YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	`R.K. Arya College`
• Name of the Head of the institution	`Dr. Sanjeev Dawar`
• Designation	`Offg. Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`01823220031`
• Mobile no	`9855602728`
• Registered e-mail	`rkaryacolege@yahoo.com`
• Alternate e-mail	`rkaryacollege@yahoo.com`
• Address	`Rahon Road`
• City/Town	`Nawanshahr`
• State/UT	`Punjab`
• Pin Code	`144514`
2.Institutional status	
• Affiliated /Constituent	`Affiliated`
• Type of Institution	`Co-education`
• Location	`Urban`
• Financial Status	`Grants-in aid`

• Name of the Affiliating University	**Guru Nanak Dev University**
• Name of the IQAC Coordinator	**Manish Manik**
• Phone No.	**01823220031**
• Alternate phone No.	
• Mobile	**8725978666**
• IQAC e-mail address	**rkaryacolege@yahoo.com**
• Alternate Email address	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://rkac.ac.in/aqar/report/AQAR_2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://rkac.ac.in/pdf/AC_2021-22.PDF

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.33**	**2021**	**20/08/2021**	**20/08/2026**

6.Date of Establishment of IQAC	**24/08/2020**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIl	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File
9.No. of IQAC meetings held during the year	**4**

• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

Stream lining of examinations and student admission/Centralized Library Management (Advanta Rapid ERP)
Continuation of WhatsApp groups, Google meet, Zoom and Teachmint app for e-learning
Sensitization of students for plastic free and sustainable and green environment.
Feedback of students.
Guidance to the departments for organizing various learning activities

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

Plan of Action	Achievements/Outcomes
IQAC give detailed guidelines to various committees framed in the college for student admission, implementation of curriculum, time table, discipline, prevention of menace of ragging, eve teasing, conductance of seminar/webinar and sports events in the college.	**A large number of students enrolled and achieved good results in university examinations. No incident of ragging and no complaint of sextual harassment has occurred. Approximately 10 seminars and webinars were conducted by different departments.**

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	28/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	14/01/2023

15.Multidisciplinary / interdisciplinary

NA

16.Academic bank of credits (ABC):

work is going on at University Level

17.Skill development:

NA

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

NA

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

NA

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1   13

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **516**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2   **361**

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

File Description	Documents
Data Template	[View File](#)

2.3   **183**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **19**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **37**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**13**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**516**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**361**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**183**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**19**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	**37**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**47**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**87.81**
4.3 Total number of computers on campus for academic purposes	**69**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The 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. Our institution organizes the following well marked out action plans for the effective implementation of the prescribed curriculum:

- **Time Table:**
- **Teaching aid cell:**
- **Creation of sections:**
- **Classroom teaching:**
- **Problem solving and doubt clearing sessions:**
- **Optimum use of college library and Internet facility:**
- **Different activities for students:**
- **Students' Interactive activities:**
- **Multilingual method of teaching:**

- **Class tests and assignments:**

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

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

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 extracurricular activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://collegeadmissions.gndu.ac.in/StudentArea/ViewDateSheet.aspx

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

Diploma Courses Assessment /evaluation process of the affiliating University	

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

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

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 paperintroduced 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 :

1. **Paper on Environment – compulsory by GNDU Geography of resources and environment in semster-III-compulsory Paper by GNDU 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	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<u>View File</u>

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

4

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	<u>View File</u>

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

55

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution	**D. Any 1 of the above**

from the following stakeholders Students Teachers Employers Alumni	

File Description	Documents
URL for stakeholder feedback report	https://www.rkac.ac.in/pdf/1.4.1%20Feedback_2021-22.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.rkac.ac.in/pdf/1.4.1%20Feedback_2021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

516

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

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

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

247

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

2.2 - Catering to Student Diversity

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

From the very beginning, 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.

For Advanced Learners:- Fast learners are encouraged to undertake various higher levels of academic development programmes. Students are made to participate in various programs. Extension lectures, quiz programmes and workshops are arranged to make these students familiar with recent advancements in the concerned subjects. The advanced learners are provided extra books so that they may catch up with the latest developments in various streams. They are honoured and also given various incentives in the form of scholarships and prizes so that they may do well at the university level.

For Slow Learners:-Slow learners are provided extra classes so that they can catch up with their counterparts. 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.

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

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

Number of Students	Number of Teachers
516	19

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The academic philosophy of R K Arya College is student centric. 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.

Class 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. Teachers use power point presentations to make their lectures more effective so that students take interest in class. College provides well equipped laboratories in different streams like in computer, geography, physics and chemistry.Students are motivated to make use of AV Aids i.e. Charts, blackboard, pamphlets, slides etc. in their presentations to make it more understandable.

