



Yearly Status Report - 2018-2019

Part A

Data of the Institution

| | | |
|---|--|--|
| 1. Name of the Institution | | GURU NANAK KHALSA COLLEGE DAROLI KALAN |
| Name of the head of the Institution | | Dr. Sahib Singh |
| Designation | | Principal |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 01812718840 |
| Mobile no. | | 9463441105 |
| Registered Email | | gnkcdarolikalan@gmail.com |
| Alternate Email | | rakbawa@yahoo.co.in |
| Address | | Daroli Kalan |
| City/Town | | Jalandhar |
| State/UT | | Punjab |
| Pincode | | 144104 |
| 2. Institutional Status | | |

| | |
|--|-------------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Rural |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Rachna Tuli |
| Phone no/Alternate Phone no. | 01815195001 |
| Mobile no. | 9914917816 |
| Registered Email | gnkcdaroliqac@gmail.com |
| Alternate Email | rachnatuli8@gmail.com |

3. Website Address

| | |
|---|---|
| Web-link of the AQAR: (Previous Academic Year) | http://gnkcdk.org/iqac/ |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes, whether it is uploaded in the institutional website: Weblink : | http://gnkcdk.org/calendar-2018-19/ |

5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|-------|-------|------|----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 1 | B | 2.13 | 2017 | 29-Oct-2017 | 29-Oct-2022 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 02-May-2016 |
|---|-------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-------------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| Extension Lecture on Intellectual Property Rights | 19-Apr-2019 01 | 30 |
| Parent Teacher Meet | 12-Apr-2019 01 | 50 |

| | | |
|--|-------------------|----|
| Literacy Programme in Feeding Area | 04-Aug-2018 05 | 30 |
| Faculty Development Programme to Promote ICT | 22-Dec-2018 05 | 22 |
| Tutorials for Spreading Interdisciplinary Knowledge Among Students | 04-Sep-2018 05 | 50 |

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

| Institution/Department/ Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! | | | | |
| No Files Uploaded !!! | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

- Persuaded the staff to forego a part of their summer vacation to work for increasing student enrollment.
- Initiation of Regular Teacher Parent Meets
- Formation of Placement Cell
- Initiation of Examination Reform at Internal Level
- To increase Footfall in library

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

| Plan of Action | Achievements/Outcomes |
|--|---|
| Revision of student feedback form | Student feedback form was revised in order to make it more analytical and comprehensive. |
| Preparing parent feedback form | Forms were prepared and got filled by parents of students. |
| To canvass in the feeding area | On the recommendation of IQAC, teachers decided to forgo a part of their summer vacation to canvass in the feeding area |
| To organise inter school competitions to lure the students of neighbouring schools to enrol in this college. | An Inter school competition was held in February in which about 15 schools participated. |
| To apply to UGC for vocational courses | Attempt has been made. |
| To provide college bus facility to girl students. | Implemented. |
| To ensure waste management and water harvesting | The project is in pipeline. |
| Book exchange program from seniors to juniors. | This practice has given positive results |
| To award the most regular user of library | Two students who were regular visitor of library were awarded during the prize distribution function. |
| To focus primarily on enhancing student enrollment for this college. | Sincere efforts were made to enhance the number of students. |
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14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|-----------------------------|--------------|
| Members of local Management | 19-Nov-2019 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

23-Feb-2019

| | |
|---|--|
| <p>17. Does the Institution have Management Information System ?</p> | <p>Yes</p> |
| <p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p> | <p>The college has evolved its own effective management information system which enables it make proper decisions, control and coordinate information in the organisation. Being an grant-in-aid educational institution, students, parents, faculty, affiliated university, DPI(colleges) and parent management are its basic components. The college has various ways to impart information to various stakeholders.</p> <p>Curriculum Implementation System: Traditional chalk and duster method is complemented with appropriate use of ICT. The use of PPTS, documentaries and reading material available on the internet is supplemented with classroom teaching. Preparation of time table and academic calendar in the beginning of the session helps the faculty to divide the syllabus and complete it in a scheduled way. The progress of students is intimated to parents through parent teacher meets and telecommunication.</p> <p>Knowledge Management System (Library and CT): The college has a furnished library equipped with text and reference books, magazines and journals on different subjects. Biblio soft software is used in the library. The facility of Inflibnet is provided both to the faculty and students. Documentaries related to varied topics are shown to students while celebrating different days and events in the library. The channel Gyan Darshan run by UGC is run in the library for two hours for the benefit of students after downloading the contents. College face book page and college website are significant medium of keeping the world outside abreast with the achievements of the college.</p> <p>Adiminstration System: Due to financial constraints and constant problem of poor internet connectivity, the college has not installed office system software in the administrative office. The office is partially computerized. The important information is usually received and imparted through emails and telecommunication .Being an aided and affiliated college, the office frequently interacts with university</p> |

and DPI in addition to its parent management .Postal communication is also made with these authorities. CCTV cameras have been installed as per the direction of the university. The university thus keeps vigil through distance. The faculty service record is kept in the form of hard copies as well as the data is available on line.

Accounting and Finance System: Computer based accounting system has been adopted by the institution. Accounts are maintained in Tally software. They are kept up to date in a computerised way.

Human Resource Management and Procedure: Faculty is appointed and paid by the management as per the guidelines of UGC. Every year confidential report regarding their appraisal by students and their efforts for career advancement are sent on line to the managing committee. From temporary and contractual staff, those with good performance are allowed to continue in the next session as well. Those with a creative bent of mind are exhorted to write for the college magazine. Teacher's return is sent annually to the university also. Eligible faculty members are sent regularly to attend seminars and conferences .. Such activities of the teachers are intimated to the managing committee also. A manual record of such activities is kept by the administrative office.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has limited say in the designing or modification of the syllabus as it is the prerogative of the university. For effective implementation, the HODs/ teachers - in -charge, in consultation with other teachers, prepare and provide allocation of classes and papers to the Time Table Committee. The committee prepares the semester time-table that depicts the duration of the classes and the name of faculty member who is to engage them. The division of workload is done as per UGC norms. Accordingly, a micro schedule is prepared which is followed by all departments. The faculty members are clearly instructed to impart curriculum effectively. The Academic Affairs and Research Promotion Committee prepare an academic calendar. The list of holidays provided by the university/ state government is also factored into it. The academic calendar within which all activities are circumscribed is distributed to all departments. Thus, it acts as normative guide for both students and teachers.

Since the university follows semester system; the teachers are obliged to complete the syllabus in about four months. However, the teachers deploy various strategies to plan their work keeping in view the varying abilities of the slow, the average and the advanced learners. The Library Advisory Committee ensures that new books, both text and reference, are added to the library every year. The college library has a facility of INFLIBNET. Students are instructed to go through them. Any informational inputs received from the university are immediately notified to the teachers. Thus various committees function synergistically with one another and reciprocally with the faculty for the smooth implementation of the curriculum. Class tests and house tests are a prominent feature of the academic plans of the college. All departments are obliged to keep the record of the progress of students. The attendance of the students in their respective classes and marks obtained in the house tests are the criteria of their eligibility to take final exams. To analyze/ensure that the stated objectives of the curriculum have been achieved, a constant vigil is kept on the performance of the teachers and students. The success rate of students in the university exams further ensures that the students have been provided quality learning. Feedback from students also plays a significant role to confirm that the desired objectives have been achieved. IQAC analyses the feedback response sheets regarding curriculum delivery. Faculty members of different departments keep a healthy informal interaction with the members of the Board of Studies and the university teachers to discuss the requisite modification in the syllabi as well as to sharpen their teaching acumen. Every faculty member has the liberty to interact with the principal for any specific concern he has regarding the implementation of the curriculum. Though the chalk and duster is still an effective way of imparting knowledge to students and is utilized to its utmost by teachers, they are also trained in the use of ICT tools such as OHP, smart boards and multimedia projectors.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|---|-----------------|-----------------------|----------|--|-------------------|
| No Data Entered/Not Applicable !!! | | | | | |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|--------------------------|-----------------------|
| No Data Entered/Not Applicable !!! | | |
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|---|--------------------------|---|
| No Data Entered/Not Applicable !!! | | |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 0 | 0 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---------------------|----------------------|-----------------------------|
|---------------------|----------------------|-----------------------------|

No Data Entered/Not Applicable !!!

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1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|------------------------------------|--------------------------|---|
| BA | Learn Office Management | 10 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

As per the guidance of NAAC, IQAC prepared feedback response sheets and got them filled from stakeholders. All stakeholders carefully filled the forms and thus gave an opportunity to analyze and utilize their views for the overall development of the college. The analysis of general feedback form entitled Student Satisfaction Survey filled by students from all streams showed that students did not have any major complaint or grievance concerning the facilities provided in the college. There are 5 R.O. Systems, library, labs and common room being air conditioned. They did not see any reason to complain regarding drinking facility and electricity. Majority of the students rated the facilities as very good and even outstanding. They were also happy with the cultural and sports activities held in the college. They had no complaint regarding cooperation from the teaching and nonteaching staff. A few, however, had some grievance about the eatables in the college Canteen. The canteen Committee was asked to look into it and do the needful. As far as parents' feedback was concerned, nearly 96 of the respondents were of the view that teachers were well prepared with their lessons and they appreciated the outstanding positive interaction initiated by the teachers in the classrooms. According to them, the classroom assessment techniques helped the teachers to know the weaknesses of students and adopt new methods to teach them. Almost all the respondents were satisfied with the positive twoway communication between the college and the parents. They appreciated the sports facilities available in the college. Nearly all the respondents felt that the college had adequate infrastructure and green ambience in the campus. However, a few parents showed their concern about the frequent change of subject teachers. The matter was discussed with the principal. The feedback received from the alumni also showed satisfaction with the healthcare facilities, drinking water facility, lab facilities, parking facility and greenery in the campus. They suggested that the college should make efforts to provide psychological counselling to students, addressing any behaviour problems or any other psychosocial issues they might have in their lives. Career Counselling And Guidance Cell was directed to meet the needs of the students in an effective way. They also laid stress on the placement of passing out students. The college made Placement Cell and instructed the coordinator to do the needful. The teachers showed

satisfaction with the atmosphere and work culture of the institution .Some showed their concern regarding the careless and callous attitude of a few students toward studies. Some members of the adhoc staff needed their salaries to be raised. The managing committee has been intimated about the genuine demand of these members and efforts are being made to do the needful so that they may concentrate on their work without financial worries.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA | sem. I/II | 200 | 76 | 76 |
| BA | sem. III/IV | 200 | 18 | 18 |
| BA | sem.V/VI | 200 | 23 | 23 |
| BCom | sem. I/II | 60 | 18 | 18 |
| BCom | sem. III/IV | 60 | 2 | 2 |
| BCom | sem.V/VI | 60 | 7 | 7 |
| BCA | sem. I/II | 40 | 20 | 20 |
| BCA | sem. III/IV | 40 | 6 | 6 |
| BCA | sem.V/VI | 40 | 1 | 1 |
| MSc | sem. I/II | 40 | 5 | 5 |
| MSc | sem. III/IV | 40 | 2 | 2 |
| MA | sem. I/II | 40 | 3 | 3 |
| MA | sem. III/IV | 40 | 0 | 0 |
| PGDCA | sem. I/II | 40 | 14 | 14 |

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2018 | 200 | 24 | 17 | 0 | 4 |

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Numberof smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|---------------------------|---------------------------------|
| 25 | 10 | 5 | 4 | 4 | 3 |

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

To address the varied needs of students and establish a rapport between students and teachers on personal levels, the college has recently implemented Student Mentoring System in the institution. The system has been planned with the vision of the capacity building of rural youth via academics, sports, imparting of moral and spiritual values and provide a congenial and caring teaching learning environment. Though flexible in nature, it functions along with well defined goals and objectives. On the one hand, it is an effective means of grooming the personality of students, on the other, it facilitates the role of teacher as a counselor and guide and elevates his status as a mentor. The system has proved as an effective mode of supporting students, especially from rural area in their transitional phase of life when they are in the dire need of counselling and support but are hesitant to seek it from their parents. Senior faculty members have been assigned the role of mentors. Each has been allotted 20 students. He supports and encourages students to pursue his academics in an effective way. He also takes care of their emotional development. He meets the wards informally outside class hours twice a week and endeavours to address his complexes and problems. Critical problems are brought to the notice of higher authorities so that they may be addressed. If needed, parents/guardians are also contacted to know the reason of sudden academic irregularities and behavioural changes of the ward. These mentors, ready to provide guidance to students collaborate with Career Guidance Cell and Women Welfare Cell. These cells play a humble role in this regard. With their lifelong experience and competence, the incharges of these cells are capable of helping students. The Career Guidance Cell, with the motto Rise and Shine provides academic counselling to them by judging their aptitude and distinctive abilities and advise them to take up streams according to their aptitude and intelligence quotient . The cell advises mentors to make their wards participate in talks on personality development, career opportunities, communication skill enhancement programs, personal interview skills and mock group discussions. Taking advice from the cell, the mentors encourage their students to give vent to their feelings and communicate their views. The Women mentors take pains to ensure that girl students feel safe and secure in the college premises and do not suffer from any complex as most of them are from weaker and economically backward segment of society. This is done through informal discussions, motivational discourses and short documentary films which are frequently shown to them. The mentors are advised to keep a brief record of all discussions with students and maintain a detailed progressive record of the students .All mentors have periodic meetings with the head of the institution to discuss and intimate him about the problems of students.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 224 | 22 | 1:10 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 22 | 9 | 13 | 0 | 2 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|-------------|--|
| No Data Entered/Not Applicable !!! | | | |
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- | Date of declaration of results of semester- |
|----------------|----------------|----------------|---|---|
|----------------|----------------|----------------|---|---|

| | | | end examination | end/ year- end examination |
|-------|--------|----------|-----------------|----------------------------|
| BA | 103201 | Sem. I | 20/06/2018 | 09/03/2019 |
| BA | 103202 | Sem. II | 30/05/2019 | 23/07/2019 |
| BA | 103203 | Sem. III | 21/12/2018 | 18/03/2019 |
| BA | 103204 | Sem. IV | 25/05/2019 | 27/07/2019 |
| BA | 103205 | Sem. V | 22/12/2018 | 22/03/2019 |
| BA | 103206 | Sem. VI | 25/05/2019 | 27/07/2019 |
| BCom | 108501 | Sem. I | 15/12/2018 | 08/03/2019 |
| BCom | 108502 | Sem. II | 22/05/2019 | 29/07/2019 |
| BCom | 108503 | Sem. III | 17/12/2018 | 12/03/2019 |
| BCom | 108504 | Sem. IV | 14/06/2019 | 29/07/2019 |
| BCom | 108505 | Sem. V | 13/12/2018 | 20/03/2019 |
| BCom | 108506 | Sem. VI | 25/05/2019 | 29/07/2019 |
| BCA | 107201 | Sem. I | 22/12/2018 | 27/02/2019 |
| BCA | 107202 | Sem. II | 27/05/2019 | 22/07/2019 |
| BCA | 107203 | Sem. III | 18/12/2018 | 16/03/2019 |
| BCA | 107204 | Sem. IV | 27/03/2019 | 25/07/2019 |
| BCA | 107205 | Sem. V | 19/12/2019 | 20/03/2019 |
| BCA | 107206 | Sem. VI | 11/05/2019 | 28/06/2019 |
| MA | 216501 | Sem. I | 28/12/2018 | 20/03/2019 |
| MA | 216502 | Sem. II | 06/06/2019 | 06/08/2019 |
| MA | 216503 | Sem. III | 26/12/2018 | 22/03/2019 |
| MA | 216504 | Sem. IV | 01/06/2019 | 26/07/2019 |
| PGDCA | 303501 | Sem. I | 10/12/2018 | 09/03/2019 |
| PGDCA | 303502 | Sem. II | 04/06/2019 | 24/07/2019 |

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

To evaluate students' progress throughout a prescribed course, some reforms have been initiated on CIE system at the institutional system. It is used to improve their performance. o The college has recently implemented mentoring system which plays a significant role in reforming internal evaluation system in the college. • The evaluation process of institution is planned and intimated to the faculty in advance • Tentative dates for mid term examination and final exams are notified in the academic calendar at the beginning of the session. • Pattern of question papers is set as per the guidelines issued by the university. HODs of all departments ensure that question papers are set according to the prescribed pattern. • The evaluated answer sheets are at random verified by senior faculty to ensure the standard evaluation process. • The evaluated answer sheets are given back to students for verification and if there is any grievance, it is redressed immediately. The marks obtained by students in internal exams are displayed on the notice board in respective departments. • The performance of low scorers is improved by arranging remedial classes for them and internal exams and class tests are rescheduled for them. • The students are made aware of the mistakes they have committed in their answer sheets. • Counselling for improving performance in exams is carried out by the

mentors assigned to students. . . Academic audit of the teachers is done periodically to evaluate their efforts to upgrade their knowledge.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Academic Affairs and Research promotion Committee prepare an academic calendar. It is prepared keeping in view the guidelines issued by GNDU and the list of holidays provided by the state govt. and the university. It defines the landmark dates which drive much of activities at the institution. The calendar is college's official guide to admissions, programs, student events, important dates and deadlines The calendar is adhered to for the conduct of mid term exams and carry out different cocurricular and extra -curricular activities. It includes academic schedule comprising of significant dates for getting admission in the college as well as important dates of the schedule for the commencement of the session. It also comprises of teaching learning schedule and examination schedule. Provision is kept for organising extension lectures and educational tours and excursion. They are to be conducted as per the schedule chalked out by individual departments. Along with academic calendar, the college also prepares co academic calendar. This provides an outline to different departments to conduct different activities as well as celebrate important days and events .The list of holidays issued by the university is also factored into it. No doubt, departments have liberty to celebrate a few events as per their convenience, the calendar provides an outlined guidance to different departments to plan different events and complete their course work in a scheduled time. The calendar is posted on college website. It is distributed to heads of all departments, deans and coordinators of different cells and units.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://gnkcdk.org/program-outcome/>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|------------------------------------|----------------|--------------------------|---|---|-----------------|
| Nill | BA | Sem. VI | 16 | 10 | 62.5 |
| Nill | MSc | Sem. IV | 2 | 1 | 50 |
| Nill | PGDCA | Sem. II | 3 | 3 | 100 |
| Nill | BCom | Sem. VI | 7 | 1 | 14.2 |
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://gnkcdk.org/student-survey-form-2/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|---|----------|----------------------------|------------------------|---------------------------------|
| No Data Entered/Not Applicable !!! | | | | |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---|---|------------|
| Intellectual Property Rights of Researchers | IQAC in collaboration with Dept. Of English and Computer Science. | 16/01/2019 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|---|-----------------|-----------------|---------------|----------|
| No Data Entered/Not Applicable !!! | | | | |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|---|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|----------|---------------|
| No Data Entered/Not Applicable !!! | | |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|---|-------------------------|
| No Data Entered/Not Applicable !!! | |

3.3.3 – Research Publications in the Journals notified on UGC website during the year

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|------------------------------------|------------------|-----------------------|--------------------------------|
| International | History, English | 2 | 04 |
| National | Punjabi | 2 | 1 |
| View Uploaded File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|------------------------------------|-----------------------|
| Punjabi | 2 |
| English | 3 |
| View Uploaded File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 5 | 2 | 4 | 4 |
| Presented papers | 0 | 3 | 0 | 4 |
| Resource persons | 0 | 1 | 4 | 2 |
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|--|--|--|
| Tree Plantation | NSS,NCC | 3 | 50 |
| Swachh Bharat Abhiyan | NSS,NCC | 3 | 50 |
| Campaign Against Drugs | Women Welfare Cell | 4 | 7 |
| Saksharta Campaign | NCC | 1 | 20 |
| Rally for Beti Bachao, Beti Pardayo | Women Welfare Cell | 5 | 40 |
| Campaign for Conservation of water | In collaboration with National TV, jalandhar | 2 | 40 |
| Blood Grouping of people of village kalra | Rotaract club in collaboration with Rotary Club, Adampur | 1 | 10 |
| Teaching Networking to | Department of Computer Science | 4 | 20 |

| | | | |
|----------------------------------|---|----|-----|
| Senior Citizens of Feeding Area | | | |
| Vastar Dhaan , Unn Dhan Campaign | Rotaract club in collaboration with Rotary Club, Adampur | 25 | 200 |
| Rally for Saving Environment | NCC , NSS , Women Welfare Cell in Collaboration with Rotary Club, Adampur | 8 | 200 |
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|-------------------|-----------------|------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|-------------------------------------|--|--|
| Swachh Bharat Abhiyan | Govt. of India | Cleaning village Kalra | 3 | 50 |
| Beti Bachao Beti Pardhao | Govt. of India | Rally and Extension Lecture | 4 | 50 |
| Beti Bachao Beti Pardhao Right for Vote | Govt. of India | Rally on Awareness of Casting Votes | 2 | 50 |
| Green Punjab | Punjab Govt | Tree Plantation in Adjoining Area | 3 | 30 |
| View File | | | | |

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

| Nature of activity | Participant | Source of financial support | Duration |
|---|-------------|-----------------------------|----------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| | | | | | |

| | | | | | |
|---------------------------|-----------------|--|------------|------------|----|
| | | details | | | |
| Training | Summer Training | G.N.A., Matiana, Cargo Motors, Jalandhar and Sonalika International Tractors , Hoshiarpur. | 25/06/2018 | 01/07/2018 | 10 |
| View File | | | | | |

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|---|--------------------|--------------------|---|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 552000 | 525000 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--|-------------------------|
| Campus Area | Existing |
| Class rooms | Newly Added |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Newly Added |
| Classrooms with Wi-Fi OR LAN | Newly Added |
| Others | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
| No file uploaded. | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| Biblio Software | Partially | 1 | 2015 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|------------|-------|-------------|-----|-------|-------|
| | Text Books | 13328 | 290696 | 45 | 15689 | 13373 |
| Reference Books | 0 | 0 | 1 | 600 | 1 | 600 |
| Journals | 30 | 26534 | 0 | 0 | 30 | 26534 |
| View File | | | | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---|--------------------|---------------------------------------|-----------------------------|
| No Data Entered/Not Applicable !!! | | | |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|--------------|-----------------|--------------|----------|------------------|------------------|----------|-------------|----------------------------------|----------|
| Existing | 51 | 4 | 2 | 0 | 0 | 0 | 3 | 5 | 0 |
| Added | 1 | 0 | 0 | 1 | 1 | 1 | 1 | 0 | 0 |
| Total | 52 | 4 | 2 | 1 | 1 | 1 | 4 | 5 | 0 |

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| |
|--------------|
| 5 MBPS/ GBPS |
|--------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| Laptops, video camera, projectors | NA |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 250000 | 250000 | 300000 | 300000 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

| |
|--|
| <p>Procedure and Policies for Maintaining and Utilizing Physical, Academic and Support Facilities The college follows structured policies and adopts a wellplanned system to maintain and utilize physical, academic and support</p> |
|--|

facilities. For the proper maintenance and utilization of different gadgets, members of the teaching staff have been allocated different responsibilities Maintenance of Physical Facilities. . There is a property incharge who monitors the maintenance and cleanliness of the building, classrooms, different labs, college canteen and hostel building. Day to day maintenance includes daily repairs like replacing light bulbs, repairing water leakage, replacing or repairing leaking water pipes, taps valves etc . The college ensures uninterrupted power and water supply. Maintenance of equipments like generator, submersible tubewell, water storage tank and general lighting is done by technical experts.AMC of generator, commercial R.O. system is done every year. The services of local plumbers are sought. Electricians from Dashmesh Electricals are hired. Housekeeping services are outsourced when required. Transport facility is monitored by a teacher incharge. All lawns and gardens are maintained by gardeners appointed by the college. Classrooms with furniture, teaching aids and laboratories are maintained by respective departments and a lab attendant.. Bills of the expenditure are registered in a ledger maintained in the office Maintenance of ICT Facilities There is an incharge of Department of Computer Science .He supervises the maintenance of the department. ICT facilities which include the required software installation, antivirus and upgradation is maintained by the department. BURMY TRADING CO. provides its services. The college website is monitored by MACWILL INFORMATION SERVICE PVT.LIMITED.. Maintenance of Sports Facilities The sports equipments, fitness equipments, grounds and different courts in college are supervised by the Sports Committee. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done once in every three months. Gymnasium is maintained by the staff of the Department of Physical Education. The grounds are made available to district authorities and local community to conduct sports activities. They help in maintaining grounds in kind. MAINTENANCE OF LIBRARY RESOURCES The college has designated a faculty member who along with the restorer takes care and handle library documents. The library books and documents are handled in the following ways: The bound volumes are not allowed to be sorted out from fore edges. Shelves are not to be kept fully packed. Encyclopaedias, dictionaries and huge volumes are kept flat Pest management is frequently done to ward off termite and white ants. Sodium Fluoride is applied to bound volumes to save them from silver fish. Repellent is used to save materials from rats Compact discs and digital video discs are properly stored. Cutting of news papers containing college news are pasted on a scrap book. Maintenance of Other Amenities The campus is under surveillance and CCTV cameras are maintained by the service providers. Annual stock checking of furniture, lab equipments, stationery, sports items is carried out by the designated faculty. The consolidated report is submitted to the higher authority at the end of the year

<http://gnkcdk.org/procedure/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | Beti Bchao, Beti Parao | 129 | 258000 |
| Financial Support from Other Sources | | | |
| a) National | SC/BC | 56 | 0 |
| b)International | NIL | 0 | 0 |

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-----------------------------------|
| Remedial Coaching | 09/08/2019 | 45 | College |
| Counselling | 11/07/2019 | 250 | Counselling and Guidance Cell |
| Cure with Yoga and Meditation | 11/08/2018 | 40 | Yog Path Sansthan, Ayush Manralya |
| Learn the Language (English) | 06/05/2019 | 20 | Wisdom Academy, Jalandhar |

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|------|----------------------|--|--|--|---------------------------|
| 2019 | Learn and Earn Schem | 0 | 10 | 0 | 10 |

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---|--------------------------------|---|
| No Data Entered/Not Applicable !!! | | |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|--|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| Yes Bank | 20 | 2 | LIC Axis Bank Ltd. Kalayan Jewellers HDFC COoperative Bank, Adampur | 20 | 6 |

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students | Programme graduated from | Department graduated from | Name of institution joined | Name of programme |
|------|--------------------|--------------------------|---------------------------|----------------------------|-------------------|
|------|--------------------|--------------------------|---------------------------|----------------------------|-------------------|

| | | | | | |
|---------------------------|---------------------------------|-------------------|--|---|------------------------------------|
| | enrolling into higher education | | | | admitted to |
| 2019 | 10 | B.Com, DCA, PGDCA | Dept. Of Commerce, Dept. Of Computer Science | KLC, (Jalandhar), Paradise College of Education | MA, Political Science, M.Sc, B.ed. |
| View File | | | | | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| | |
|---------------------------|---|
| Items | Number of students selected/ qualifying |
| Any Other | 2 |
| View File | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|--|------------------|------------------------|
| InterSchool Cultural Events | District | 12 |
| IT Fest | Department | 30 |
| Saheed Baba Mati Athletics Competition | Open State Level | 300 |
| Zonal Athletic Meets | Zonal | 250 |
| Celebration of Teez | College | 45 |
| Women's Day | College | 100 |
| Poster Making and Slogan Writing Competitions | College | 30 |
| Essay Writing, Turban Winding, Recital of Gurbani, Poetical Recitation | College | 30 |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|---------------------------|-------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Gold Medal | National | 1 | 0 | nil | Baljot kaur |
| 2019 | Represented | International | 1 | 0 | nil | Navjot Singh |
| View File | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

There is not any official student council in the college as Punjab government has banned any such council. But students have been given due representation in

various bodies and committees of the college. Since students on roll in college are less in number, class representatives from individual classes are neither nominated nor elected. Senior students assist the teachers in the induction programme of new students. They help in coordinating all the events related to academic, cocurricular and extra curricular activities. They communicate problems faced by junior students to the principal and help in redressing them. Every year, students are nominated to various committees as representatives. Various societies and clubs have student representatives for their smooth and proper functioning. Such practice brings transparency in their functioning. At the same time, it instils the qualities of leadership among students. For the year 201819, following societies had the students as the member representatives: 1. Women welfare Cell 2. Film Club 3. Anti Ragging Committee 4. Grievance Redressal Cell 5. English Literary Club 6. Internal Quality Assurance Cell 7. Discipline Committee 8. Rotaract Club 9. College Magazine Committee Apart from these societies, Library Advisory committee also has student representatives along with the teachers. They assist the Professor incharge of the library in organizing events related to the library. They also motivate the new students to increase the foot fall in the library.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

Participation of old students in 'unn dhan vaster dhan' Campaign

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

To ensure decentralized and participative governance in the institution, the college has a mechanism of providing autonomy to its various departments, units and cells. The college is governed by the SGPC, Amritsar, which makes several educational institutions. The governing body has a dedicated wing in Amritsar catering exclusively to the management of educational institutions called SGPC Educational Trust. It has also established a separate Directorate of Education based in Patiala. There were two prominent features which revealed the participatory management in the institution last year. First was the operational autonomy in the college. The Internal Quality Assurance Cell made recommendations for improving quality culture. To execute the suggestions made by IQAC, the principal, after consulting the staff members, planned strategies for the development of the institution. For this, he, after judging the aptitude and capabilities of his staff members, nominated different committees with coordinators and members for planning and implementation of different academic and administration related activities He constitutes various committees, for example, Admission Committee, Canteen Committee, Library Advisory Committee, Purchase Committee, Campus Maintenance Committee, Sports Committee etc. All committee convenors and coordinators enjoyed functional

autonomy within the framework of rules and regulations. There were many administrative positions within the college that offer considerable leadership opportunities to staff members. The Heads of the Departments enjoyed functional autonomy in running their departments. They finalized the departmental road map indicating the actions proposed, academic calendar, the conduct of guest lectures and seminars. There were teachers who worked as coordinators of cells and clubs: Rotaract Club, Grievance Redressal Cell, U.G.C, Cell, Career Guidance Cell, English Literary Club, etc. Teachers appointed as vice principal, registrar, deputy registrar, bursar and staff secretary gained valuable experience in these positions. The administrative office functioned under the leadership of the office superintendent. Delegation of office work to his subordinates is his responsibility. Overall, a decentralized system of governance existed in the college. Secondly, there was no interference in the day to day functioning of the college by the members of the governing body. Yet they were easy to approach by the stakeholders and are always receptive to their constructive inputs. The management was always more than willing to sanction new courses. Request for additional infrastructure and equipment was readily provided. Senior office bearers of the management interacted with the staff off and on and provide guidance and encouragement. The representatives of management were also actively involved in the selection of new faculty. Thus the college functioned through participatory management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|----------------------------|--|
| Teaching and Learning | The college prepares an academic calendar within the broader framework of the admission and examination schedule given by the affiliating university. All HODs provide division of workload to the timetable committee, which prepares the timetable. Each teacher prepares a teaching plan for every semester. The HODS review the syllabus completed at the end of every month. Formative assessment is done in each subject via oral tests, class tests, group discussions, power point presentations and house tests. Summative evaluation is achieved through the semester end final examination conducted by the university. Promising students /sportspersons are given intense training. |
| Examination and Evaluation | To evaluate students' progress, some reforms have been initiated on CIE system at the institutional system. The college has recently implemented mentoring system which plays a significant role in reforming internal evaluation system in the college.. Tentative dates for mid term |

| | |
|---|--|
| | <p>examination and final exams are notified in the academic calendar at the beginning of the session. Pattern of question papers is set as per the guidelines issued by the university. HODs ensure that question papers are set according to the prescribed pattern. The evaluated answer sheets are at random verified by senior faculty to ensure the standard evaluation process</p> |
| <p>Research and Development</p> | <p>To facilitate the career enhancement of the staff, the scope of the Academic Affairs Committee has been widened and it has now been rechristened as the Academic Affairs and Research Promotion Committee. It motivates the faculty to engage in scholarly pursuits. 4 assistant professors are pursuing Ph.D courses while a few have got their research papers published in various journals. Members engaged in research are fully supported by the college. Those who write and present papers in various conferences and seminars are sanctioned duty leave. The requisite fee for attending or presenting the papers is reimbursed by the college.</p> |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>The college has a Library Advisory Committee. It often identifies the needs and requirements regarding learning material, It makes recommendations regarding purchase of new books and ensures their procurement. The library staff interacts with the students and faculty. The periodic augmentation of IT infrastructure is done to offer range of facilities best suited for the new pedagogical methodologies. The college has added the latest ICT tools .The managing committee of the college takes an effective and proactive stand in raising resources for major infrastructure projects. It involves political leaders, NRIs and government agencies for the development of infrastructure.</p> |
| <p>Human Resource Management</p> | <p>Human Resource Management and Procedure:Faculty is appointed and paid by the management as per the guidelines of UGC. Every year confidential report regarding their appraisal by students and their efforts to career advancement are sent on line to the parental managing committee. Teacher's return is sent annually to the university also.</p> |

Eligible faculty members are sent regularly to attend seminars and conferences .They are granted duty leave to attend FDPs and present papers. Such activities of the teachers are intimated to the managing committee also. A manual record of such activities is kept by the administrative office.

Industry Interaction / Collaboration

Experts from industry, banks and companies are invited to deliver lectures and interact with students thereby giving them an insight into the job market and the world outside. Banks and companies offer jobs and internships to students. Students of Office Management and Secretarial Practice are given industry experience when they visit G.N.A., Matiana, Cargo Motors, Jalandhar and Sonalika International Tractors, Hoshiarpur.

Admission of Students

The admission criterion is prescribed by the affiliating university. The college adheres to this. Senior teachers are entrusted with task of supervising the admission process. Applicants who fulfil the requisite eligibility criteria are admitted on the first come first served basis. The Career Guidance Cell counsels the applicants regarding the streams available to them. The college gives ten days time to the students to change their streams or subjects after they have been admitted. The profile of each student is meticulously recorded and maintained in a register. Suggestions from teachers are sought to improve and further streamline the admission process.

Curriculum Development

The college has limited say in the designing or modification of the syllabus as it is the prerogative of the university. For effective implementation, the HODs/ teachers in charge, in consultation with other teachers, prepare and provide allocation of classes and papers to the Time Table Committee. The committee prepares the semester timetable that depicts the duration of the classes and the name of faculty member who is to engage them. The division of workload is done as per UGC norms. Accordingly, a micro schedule is prepared which is followed by all departments.

6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area | Details |
|-------------------------------|---------|
| Planning and Development | NO |
| Administration | partial |
| Finance and Accounts | YES |
| Student Admission and Support | partial |
| Examination | YES |

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|------|-----------------|---|---|-------------------|
| 2019 | Rakesh Bawa | