10958

<b>File Description</b>	<b>Document</b>
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>

## **4.2 Library as a Learning Resource**

### **4.2.1 Library is automated using Integrated Library Management System (ILMS)**

**Response:**

Library plays very significant role in taking care of the needs of the students. The college has a very spacious library with separate sections for students and teachers. The college has taken special care in equipping the library with all types of facilities. The library has rich pool of reference books, national and international journals and e-sources, encyclopedia, biographies, newspapers and magazines that are available in Punjabi, English and Hindi. The library is partially computerized . Library has rich collection of books, magazines and e-resources. International software Advanta Rapid ERP has also been installed in the library and has access to e-resources like (e-books and journals) , N-LIST program that provides access to e- journals and e-books. Library subscribes printed periodicals (Journals and Magazines) and Newspapers. Open access system for both post graduate as well as under graduate students allows easy access of books. Laser printer cum scanner and photo copier are also available in the library. Book bank facility is a unique feature of the institute where meritorious and economically weaker students are provided textbooks from the library. Every year textbooks and other books are added to the existing book bank of the library. All the books in the library are arranged systematically in different subject wise sections for the convenience of the readers. The books in the library fulfill the requirement of all the subjects and courses offered by the college. Library committee ensures that the outdated, old edition books or text books, no longer prescribed by the university, are removed from the stock and latest editions are added to the book bank for the benefit of the students. LCD unit is fixed in the library with the facility of d2h channels for the telecast of programmes of National Interest for the benefit of the students. A separate e-corner has been set up in the library . Air conditioners are fixed in the library for the comfort of the students. Different magazines subscribed by the library are displayed in the library in a separate corner. Newspaper stands are placed in the library for the students. The supporting staff of the library is always ready not only to help the students but also to maintain discipline in the library. The library staff helps the students and faculty in tracing books if needed. A proper register is maintained by the library staff for keeping the record of arrival and departure of students as well as faculty members. The newspaper coverage of all the college activities is maintained by the library staff. Library of the college also maintains the record and makes available to students previous years' question papers and latest syllabi prescribed by the university. The library staff manages the proper storage and maintenance of the books in the library. First Aid box and fire extinguisher are placed in the library for emergency use .

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

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**
- 6.Remote access to e-resources**

**Response:** E. None of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.01

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
.73	.57	.67	1.55865	1.52151

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the last completed academic year

Response: 6.11

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

Response: 50

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

Department of Computer Science of R.K. Arya College is one of the oldest and pioneer department of Science and I.T. in the district Nawanshahr. It came into existence in the year 2001 with installation of 30 terminals. Since its establishment, the department of Computer Science has been not only offering quality education but also meeting the need of time by imparting the updated and latest practical knowledge regarding Computer Science and I.T. Students from both under graduate and post graduate courses have been able to secure a place in the I.T. market. The entire college campus is wifi enabled wide wireless network that allows faculty and students to login from any corner of the campus. The internet lab has dedicated leasedline (10Mbps) which is open for students to make use of the internet. The Computer Department is catering the technical needs of the college. The guidance and co-operation of experienced and expert faculty of department is one of the fascinating feature of the department.

**Surveillance enabled campus**

R. K. Arya College is equipped with high definition closed circuit television cameras with recording facility. There are more than 28 cameras deployed in the college campus. We at R.K. Arya make no compromise to ensure the security of the students. The very existence of CCTV surveillance prevents any untoward incident and helps to maintain discipline in the college.

**ICT enabled Computer Labs:** Computer Labs are ICT enabled and can accommodate 50 students. They are fully air-conditioned with wireless internet connection that can enable and optimize delivery of content from the web online using real time data. They are also equipped with whiteboard, high resolution overhead projector and a display screen to facilitate improved student learning and enhanced teaching methods. Ergonomically designed seating arrangements and warm lights enhance the learning ambience for the students. Each seat has its own power source for charging Laptops. The Labs are very well utilized in a fruitful manner for knowledge transformation, conducting examinations and placement activities throughout the year. We at R.K. Arya believe that technological inventions and innovations always redefine the style of pedagogy. Smart Board is one such marvel aid that is used by teaching fraternity. The practical classes are conducted in the systematic manner. There are 10 faculty members in the department that are always dedicated and devoted towards the development of their students by encouraging them through extracurricular activities. The department has students with both technical and soft skill sets. We also help in the placements for graduate and post graduate courses students. After completing the courses, many students pursue their higher studies in various technical institutes in India and abroad. The programs offered by institute lay emphasis on computer programming and networking comprising plethora of topics. The UG and PG programs in computer science and Engineering are essentially aimed at developing a student with excellent programming skill and knowledge of both hardware and software technologies related to computer science.

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)**

**Response:** 14:1



File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** D. 05 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 9.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
9.11	7.45203	9.70507	11.23916	11.31850

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

**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.**

**Response:**

The college is always keen to improve the basic infrastructure and the institute is well equipped with the facilities that are required by the students as well as the teachers. The college has constituted Maintenance

of Building and Infrastructure Development Committee.

### **Sports:**

The Department of Physical Education of the college was established in 1952. The college has Sports Committee to manage the working of the department and organizing various events like Annual Athletic Meet. The Sports Committee supervises the effective utilization of the facilities provided to the students. Regular maintenance of equipments is done. In the college play ground, we have cricket pitch for the maintenance of which bulldozer and other equipments are available. Proper light arrangement in the college play ground caters the need of all the outdoor games. The equipments of weight lifting in the college gymnasium are repaired from time to time. The Physical Education Department of the institute has been provided with its own permanent staff to look after the college ground and for the maintenance of the sports equipments.

### **Library:**

The library is an important department in the college. In the beginning of every session all the head of departments are asked to submit the list of books required for the library for procurement. Teachers are issued a fixed number of books for their utilization. There are separate reading sections for the teachers as well as the students. The process of making e-library is in pipeline. Stock verification is done on regular basis. Obsolete and outdated books are written off regularly. Students are issued books by submitting security which is refundable. The library staff manages the record of issue and return of books to students and teachers.

### **Laboratories:**

#### **Department of Chemistry:**

The Department of Chemistry has two labs - senior chemistry lab and junior chemistry lab to conduct the practical syllabus prescribed by Guru Nanak Dev University. The labs have all the necessary equipments required for the practical course. The chemical store is updated frequently to meet the demand of chemical consumed in conduction the practical.

- Quotations from various firms are invited after taking permission from president /secretary, management and principal, the order is placed to the firm submitting lowest quotation properly verified by departmental committee.
- Obsolete apparatus and expired chemicals are written off by seeking permission from principal by constituting a write off committee.
- Students from sister institutions and nearby schools are invited to labs to conduct practical since they don't have proper facilities in their respective institute.
- The senior chemistry lab has been renovated according to modern norms and laying acid resistant bricks.

#### **Department of Physics:**

The Department of Physics has two labs senior Physics lab and junior Physics lab. One dark room is available to conduct the practical prescribed by the affiliating university. The labs have all the necessary equipments required for the practical course. Junior physics lab is equipped with projector, smart board,

audio system etc. Time to time departmental level activities like power point presentation, quiz competition, poster making competition are organized in junior physics lab. Quotations from various firms are invited after taking permission from president /secretary management and principal the order is placed to the firm submitting lowest quotation properly verified by departmental committee. Obsolete apparatus are written off by seeking permission from principal by constituting a write off committee. Junior physics lab was renovated in 2018 and senior physics lab has been recently renovated in 2020. In 2018 Physics department got license from Bhabha Atomic Research Centre Mumbai(B.A.R.C) to place radioactive source in physics lab to perform practical of B.Sc. Semester VI students as per Guru Nanak Dev University syllabus . G.M counter and other apparatus for practical purpose were purchased along with cobalt-60 in 2018. Electronic and mechanical apparatus are repaired for their proper function.

### **Department of Computer Science:**

Department of Computer Science and Information Technology was established in 2001. From time to time the department updates infrastructure as per the requirement of the students. Because in Computer science, technology is changing day by day so updating in the branch is very important. UPS and voltage stabilizer are used to monitor the electricity fluctuation. CRT monitors have been replaced by LED /LCD five years ago. The Department of Computer Science hires hardware maintenance engineer for the maintenance of the computers in labs. The firm Deep Computer is working with us from the last five years on AMC basis. He comes to college on daily basis or we can call him any time .We have 54 computer systems in labs. All computers are updated with latest software and hardware as per the requirement of students and course content. Hardware components are purchased by the department. Software installation is done when required. New leased line connection with bandwidth 10MBPS speed has been purchased in 2020. New hardware purchased is entered into stock register.

### **Department of Geography:**

The Geography lab is maintained from time to time. The model apparatus etc. are dusted and checked before the commencement of session every year. Repair and maintenance is done when required.

### **Cafeteria:**

In 2017 cafeteria of the college was renovated. The buildup area for the cafeteria was increased. Separate sitting areas were constructed for students, teaching staff and non teaching staff. Proper facilities like furniture, lights, fans etc. are provided to students as well as staff members. The refreshment of the college functions like Farewell, Athletics meet, Events and activities of NSS, Red Ribbon Club, Youth Services Club and cultural activities is arranged in cafeteria .The canteen committee ensures and maintains the good quality of edibles provided to the students. .

### **Classrooms:**

All the classrooms are well ventilated and lighted. They are fitted with proper lights and fans. Timely maintenance of the classrooms is done. Lights and fans are repaired when required. Window panes are repaired or changed whatever required. Benches for the students are added or changed as per the necessity of the classrooms The classrooms are cleaned every day by the appointed staff for this purpose.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

**Response:** 35.92

##### 5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
232	270	342	407	339

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

**Response:** 10.97

##### 5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
83	94	102	109	92

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** E. None of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 7.57

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	25	17	15	53

File Description	Document
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 31.76

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 81

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

**Response:** 80

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	4	3	3	0

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
7	4	3	3	0

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

**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) year-wise during the last five years.**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>

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

#### Response:

As per the Punjab state govt. policy, Student Councils cannot be elected. In our institute at various functions; selected **departmental representatives** give their proper participation. Departmental Representatives act as a channel of communication between teachers and rest of the department. Departmental Representatives take only those matters to teachers which benefit majority of department, with the consent of the entire department. For example: shifting of class room, furniture, examination schedule, organizing farewell parties etc. He/ She maintain cordial relation with the whole department. Work relating to this position takes on average not more than a few hours a week. Work volumes vary during the course of an academic term. Meetings and other work commitments during examinations are avoided wherever possible.

The students' body of any educational institute is one of the primary pillars of that institute. Thus every student body needs a platform through which they can voice their opinions, suggestions, complains and demands for their and their institute's betterment. And not only voicing their opinion, but a platform is also very essential for proper communication among the students, faculty and administration. In R. K. Arya College; this platform is provided to the students in form of **Students Welfare Association**.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 19.6



### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
10	19	18	34	17

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 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

#### Response:

College has a registered Alumni Association. Old students of the college are well placed in their professions. Various sports students have shown their excellent performance at University level. Old students of the College are contributing significantly for the development of the institution. Ex- students of the college already posted on various jobs and settled in their profession visit the institution and provide guidance and play a role of natural mentor for the students. Such programs provide knowledge regarding future avenues and career opportunities.

Alumni of any institution are its ambassadors to the outer world. The college believes in maintaining its bond with its Alumni. It tries to establish and nurture its contact with its alumni. This has been done through the college website, facebook pages and emails. Alumni database is prepared and updated by the alumni association of the college which is a body formed for the purpose.

The Association performs multiple types of activities. It increases the alumni membership and seeks advice on various other aspects of institutional working. Their advice is conveyed to the IQAC for suggestive developments in institutional infrastructure. The association also tries to mobilize funds and donations from the old students of the college. These funds are used for the development of the institution.

The alumni of the college are invited whenever the function is organized in relation to the alumni viz. Alumni Meet, Sufi Night and Fedina. Invitations are sent to the ex-students of the college through different modes such as College Website, WhatsApp Group(s), Facebook Page, telephonic interactions and personal invitations through staff, students and messages. In the Alumni Meet, the ex-students of the college

showed their performances. This was followed by interactive sessions in which the alumni share their experiences and offer valuable suggestions to association for the development of the college.

The institution ensures to have a strong and healthy bond with alumni in the coming future too.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

##### Vision

- To prepare the students to be sensible citizens of "New India"
- To empower young people of the society especially under privileged section of our area by realizing their hidden potential.
- To achieve excellence in education and help students in displaying their latent talent and abilities.
- To consistently move ahead with innovation and other academic pursuits.
- To prepare the youth for self employment through theoretical and practical courses.
- To impart leadership qualities in students.

##### Mission

- To impart character-oriented and value-based education anchored in human values.
- To provide a well-balanced futuristic teaching learning environment.
- To be liberal and emancipative by nature and suitable to the needs of society.
- To uplift and provide education to girls in the rural area thus blending modernity with tradition.
- To highlight problems, concerns and needs of the poor.
- To provide range of activities for inculcating social, moral and ethical values.
- To work for youth, women, scheduled caste and scheduled tribes.
- To work for conservation, enrichment and protection of environment.
- To undertake development projects and programmes which improve the socio-economic condition of the society.

##### Nature of governance, perspective plans and participation of the teachers in the decision making bodies:

The college has been working under the guidance of "Arya Vidya Parishad, Punjab (Regd.)" The diagrammatic image of the Trust has been uploaded. The College Governing Body has been regularly convening the meetings to introduce and implement various proposals and plans as follows:

- The governing body prepares plans of recruitment for teaching and non-teaching staff.
- To ensure that the college properly implements norms issued by the GNDU, Amritsar, UGC, Punjab and Central Government.
- Introduces new proposals for infrastructural development, annual increments, utilization of grants. In the meetings, the governing body takes the decisions to introduce new courses and improving existing courses.
- The governing body takes the decisions to ensure the neat and clean environment, to maintain internal security through CCTVs.
- The governing body takes initiatives for the improvement of academic, co-curricular and sports

activities.

Under the guidance of the governing body and the Principal, the entire faculty of the college coordinates to implement the proposal and improve quality of education. The Career Guidance and Placement Cell of the college provide placement and career information to the students. The Principal is Ex-Officio member of the college Trust. He plays a significant role in framing and implementing policies. Principal has constituted following committees and societies to implement policies, plans, namely- IQAC, Finance Committee, Building Committee, Anti-ragging committee, Library Committee, Youth activity committee, Cycle scooter stand committee, Canteen Committee, House Examination Committee, Discipline committee and Girls Welfare & Grievances cell. For implementation of the policies, Principal provides required inputs to keep the committees focused on the vision of the college. The Academic Council and Bursar Office are continuously assisting the Principal. The Principal gets pieces of advice from Academic Council to maintain good academic environment. The Bursar of the college advises the Principal regarding the proper utilization of the financial resources.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The college has reached the pinnacle of excellence in every respect related to the field of Education. We have a number of governing bodies which help in decentralization for ensuring participation of all. With the help of all the constituents the college is striving to achieve new milestones in every field.

#### Case Study:

The Alumni provide a strong support to the institution. Persons who receive degrees awarded by the institution are referred to as Alumni. The Alumni meet, 2019 was organised on 31st March 2019 at R. K. Arya College Nawanshahr. The idea of the Alumni Meet for that year was proposed by President of Managing Committee and also by Principal in the meeting which was held on 13th February 2019. This proposal was approved in the meeting and it was decided that Alumni Meet will be held in the last week of March 2019. The staff members were motivated to search for as much number of alumni as possible. The second meeting was conducted on 2nd March, 2019 and in this meeting; different committees such as Registration Committee, Welcome Committee, Refreshment Committee, Cultural Committee etc. were formed comprising of teaching and non-teaching staff members. The Third meeting was conducted on 13th March, 2019 and in this meeting the final Duty List was presented. The management conducted meetings with different staff committees time and again for the smooth conduct of the event. All the members of college were involved in the meet and they were assigned various duties. A total of about 280 alumni participated in the event. All the alumni were welcomed by the welcome committee comprising of girl students in a traditional way i.e. applying Tilak on their foreheads. Afterwards the guests were directed

towards the Registration Tables which were installed on two sides of their entrance to collect their Registration Gift which was a beautiful folder with certain books inside. Also a Badge was pinned on the collar of the Guests and then they were taken inside the hall where the function was organized. Sh. H. S. Sidhu and Gen. A. K. Shori were the Chief Guest and the Guest of Honour respectively. The alumni presented beautiful songs and also shared their experiences of their college time. The event was concluded with the Bhangra performance by the college students following which all the alumni also joined the dance floor. All dispersed after having lunch. Overall, it was a nostalgic experience for the members of the college as well as alumni. At the end of this event, Principal and Managing Committee of the institution congratulated the staff members on the successful culmination of the event.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The quality policy of the college is in alignment with the parent University and the UGC. Many of the academic quality policies are framed by the Staff and implemented through various committees of the Staff. The institution opts for the extension of its development work which is already in progress.

#### Areas of perspective plan:-

- **Improving result:** -Adding welfare schemes for students and employees. All the budget estimates are presented in the meetings of the college Governing Body. They are discussed at length and thereafter get approved. The institution makes its plans in accordance with the UGC five year plans. Many students of the institution bagged leading positions in district in University examinations conducted by GNDU, Amritsar. The institution endeavors to bring more such laurels.
- **Adding new courses:** -The College plans to add new vocational and value added courses in the coming years. In 2020; UGC gave approval for starting 4 new diplomas.
- **Improving Infrastructure:-**To meet the new challenges and requirement of the future, the college plans to improve infrastructure in term of building, library and physical amenities for students.
- **Increasing strength of students:** -The higher number of students will reduce the cost of education. So the college aims at increasing the number of enrolments.
- **Preparation for NAAC assessment:-** NAAC assessment and accreditation will also be done.
- **Adding welfare schemes for students and employees:** - More of the needy and deserving students will be benefitted by scholarships.

The strategic plans are emancipated through various activities carried out in the session. Like “Fedina” fest was organized in the sessio 2016-17. The complete plan of the fest was chalk out in three different meetings of the staff with the Management and the Principal. The first step in success of any event is

intensive discussion on the suggested idea and inputs provided by the staff to the Principal. It was a combined event comprising of sports, IT and Alumni participation.

The event was inaugurated by Dr. Ravindra Karra (Eye Surgeon) while in the evening session chief guest was MLA S. Angad Singh. The alumni were also welcomed by the Managing Committee and the Principal. The event started with the March Past by the students of the college in class wise groups and it was led by 5 best sportspersons of the college. It was followed by the lighting of the Mashaal. The winners of various sports events were honoured by the chief guest. I.T. Quiz, paper presentations and collage making were the competitions conducted by I.T. department. For this, students of various colleges were invited to participate.

Mr. Sheetal Vij, a renowned businessman from Jalandhar was the chief guest on the second day. The winners of Tambola and Lucky Draw were given the prizes by the chief guest. Cultural events were presented by the college students at the end of the fest.

As a result of this event, our work was getting recognition in the surrounding area.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### **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.**

#### **Response:**

The diagrammatic image of the Organizational Structure of college has been uploaded.

- The entire organizational structure of the college is based on the principle of collective decision- making, co-operation and individual responsibility.
- College has evolved well efficient mechanism to achieve progress through various activities of the college. Specific tasks are assigned to specific committees and societies.
- At the beginning of every academic session, the College Principal forms Admission committees which help students to get admission in graduate and post graduate courses as per their interests.
- Apart from academic spheres, the college also provides equal opportunities to students to participate in cultural activities such as music, dance, theatre items, literary items, fine-art items etc. Interested students participate in Zonal Youth Festival first and further participate in Inter-Zonal Youth Festival.

**RULES, POLICIES, RECRUITMENT PROCEDURES, PROMOTIONS**

Promotions are given to staff members who excel in academics and research as per the rules of UGC and DPI Punjab Govt. The Institution attracts a good number of applications for the recruitment. However, sustained efforts are made to continue to hold quality faculty members at all levels.

The recruitment procedure is as follows:

1. Submission of staff requirements by the senior faculty to the Principal.
2. Advertising the staff requirements in leading newspapers.
3. Constitution of the selection committee.
4. Short listing of applications received.
5. Calling eligible candidates for interview.
6. Interviews of candidates to assess their potential and skills
7. Selection based on the performance of candidates.
8. Issuing of appointment orders.
9. Reporting to duty on the mentioned date.

**Redressal of grievances/complaints**

The college has constituted Grievances Redressal Committee, and Anti-Ragging Committee to take up the problems of students if any. The students can discuss with the teachers and the Principal for their day-to-day grievances.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**6.2.3 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

To motivate, improve efficiency and provide professional satisfaction to its employees the institute is continuously making efforts and always indulges in various welfare activities for the betterment of its employees. To ensure them stress free and co-operative work environment, the institution has taken various initiatives that are enumerated below:-

- Salaries are timely credited to the bank accounts of employees and other benefits like (CPF, Gratuity etc.) are given to its employees as per Guru Nanak Dev University / Punjab Government norms.
- Provision of proper ventilation and lighting of classrooms and offices, air conditioner in offices, clean urinals and toilets, RO water, personal office furniture.
- Fee concession to wards of economically weaker staff members.
- Encashment of earned leaves at the end of the service of employee.
- Dr. V. K. Arora is available on call for medical assistance whenever needed.
- Canteen and parking facilities for faculty members.
- Extension lectures and workshops are regularly conducted which keep the faculty updated. The college provides on-duty leave for its staff members for attending various seminars, conferences and workshops.
- Annual increments to the staff members.
- Maternity, medical and casual leave facilities are given as per rules to the aided staff.
- Friendly greetings are conveyed on various occasions and festivals.
- Proper refurbishing of cabins, department rooms as well as class rooms.
- Employees State Insurance (ESI) Scheme to the employees whose gross salary is less than Rs.15000/- (Rs. Fifteen Thousand Only) per month.
- In case of death of an employee, suitable employment opportunity is provided to the family member of the deceased employee on compassionate ground depending upon his/her qualification and experience.
- In case, any employee needs financial help for some purpose, the staff arranges funds for such person under the guidance of the Principal.

A number of employees have taken PF Loan. Detail is given in the following table:

--	--	--	--	--	--



<b>Year</b>	2019-20	2018-19	2017-18	2016-17
<b>Number of beneficiary employees</b>	06	04	07	10
<b>File Description</b>	<b>Document</b>			
Upload any additional information	<a href="#">View Document</a>			
Paste link for additional information	<a href="#">View Document</a>			

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

#### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

**Response:** 3.24

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	6	0	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

**Response:**

Performance of teachers is evaluated and assessed on the basis of self- appraisal proforma filled by them every year at the end of academic session. Every employee's performance is assessed after completion of one year of service. Systematic evaluation of the performance of employee is done to understand the ability of a person for his/her further growth and development. There are different parameters to assess the performance of teaching and non-teaching staff. The systematic procedure has helped the management to motivate the employees for better performance. It helps us to analyze the strength and weaknesses of an employee as Radha Krishan Arya College, Nawanshahr is an academic institution and is committed to provide the best to their students. Teachers fill their Self- Assessment Performa on the basis of following points

- Teachers' academic profile.
- Courses taught and workload
- Teaching methods applied
- Innovation in teaching learning methodologies

- Delivering lecture
  - New teaching methods used by teachers i.e. holding seminars and quiz contests, encouraging questions in class, etc.
  - Announcing topics for discussion in advance
  - Research projects undertaken
  - Research papers published indicating titles and names of journals in which published
  - Participation in seminars, workshops and conferences.
  - Participation in orientation programmes / refresher courses etc.
  - Participation in co-curricular activities.
  - Service to community
  - Examination duties performed.
  - Contribution to various committees of the college.
  - Performance of duties assigned by the Principal.
  - Counseling to students.
- Administrative performance of non-teaching staff is evaluated on the basis of ACR. The college Principal evaluates ACR of the Superintendent of Non-teaching staff whereas that of other non-teaching staff members is assessed and evaluated by the Office Superintendent of the college on the basis of following points.
- Personal profile of the person
  - Hardworking and Kindhearted
  - Handwriting and cleanliness
  - Capability and Rationality
  - Information of rules and regulations
  - Activeness in performing job
  - Team spirit and capability of doing job with co-operation
  - Obeying rules and regulation his/her punctuality
  - Honesty
  - For promotion person fills the information about duties performed
  - Grading:- Excellent, very good and average
  - Remarks

The specimen Self -Assessment Performa and specimen ACR of non- teaching staff are uploaded.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The college has been following standardized system for internal and external audit.

Auditing is the process of examining an Institute's financial records to determine the accuracy and accordance with applicable norms, regulations, and laws. The internal audit is conducted by a Chartered Accountant duly appointed by the college. Internal auditor examines records and helps to improve organization's internal processes such as operations, internal controls and financial management.

For external auditing, auditor comes from Punjab government to examine accounting and financial records. After that, auditor provides an independent opinion on these records. Law requires that all public companies should have their financial statements externally audited. The external audit is conducted by the Accountant General (Audit), Indian Audit and Accounts Department, Punjab.

The college conducted internal audit by the Chartered Accountant every year as follows :-

Year	2019-20	2018-19	2017-18	2016-17	2015-16
Date	23-10-2020	30 Aug 2019	21 Aug & 30 Aug 2018	06 Sept 2017	18 July 2016

#### Mechanism for settling audit objections:

In case of audit objection of any kind, the Principal gives directions to college Accountant and C.A. for settlement of the same. Then the dealing hand gets the raised objection removed after seeking the permission from College Trust. The final reports are sent to the concerned Audit department.

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

#### Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

#### Recurring Expenses

College provides salary to teaching and non-teaching staff with the collection of fees. Apart from this, college is also depositing university registration fees.

#### Infrastructural development facilities

The college trust prepares budget to construct and upgrade the infrastructural facilities in accordance with the modern trends. The institution gets donations from various persons for construction of buildings, purchase of modern lab equipments and purchase of latest version softwares.

#### Seminars, Conferences and Faculty Development Programmes and other academic activities

The institute conducts the above mentioned activities regularly matching with the latest technology, innovations, research, changes and needs for the society. College allocates funds for purchases of Library books/journals, repair and maintenance, equipment and stationary and well-equipped smart classrooms. The institute organises the body fitness programmes for staff and students like Sports, N.S.S., Youth Services Activities and Blood Donation Camps. The college spends required funds on these activities.

#### Environment and Green Initiatives

Today, pollution is one of the biggest challenges which are affecting human lives. Enough care is taken to maintain pollution free campus for which college follows healthy practices. Like college is allocating funds for tree plantation and cleanliness initiatives.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 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

#### Response:

The IQAC acts as a monitoring agency working for quality assurance in institutional activities. It monitors the efforts of the college towards excellence in different fields.

By the end of the session, it chalks out an action plan for the next session and ensures that efforts are made by the institution to follow that action plan. The IQAC also monitors quality in curriculum transaction. Teachers' self appraisal reports are collected by the IQAC. It also collects feedback from the students. IQAC recommends teachers' participation in faculty improvement programmes to make teaching learning process more effective.

Measures and strategies to be implemented for quality assurance are regularly discussed in the IQAC meetings and under the supervision of the IQAC, the institution tries to initiate practices that are conducive and contributive to teaching learning process and student support. Following is the example of two best practices successfully implemented as quality enhancement measures:

**Advance Academic Planning:** Upon the initiative of the institution, the institutional administration introduces advanced academic planning system for the institution. Following this, an Academic Calendar of the institution is prepared before the commencement of the session. It contains the detailed planning of the academic and co curricular activities and their dates. It also contains the tentative dates of examination, vacations and key activities of the institution. The IQAC sees to it that the calendar is duly followed.

This system has become an important and routine institutional process . It has proved helpful and beneficial to the teaching departments as well as students in ascertaining and achieving their goals effectively.

**Alumni Participation:** Alumni of any institution are its ambassadors to the outer world. The college believes in maintaining its bond with its Alumni. It tries to establish and nurture its contact with its alumni. This has been done through the college website, facebook pages and emails. Alumni database is prepared and updated by the alumni association of the college which is a body formed for the purpose.

The Association performs multiple types of activities. It increases the alumni membership and seeks advice on various other aspects of institutional working. Their advice is conveyed to the IQAC for suggestive developments in institutional infrastructure. The association also tries to mobilise funds and donations from the old students of the college. These funds are used for the development of the institution.

The alumni of the college is invited whenever the function is organized in relation to the alumni viz.

Alumni Meet, Sufi Night and Fedina. Invitations are sent to the ex-students of the college through different modes such as College Website, WhatsApp Group(s), Facebook Page, telephonic interactions and personal invitations through staff and students. In the Alumni Meet, the ex-students of the college showed their performances. This was followed by interactive sessions in which the alumni shared their experiences and offer valuable suggestion for the development of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**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 first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. IQAC in any institution is a significant administrative body responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in institutions and colleges. IQAC is a pivot of our institution too. It guides and motivates the college to adopt new teaching methodologies and teaching learning processes. Two such quality initiatives are given below:

**1. Experiential Learning i.e. Learning by Doing**

Our college strives to give firsthand knowledge to our students and therefore, regular extra curricular activities are organized. NSS camps, Youth Club activities, Red Ribbon Club activities, Tree Plantation, Swachhta Abhiyan are a few ways, in which participating actively students learn to serve society, college and environment and generate within themselves the feeling of self respect. To contribute now and in the future, young people deserve experiential learning—community connected challenges that build agency and collaboration, that cross disciplines and result in public products that make real contributions. The initiative was taken by IQAC to ensure the overall development of the students.

**2. ICT Based Learning**

IQAC takes initiatives of ICT based classrooms to make our students Tech-Savvy so that they can compete with the world with their soft skills. Faculty members are going beyond the lecture method and adopting new techniques e.g. Power point presentations are being shown on different concepts to clarify the basics to the students and videos regarding different subjects are regularly shown to the students to give them firsthand knowledge.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** D. 1 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste web link of Annual reports of Institution	<a href="#">View Document</a>



## Criterion 7 - 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 last five years.

##### Response:

Being sensitive to the gender issues the institution ensures gender specific facilities. Appropriate facilities are ensured for women student.

1. **Safety and security:** The institution is a co-educational institution having a considerable number of girl students in all the courses. Safety and security concerns of girl students are ensured in a multilayered system:

A) **CCTV Surveillance:** The entire campus, the canteen and almost all the classrooms are under 24\*7 CCTV surveillance which are monitored by the Principal office. The recordings are preserved which can be retrieved.

B) **Security Staff:** The Security Staff of the institution keeps a watch that there are no security and safety problems, particularly for women students and teachers. The security personnel is deployed at the main gate of the college campus. Entry without valid I-Cards is not permitted to the students. Outsiders are allowed only after validation of the reason for entry. The security staff is aided and guided in its job by the discipline committee of the institution. The committee members are assigned duties to check any unwanted activity from taking place in the campus.

2. **Counseling:** Counseling to girl students is provided at various levels. The institution has implemented the counseling system in which the student may seek counseling from the head of the department, or the teacher mentor of her choice.

3. **Common Room:** There is a spacious common room for girls which have wash room and safe drinking water facility for girl students. Separate sitting arrangement in the library has been provided to the girl students.

#### 4. Any other relevant information

##### a) Women's Day:

The college celebrated International Women's Day on the Campus on 8th March in which the students presented impressive ideas for the promotion of women's position in the society through poems, speeches, and songs.

##### b) Beti Bachao Beti Padhao

A Rangoli competition was organized on 'Beti Bachao Beti Padhao' by Youth Services Club of the college to make the students aware of the education of female students. Speaking on the occasion Prof. Rajinder Kumar Gupta urged the students to work actively for the eradication of this social evil of female

foeticide. Educating a girl is like educating a family.

### c) Youth Leadership Training Camp for Girls

The Directorate of Youth Services of Punjab organized 10 days camp at Naggar (H.P.) from 6th March to 15th March 2020. In charge of Youth Services Club of the College. Prof. Rajinder Kumar Gupta, had selected one student Ms. Amandeep Kaur for participation in the camp. Principal of College said that where such kinds of camps help the students for lining healthy life and also help them to face and adjust themselves in problematic conditions.

### d) Poshan Maah programme

The health department of Nawanshahr organized a seminar on Poshan Maah in the month of September to sensitize the girl students about the importance of nutrition in the daily life of girls. They also emphasized the importance of first 1000 days of the child and these days should be monitored for proper nutrition.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management

- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

- **Solid waste management**

The college produces a lot of bio-degradable waste material in form of tree leaves, pruning of trees, cutting of grass etc. waste collecting bins are placed in different blocks and other places of the campus to collect the biodegradable and non-biodegradable waste components. There is ban on burning of any type of garbage. The dry and wet waste of college is dumped in two separate pits.

- **Liquid waste management**

To manage the liquid waste from washrooms and laboratories; we have 6 septic tanks which are cleaned as and when required. Stress is laid on optimum usage of water and students are also made aware of this. For Example: Students are asked to close the taps immediately after the use.

- **E-waste management**

E-waste exists only in the shape of used CD's, DVD's, printer cartridges and that too in a small amount. With the increased use of e-mail and pen drives, the use of CD's and DVD's has become almost negligible. The printing cartridges are reused till they become non- functional. An MOU has been signed between the college and the Deep Computers, Nawanshahr for the managing the e- waste of the college.

<b>File Description</b>	<b>Document</b>
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** D.1 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. 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**

**Response:** D.1 of the above

<b>File Description</b>	<b>Document</b>
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**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 500 words).**

**Response:**

#### **National Seminar**

National Seminar on "Punjabi Sahit Da Punjabi Rangmanch Vich Yogdan" was organized by the Punjabi department to aware the students and teachers about Punjabi Literature and Punjabi theatre. Also an International Conference was organized on Human Rights by History department to aware the students regarding the rights of the human being.

#### **Extension Lecture**

Guest lectures of Aman Jyoti and of Dr. Sharat Manocha on "Teachings Of Swami Vivekananda" had been conducted by History department. Guest Lecture On Science Day about Moral Values was delivered by Vigyananad. An extension lecture by Prof. Dinesh Arora on the Importance of Constitution was organized by Political Science Department. A District Level Workshop on 'Anti Tobacco' was also conducted.

#### **Celebration of Days**

5th September is celebrated as **Teachers' Day** as a mark of tribute to the contribution made by teachers to the society.

**Ambedkar Jayanti or Bhim Jayanti** is observed on 14 April to commemorate birth anniversary of Dr. B. R. Ambedkar,

**Rashtriya Ekta Diwas or National Unity Day** with an aim to pay tribute to Sardar Vallabhbhai Patel on his birth anniversary.

**Golden Jubilee Celebration of Punjab** was celebrated to mark the completion of 50 years of Punjabi Suba.

**Hindi Divas** is celebrated on the 14th of September, to commemorate the adoption of the Hindi language, written in Devanagari script, as one of the two official languages of the Republic of India by Constituent Assembly of India.

**Van Mahotsav** is celebrated to raise the awareness of trees among people, and highlights the need for planting and tending of trees as one of the best ways to prevent global warming and reduce pollution.

**Independence Day** is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule on 15 August 1947.

**Bhagat Singh Martyr's Day** is observed on March 23 as a tribute to freedom fighters Bhagat Singh, Sukhdev Thapar, and Shivaram Rajguru.

**Death Anniversary of Mahatma Gandhi** is observed each year on January 30 to commemorate the death anniversary of Mahatma Gandhi, the Father of Nation.

**Diwali** is celebrated as it symbolizes the spiritual "victory of light over darkness, good over evil, and knowledge over ignorance"

Our college observes January 25, every year as "**National Voters' Day**" to give the youth a sense of empowerment, pride and inspire them to exercise their right to vote.

**Youth Day** in college is celebrated on 12 January on the birthday of Swami Vivekananda as it was felt that the philosophy of Swamiji and the ideals for which he lived and worked could be a great source of inspiration for the Indian Youth.

#### **Anti Plastic Poster Making Competition**

Anti Plastic Poster Making Competition was organized by Youth Services Club so as to create awareness among students about harmful effects of use of plastic.

#### **Aids Awareness Camp**

Aids Awareness Camp had been organized by Red Ribbon Club to create awareness among students about the effects of Aids.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

#### **7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

### National Voters' Day

In order to encourage more young voters to take part in the political process, our college celebrates January 25 every year as "National Voters' Day". The new voters, who have attained the age of 18 years, were showing less interest in getting enrolled in the electoral rolls. In order to effectively deal with this problem, the college celebrates this day. This initiative is expected to give the youth a sense of empowerment, pride and inspire them to exercise their right to vote. The motive 'No Voter to be left behind' slogan has been coined to further emphasise the focus on inclusiveness. The greatest joy is seen in young voters of college.

### National Youth Day

Youth Day in college is celebrated on 12 January on the birthday of Swami Vivekananda. The college has decided to celebrate National Youth Day every year as it was felt that the philosophy of Swamiji and the ideals for which he lived and worked could be a great source of inspiration for the Indian Youth. Swami Vivekananda's Birthday, according to Indian Almanac (Vishuddha Siddhanta Almanac) is on Pausha Krishna Saptami tithi. The National Youth Day is observed in the college with competitions in essay-writing, recitations, speeches and other programs on 12 January every year.

### Independence Day

Independence Day is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule on 15 August 1947, the day when the UK Parliament passed the Indian Independence Act 1947 transferring legislative sovereignty to the Indian Constituent Assembly. India attained independence following the Independence Movement noted for largely non-violent resistance and civil disobedience. On each Independence Day, the college Principal along with the college management customarily hoists the flag and gives an address to the students and staff members.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**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.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** C. 2 of the above

File Description	Document
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### **7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).**

#### **Response:**

National Festivals are celebrated with great enthusiasm in R. K. Arya College, Nawanshahr. Our students, with a mission towards better India, come together breaking the boundaries of religion and caste. The institution celebrates days of National importance every year with zeal and cheerfulness. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the Nation. The thoughts of great Indian personalities are sowed into the minds through the programs conducted on these days.

#### **International Yoga Diwas**

The International Day of Yoga has been celebrated in the year 2017, following its inception in the United Nations General Assembly in 2014. Yoga is a physical, mental and spiritual practice which originated in India. It embodies unity of mind and body; thought and action; restraint and fulfillment; harmony between man and nature; a holistic approach to health and well-being.

#### **Independence Day**

Independence Day is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule.

#### **Birth anniversary of Swami Vivekanand as Youth Day**

Youth Day in college is celebrated on 12 January on the birthday of Swami Vivekananda. The college has decided to celebrate National Youth Day every year as it was felt that the philosophy of Swamiji and the ideals for which he lived and worked could be a great source of inspiration for the Indian Youth.

#### **Birth anniversary of Bhagat Singh**

Bhagat Singh was born on 28th September 1907 in the Lyallpur district of the Punjab Province of British India.

#### **Martyr's Day of Shaheed Bhagat Singh**



Every year, March 23 also known as Shaheed Diwas or Sarvodaya Day is observed as Martyrs Day as a tribute to freedom fighters Bhagat Singh, Sukhdev Thapar, and Shivaram Rajguru. They were hanged to death on March 23, 1931 by the British for the assassination of British Police Officer John Saunders.

### **Death anniversary of Mahatma Gandhi**

Death Anniversary of Mahatma Gandhi is observed on every January 30 on the death anniversary of Mahatma Gandhi, the father of the nation.

### **Birthday of Dr. Sarvapalli Radhakrishnan**

Dr Sarvepalli Radhakrishnan was born on September 5, 1888. When he became the President of India, some of his students and friends requested him to allow them to celebrate his birthday, on 5 September.

### **National Science Day**

National Science Day is celebrated in India on 28 February each year to mark the discovery of the Raman Effect by Indian physicist Sir C. V. Raman on 28 February 1928. For his discovery, Sir C.V. Raman was awarded the Nobel Prize in Physics in 1930.

### **National Voters' Day**

In order to encourage more young voters to take part in the political process, our college has decided to celebrate January 25 every year as "National Voters' Day". This initiative is expected to give the youth a sense of empowerment, pride and inspire them to exercise their right. The motive 'No Voter to be left behind' has been coined to further emphasise the focus on inclusiveness.

<b>File Description</b>	<b>Document</b>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## **7.2 Best Practices**

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

**Response:**

**Best Practice I**

**Title of the Practice:**

*Meticulously Planned Curriculum for Complete Personality Development*

**Objective:** The institution aims at goal of enrichment of Curriculum thereby determining holistic

development of the students to make them socially responsible citizens.

**Context:** The College, affiliated to Guru Nanak Dev University, Amritsar adopts three fold approach including academic enrichment, co-academic activities, sports and extension services.

### **3- FOLD APPROACH: -**

- **Academics**
- **Co-Academics Extension Services (Youth Services Club, NSS, Red Ribbon Club)**
- **Sports**

The institution offers education in 08 Undergraduate Courses and 05 Post graduate Courses. Along with curricular activities, Co-curricular, cultural and sports activities are meticulously planned to enhance the effectiveness of formal curriculum, impart additional skill, inculcate moral and civil values and sensitize the youth towards social and environmental issues. Students participate in various sports competitions held at GNDU level. The college organizes annual sports meet in which the promising sports students of the college are honoured. Extension services are being provided in the form of Youth Services Club, NSS and Red Ribbon Club.

**The Practice:** The Academic schedule is a well planned mix bag of co-curricular and cultural activities. Special emphasis is placed on adopting student-centric teaching pedagogy. Unitization of the syllabus has to be strictly followed by the teaching staff. Methods like assignments, audio-visual aids, question-answer sessions, class tests and snap tests are incorporated in teaching-learning process, as these all are based on the mass participation of the students. Weekly/monthly tests are held in the classes as a matter of routine. Well equipped 3 Computer labs, enriched library and Book Bank facility add to the enriched teaching learning process. Along with curricular, Co-academic activities are also gaining big heights. Red Ribbon Club and NSS units have initiated a number of programmes such as Stubble Burning awareness, Debates, Poetical Recitation, Environment awareness drive, Tree Plantation etc. Beside this, college celebrates Independence Day, Republic Day etc in the college. NSS unit of the college arrange camps in the college. The students are motivated at the beginning of every academic year to enroll themselves for Red Ribbon Club and NSS. Students attended Youth Leadership Training Camp at Manali.

**Evidence of Success:** The college has made giant strides in academic, co-curricular and cultural activities. During the last 5 years many students of the college got benefitted from the Book Bank facility. The college had a whopping scorecard in the academic arena during the last four academic sessions i.e. 2015-2016, 2016-17, 2017-18 and 2018-19. Under the expert guidance of the Management and the Principal and co-ordinated efforts of the teachers, the excellent results of the last four sessions in University Examinations, kept aloft the glorious tradition as the general pass percentage of students was 100%. Many students of the college made their alma-mater proud by getting first divisions in university examination. The institution has shown excellent performance in co-curricular and cultural and sports activities. The details are given in 5.3. In sports also, our sports girls brought laurels to the college. During last four years and till date, our college teams have won medals at various competitions. The details are given in 5.3. In last session, students of Youth Services Club attended Youth Leadership Training Camp at Manali and NSS Units of the college organized 7 Day's Camps.

**Problems Encountered & Resources Required:** Compromising situation due to rural background of almost half of the student population and insufficient financial assistance are hurdle in tech-savvy

environment and starting new courses, more transport facility to bring more and more girl students from the nearby villages.

## **Best Practice-II**

### **Title of the Practice**

*Value-based Education*

**Objective:** The institution strives at providing value-based moral education to the students. The aim of this practice is to blend outward success with inward growth. The purpose of education is defeated if it does not succeed in producing harmonized and balanced individuals who are well-equipped in a rounded way to face the challenges of the growing demands of this era of globalization. Hence, every effort is made to keep this goal in sight and to endorse it practically.

### **Context:**

Once the students step out into the vast world outside, they are faced with life situations outside the world of books and journals. To keep them firmly grounded to their roots so that they are not confounded by the complexities of the world, providing value-based education becomes an essentiality which cannot be undermined.

### **The Practice:**

**Hawan-Yajna Performance:** Each new academic session begins with the performance of sacred ceremony of Hawan-Yajna to invoke the blessings of the Almighty. It is the ritual of the institution to arrange Hawan-Yajna ceremony with the goal of energizing and protecting the inner self and environment. The Management, Principal, staff members and all the students of the college take part in it with utmost reverence and devotion.

**Celebration of National Days:** The college follows the healthy tradition of celebrating all the important National days such as the Independence Day, Republic Day, Gandhi Jayanti and the Teachers Day in various forms, such as by holding declamation contests, poster making competitions, creative writing or through the lectures from guest speakers.

**Evidence of Success:** It is said that sincere efforts do yield results. The college is reputed for providing Value-based Job-oriented education in the area. Parents prefer this institution for their daughters as they appreciate the emphasis laid on the promotion of ethical values. It is heartening to see successive generations choosing our institution. The positive feedback from parents is our motivation and evidence of the success of our effort.

**Problems Encountered and Resources Required:** We believe that there is no problem that does not have a solution, if tackled wisely. The only problem in the implementation of this very practice is the arrangement of funds, which is borne by the institution.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

The working of the institution is guided by and oriented towards its vision mission statements. The institution believes that its foremost duty is to ensure multiple skill development of its students, inculcation of '*LIFE-LONG LEARNING*' in them in order to make them globally competent, ethically strong beings, forming potent human resource for the country. To cater to this objective, different mechanisms are adopted which are given below:

- Through Academic Activities: The institution offers a blend of traditional and modern education through its academic programs. These programs are at degree, diploma and postgraduate diploma levels and add to specific and general skill development in students. A good number of these programs have practical content and they prepare students for particular work or job.

Classroom teaching is supplemented by use of ICT techniques like PowerPoint presentations which makes learning process interesting, easy and spontaneous, productive and successful.

Besides these things, the institution also organizes seminars, conferences and extension lectures for, and with the participation of, students.

Skill development through co-curricular activities: Efforts are made to identify and bring out the hidden talent and latent potential of the students so as to promote their all round growth. This is done in Sports and other co-curricular activities.

The institution offers a variety of games to its students. Students willing to participate in games of their choice are asked to appear for sports trials. Selected students are given admission to their courses of choice subject to eligibility conditions. To promote sports, the facility of fee concession is offered to the player students. The institution has required infrastructure for most of the games that it offers to its students. This includes football grounds, standard athletics track, basketball and volleyball courts etc. For fitness purposes an indoor gym has been established in the institution. Owing to these sports facilities, the institution has won the university overall sports championship. The players of the institution have won many medals.

Opportunities for participation in other co-curricular activities are also ensured for students. The institution once again offers a wide variety of cultural events and activities to its students. In the months of August -September, students are invited to appear for trials for various extra mural activities. Selected students are given training by teachers who not just identify their talent but also polish it. These students are given opportunities to express their talent through participation in youth festivals and other literary, artistic and

cultural competitions. Students excelling in these activities are encouraged by the institution. Besides, a number of poster making, poetical recitation competitions, debate and declamation contests are organized which contribute to skill development of students side by side sensitize them to different social problems.

As a result of this practice, the institution has proved itself in the arena of co-curricular activities by winning prizes in university youth festivals.

**Skill Development through Participation in activities:** The institution lays emphasis on developing lifelong skills in its students. Skills such as critical thinking, problem solving, creativity, leadership, communication, collaborssation, adaptability etc are developed in students through various activities and processes. To promote a sense of responsibility among students and to increase their active participation in activities aiming at development of these skills, a Student council has been formed which apart from guiding organization of various academic and co-curricular activities by students, also participates in decision making process of College administration. It draws it membership from students of various departments. Students also learn event management while assisting the conveners in organizing the various competitions and events. Similarly, various social sensitization activities such as rallies on Stubble burning etc. develop critical thinking of the students and inculcate in them problem solving abilities.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The institution strives at providing value-based moral education to the students. The purpose of education is defeated if it does not succeed in producing harmonized and balanced individuals who are well-equipped in a rounded way to face the challenges of the growing demands of this era of globalization. Hence, every effort is made to keep this goal in sight and to endorse it practically. In this globalized world teachers too contribute by helping the poor students economically from their own pocket.

New academic session begins with the performance of sacred ceremony of Hawan-Yajna to invoke the blessings of the Almighty. It is the ritual of the institution to arrange Hawan-Yajna ceremony with the goal of energizing and protecting the inner self and environment.

Institution also encourages the staff members and students to plant one tree preferably fruit tree on their birthday anywhere. To save trees, culture of saving the paper by reusing the rough pages is in practice.

### **Concluding Remarks :**

With a dedicated group of faculty members, hardworking students and supportive non-teaching staff, R.K. Arya College, Nawanshahr, Punjab which made its humble beginning in the year 1952, is taking definite strides towards achieving the primary goal of creating a conducive space for women and mentor them in their journey, to become empowered citizens of this country. The college recognizes the challenges ahead, but believes that with the right framework and positive attitude of the institution, such challenges can be converted into opportunities.

The Institute always promotes a culture of delegation of powers through strategic policies. The Principal of Institute is assisted by senior faculty members, administrative department and coordinators of various committees in decision making process at the institutional level. The governance comprising Governing Body, Local management committee, Internal Quality Assurance Cell, Academic Monitoring Committee and various institute level committees play vital role in the overall improvement of institution including all stake holders.

The Institution has well prepared curriculum design, effective teaching & learning process, governance, leadership and Management in line with its Vision, Mission and Quality policy, with which it is able to establish some best practices uniting students and staff, serving the society to the level best. The institution is genuinely grateful to all the persons and institutions who helped in the preparation of NAAC.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Feedback collected, analysed and action taken and feedback available on website</li> <li>2. Feedback collected, analysed and action has been taken</li> <li>3. Feedback collected and analysed</li> <li>4. Feedback collected</li> <li>5. Feedback not collected</li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: C. Feedback collected and analysed            Remark : Observation accepted, Edited accordingly.</p>																																								
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>781</td> <td>804</td> <td>818</td> <td>1015</td> <td>985</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>730</td> <td>804</td> <td>818</td> <td>1015</td> <td>985</td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2520</td> <td>2395</td> <td>2395</td> <td>2395</td> <td>2395</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2470</td> <td>2395</td> <td>2395</td> <td>2395</td> <td>2395</td> </tr> </tbody> </table> <p>Remark : Observation accepted, edited accordingly.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	781	804	818	1015	985	2019-20	2018-19	2017-18	2016-17	2015-16	730	804	818	1015	985	2019-20	2018-19	2017-18	2016-17	2015-16	2520	2395	2395	2395	2395	2019-20	2018-19	2017-18	2016-17	2015-16	2470	2395	2395	2395	2395
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2.1.2	<p><b>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary</b></p>																																								

seats)

2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
179	177	168	240	282

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
179	177	168	240	267

Remark : Observation accepted, edited accordingly.

2.4.2 **Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**

2.4.2.1. **Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	10	10	08

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
09	09	10	09	08

3.2.2 **Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	1	3	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0



Remark : Observation accepted, edited accordingly.

**3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years**

**3.3.2.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	3	6	9

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Observation accepted, edited accordingly.

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

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: E. None of the above

Remark : Observation accepted, edited accordingly.

**5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

**5.1.2.1. Total number of students benefitted by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
94	103	139	120	119

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
83	94	102	109	92

5.1.3	<p><b>Capacity building and skills enhancement initiatives taken by the institution include the following</b></p> <ol style="list-style-type: none"> <li>1. <b>Soft skills</b></li> <li>2. <b>Language and communication skills</b></li> <li>3. <b>Life skills (Yoga, physical fitness, health and hygiene)</b></li> <li>4. <b>ICT/computing skills</b></li> </ol> <p>Answer before DVV Verification : A. All of the above          Answer After DVV Verification: E. None of the above          Remark : Input edited, HEI has not provided supporting document.</p>																				
5.1.4	<p><b>Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years</b></p> <p>5.1.4.1. <b>Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 869 1046 1003"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>129</td> <td>108</td> <td>110</td> <td>130</td> <td>115</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1084 1046 1218"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Observation accepted,HEI has not uploaded any supporting document hence input edited.</p>	2019-20	2018-19	2017-18	2016-17	2015-16	129	108	110	130	115	2019-20	2018-19	2017-18	2016-17	2015-16	0	0	0	0	0
2019-20	2018-19	2017-18	2016-17	2015-16																	
129	108	110	130	115																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	0	0	0	0																	
5.2.1	<p><b>Average percentage of placement of outgoing students during the last five years</b></p> <p>5.2.1.1. <b>Number of outgoing students placed year - wise during the last five years.</b></p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="304 1536 1046 1671"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>28</td> <td>17</td> <td>15</td> <td>53</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="304 1751 1046 1886"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>25</td> <td>17</td> <td>15</td> <td>53</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	0	28	17	15	53	2019-20	2018-19	2017-18	2016-17	2015-16	0	25	17	15	53
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	28	17	15	53																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
0	25	17	15	53																	
5.3.3	<p><b>Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)</b></p> <p>5.3.3.1. <b>Number of sports and cultural events/competitions in which students of the</b></p>																				

**Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	19	21	34	20

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
10	19	18	34	17

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	03	01	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	6	0	0	0

Remark : Observation accepted, edited accordingly.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
4.51	4.82	7.78	9.14	0.10

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark : Observation accepted. Input edited because Copy of letter indicating the grants/funds

received from respective agency not provided by HEI.

## 2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>276</td> <td>272</td> <td>272</td> <td>272</td> <td>272</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>272</td> <td>272</td> <td>272</td> <td>272</td> <td>272</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	276	272	272	272	272	2019-20	2018-19	2017-18	2016-17	2015-16	272	272	272	272	272
2019-20	2018-19	2017-18	2016-17	2015-16																	
276	272	272	272	272																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
272	272	272	272	272																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>13</td> <td>12</td> <td>12</td> <td>12</td> <td>12</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	13	12	12	12	12	2019-20	2018-19	2017-18	2016-17	2015-16	11	11	11	11	11
2019-20	2018-19	2017-18	2016-17	2015-16																	
13	12	12	12	12																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
11	11	11	11	11																	