Students are encouraged to participate in seminars, workshops and group discussions so that we can inculcate and improve their confidence level. The final year students are advised by their mentors to attend all the informative sessions of employment and placement cells. The students are actively participating in the campaign to enlighten the people about the benefits of drug-free life.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

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.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. There are 4 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. Computer Labs are ICT enabled and which can accommodate 150 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. All the Computer Labs are equipped with more than 69 desktop computer systems. SMART BOARD One of our computer laboratories is equipped with smart board facility as a teaching aid.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

15

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

2.4 - Teacher Profile and Quality

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

19

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

271

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

2.5 - Evaluation Process and Reforms

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

Internal assessment 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 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.

According to scheduled programme, Mid Term Examination are conducted in each semester and question papers are designed according to university pattern. 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. 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	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

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.

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 students have the facility of re-evaluation of their answer sheets if they are dissatisfied with their score. 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. The office of the convener Examinations is easily accessible to the students for the resolution of Exam- related grievance.

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

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.

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.

Course outcomes are also 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.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	https://rkac.ac.in/pdf/course_outcome.pdf
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

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 are 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 can be judged best only by the end of the programme. The level of attainment of these outcomes is also determined by the position and marks earned by the students.

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

2.6.3 - Pass percentage of Students during the year

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

183

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

2.7 - Student Satisfaction Survey

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

https://rkac.ac.in/form/students_form.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nil

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

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, enterpreneurship and motivating the students to undertake research and guides the students to take initiatives in this direction.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

1

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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 year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

R.K. Arya College has a NSS Unit, Red Ribbon Club . NCC unit was established in the college in February,2021.. The college unit of NSS organizes camps and activites 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. 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 also conduct activities which includestudents' participation in the form of march past in the city, cycle rallies etc. to spread awareness about various social issues.

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

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

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

1

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

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

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

9

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

367

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

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

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.

The college hasa vast campus spreading around 240 kanals. This college catersthe needs of a large segment of rural population of the area foraccess 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 47classrooms. There are five air conditioned computer labs with 69 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.The hygiene and cleanliness of the cafeteria is inspected regularly. 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. Sufficientnumbers of notice boards have been put up in the college campus for notices to be displayed for the students.Medical help is available for the students and the doctor visits on call.

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

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

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.In the play ground we have national level Cricket pitch and Cricket practice net.NDCA takes trials of students for their selection in college cricket team.NDCA bears all the expenses for mainatinence of college ground like salary to ground maintainence staff.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). 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.The cultural committe of the college encourages and supports the students of the college for different activities in the Annual Youth Festival organized by the Guru Nanak Dev University, Amritsar.The achievers of the cultural events are given their due recognition in the form of felicitations

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

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

7

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

17.17848

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

4.2 - Library as a Learning Resource

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

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 eresources 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. Book bank facility is a unique feature of the institute where meritorious and economically weaker students are provided textbooks from the library. 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.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

.9566

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

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

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

12

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The entire collegecampus is wifi enabled wide wireless network that allows faculty and students to login from any corner of the campus.The internet lab has dedicated Broad Band(10Mbps) which is open for students to make use of the internet.The Computer Department is catering the technical needs of the college.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. Computer Labs are ICTenabled and can accommodate 50 students. They are fully airconditioned 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. We at R.K. Arya believe that technological inventions and innovations always redefine the style of pedagogy. The programs offered by institute lay emphasis on computer programming and networking comprising plethora of topics.

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

4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**D. 10 - 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

9.76

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

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.

The college has constituted Maintenance of Building and Infrastructure Development Committee. 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..The library is an important department in the college.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. All the laboratories in the college are well equipped and are maintained as and when required. .The canteen committee ensures and maintains the good quality of edibles provided to the students. 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 .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

42

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

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

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

85

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**C. 2 of the above**

File Description	Documents
Link to Institutional website	https://rkac.ac.in/link.php
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`09`

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

`09`

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

2

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

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

As per the Punjab state 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.

File Description	Documents
Paste link for additional information	https://rkac.ac.in/aqar/5.3.2.pdf
Upload any additional information	**No File Uploaded**

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

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

`01`

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

5.4 - Alumni Engagement

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

`5.4.1 - Alumni Association`

`College has an 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.`

`The college believes in maintaining its bond with its Alumni through the college website, facebook and emails. Alumni database is prepared and updated by the alumni association of the college which is a body formed for the purpose.`

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

File Description	Documents
Paste link for additional information	https://rkac.ac.in/alumni.php
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

The college has been working under the guidance of "Arya Vidya Parishad, Punjab (Regd.)". The College Governing Body has been regularly convening the meetings to introduce and implement various proposals and plans. 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. Principal has constituted committees to implement policies and plans- 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. 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	Documents
Paste link for additional information	https://rkac.ac.in/mission_vision.php
Upload any additional information	View File

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

The college has reached the pinnacle of excellence in every respect related to the field of Education. A number of governing bodies help in decentralization ensures participation of all. With the help of all the constituents the college is striving to achieve new milestones in every field.

S. No.

Name

Purpose

1

IQAC Committee

- **To monitor the quality of services being provided by the institution to its stakeholders.**
- **Formed and approved by the governing body to take care of quality assurance strategies and processes.**
- **Enhance the quality of institution**

2

Academic Committee

- **Formulate schemes for students development etc.**
- **Counseling group of students including slow learners.**

3

Grievance Committee

- **To make women, students & staff members aware about their rights.**
- **To help them in raising their voice in appropriate manner**

against all kinds of discrimination.

4

Discipline Committee

- Responsible for the entry of the students only with I-cards.
- Keep an eye on every possible activity in college to maintain proper discipline.

5

Cultural & Sports Committee

- Manages all the cultural events
- Responsibility of procuring all types of sporting inventory as per requirements.

6

Library Committee

- Looks after the up gradation of the library resources
- Recommending purchase of Journals, books etc.

File Description	Documents
Paste link for additional information	https://rkac.ac.in/organigram.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 college has regularly enhanced infrastructure and developed capacities for teaching and research of staff according to the changing academic and social environment.

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.**
- **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.**
- **Adding welfare schemes for students and employees: - More of the needy and deserving students will be benefitted by scholarships.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://rkac.ac.in/aqar/6.2.1.pdf
Upload any additional information	**No File Uploaded**

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

- **The 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.

RULES, POLICIES, RECRUITMENT PROCEDURES, PROMOTIONAL POLICIES

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.

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	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/109050/6.2.2_1602484678_5372.pdf
Link to Organogram of the institution webpage	https://rkac.ac.in/organigram.php#
Upload any additional information	View File

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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.

· Proper ventilation and lighting of classrooms and offices, air conditioner in offices, clean urinals and toilets, RO water.

· 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.

· Extension lectures and workshops.

· Annual increments to the staff members.

· Maternity, medical and casual leave facilities to aided staff.

· Friendly greetings are conveyed on various occasions and festivals.

· Proper refurnishing of cabins, department rooms as well as class

rooms.

· **Employees State Insurance Scheme to the employees whose gross salary is less than Rs.15000/- (Rs. Fifteen Thousand Only) per month.**

· **In case, any employee needs financial help for some purpose, the staff arranges funds for such person under the guidance of the Principal.**

File Description	Documents
Paste link for additional information	https://rkac.ac.in/link.php
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

06

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

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

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.

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.

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

File Description	Documents
Paste link for additional information	https://rkac.ac.in/link.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

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.

File Description	Documents
Paste link for additional information	https://rkac.ac.in/aqar/6.4.3%20BSheet.pdf
Upload any additional information	View File

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

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

3.911

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC acts as a monitoring agency working for quality assurance in institutional activities. It monitors 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. 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 leaning process more effective.

Following are the two best practices successfully implemented as quality enhancement measures:

1. **Advance Academic Planning: Upon the initiative of the institution, the institutional administration introduced advanced academic planning system for the institution. Following this, an Academic Calendar of the institution was prepared before the commencement of the session. It contained the detailed planning of the academic, co curricular activities, dates of examination, vacations and key activities of the institution.**
2. **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 through the college website, facebook pages and emails.**

File Description	Documents
Paste link for additional information	https://rkac.ac.in/aqar/6.5.1%20List%20IQAC.pdf
Upload any additional information	View File

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

The institution organizes required development programs to its teaching and non-teaching staff. A time table committee has been formed. The committee sets the classes as per the convenience of the teachers. Regular guest lectures are organized by different departments to interact with resource persons/experts from institution of higher learning. General orientation of the staff is done at the beginning of session and semester through staff/department/committee meetings organized to discuss specific quality ensuring aspects pertaining to new examination practices, admission procedure and assessment guidelines, introduction and implementation of new subjects, courses, feedback methods , general office practices, academic and co-curricular activities etc.

To ensure smooth conduct of classes the Principal takes rounds on regular intervals. The Principal is receptive to all kind of

communication from students and teachers alike. Taking seminars is compulsory for PG classes and also examining students by internal tests assessment.

To improve teaching learning process, the use of Information and Communication Technology has been initiated. ICT has gained grounds well of interest for students as well as teachers. ICTs are important tools to enable and support the traditional 'Teacher centric' method to modern 'Learner centric' method. ICT tools are beneficial and more helpful in terms of imparting knowledge in a comprehensive and practical manner.

File Description	Documents
Paste link for additional information	https://rkac.ac.in/link.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.rkac.ac.in/aqar/2021-22/Annual%20Report%202021-22.docx
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Women's empowerment and gender equality are one of the primary concerns at R. K. Arya College, Nawanshahr. We practice to bring a positive change in the attitude and support equity among genders within the institute.

Annual gender sensitization plan is as follows:

Objective: To promote inclusiveness, tolerance, harmony and women's empowermentamong the students and staff.

- Conduct activities like Blood donation camp, Aids awareness, female foeticide, dealing with COVID-19 pandemic, etc
- Promoting activities related to health, safety etc. among the female students.
- Provide professional counselling to the students.
- Guidance regarding the financial investment for students and staff.
- Mentorship in college to be provided where faculty and students can approach in matters of gender-related issues.
- Student's code of conduct that promotes gender parity at the governance level.

File Description	Documents
Annual gender sensitization action plan	https://rkac.ac.in/link.php
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rkac.ac.in/aqar/7.1.1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

- **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 100% ban on burning of any type of garbage.

- **Liquid waste management**

There are 6 septic tanks installed in the college campus to manage the liquid waste.

- **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.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	[View File](#)

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution	**B. Any 3 of the above**

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

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

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

Independence Day

Independence Day is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule on 15th August 1947, the day when the UK Parliament passed

the Indian Independence Act 1947 transferring legislative sovereignty to the Indian Constituent Assembly. 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.

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

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 Dayin college is celebrated on 12 January on the birthday ofSwami 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.

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

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

National Voters' Day

In order to encourage more young voters to take part in thepolitical 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, thecollege 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 emphasize the

focus on inclusiveness. The greatest joy is seen in young voters of college.

Independence Day

Independence Day is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule on 15th 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://rkac.ac.in/aqar/7.1.9.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Independence Day

Independence Day is annually celebrated on 15 August in the college commemorating the nation's independence from the British rule on 15th August 1947, the day when the UK Parliament passed the Indian Independence Act 1947 transferring legislative sovereignty to the Indian Constituent Assembly. 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.

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Youth Dayin college is celebrated on 12 January on the birthday ofSwami 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.

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

7.2 - Best Practices

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

Best Practice I

Adoption of two villages through NCC and NSS volunteers

Objectives:

- **To render service to the larger community by creating and sustaining a culture of cooperative living for inclusive and sustainable development.**
- **To empower marginalized and vulnerable groups in the village.**

The Practice: Two villages (Begumpur and Saloh) had been adopted and inhabitants of the villages were made aware of cleanliness, gender sensitization, use of eco bricks to keep home and surroundings plastic free. Illiterate villagers are taught to put signatures on the documents instead of using thumb impression.

Problems Encountered & Resources Required: Compromising situation due to insufficient financial assistance is hurdle in solving the problems of villages.

Best Practice-II

Tree plantation

Objective:

- **Reducing the impacts of air pollution**
- **Natural noise barrier**

- **Arrest of land erosion**
- **Providing much needed shade during the day time**

The Practice:

About 1000 fruit and shady plants are planted in different locations. Three pits of two ton capacity each of generating vermin- composting manure from wet waste and tree leaves are constructed and are in use.

Problems Encountered and Resources Required: The only problem in the implementation of this very practice is the arrangement of funds.

File Description	Documents
Best practices in the Institutional website	https://rkac.ac.in/link.php
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

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

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 two main areas:

a. Sports: The institution offers a variety of games to its students. 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.

Outcome: Owing to these sports facilities, the institution has won the university overall sports championship. The players of the institution have won many medals.

b. Other Co-curricular Activities: Selected students from trials 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.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The alumni association of the college will be registered in the next year. Well furnished room with a seating capacity of around fifty will serve as a centralized meeting area to conduct guest lectures, meetings, interactions etc. It will also serve as an Activity room for Youth Services Club which is the most active club of thecollege. The workshops, competitions etc. are proposed to be undertaken from this room. All the activities pertaining to the society will also be undertaken by the students in this room only. Plastic-free Campus- Plastic is a common commodity which is essential in our daily lives. Bakelite, nylon and rubber are some examples of synthetic plastics. Almost everything is made of plastic. Plastic-chemicals mix with food stuffs, which we subsequently consume and enter our food chain, which results in bio-accumulation and bio-magnification, a real cause of various forms of cancer. Plastics are non-biodegradable solids. When weburn, they release some toxic fumes into the air which cause ozone depletion and when chemicals are released in water its results in water pollution. It is time that each of us should understand the seriousness of this issue and stop using plastic items. In orderto "Beat Plastic Pollution", we will sensitize our students and encourage them to adopt the three Rs (Reduce, Reuse and Recycle) to cut down the quantity of plastic waste to protect our environment and help in eco-restoration, hence making campus a plastic free zone.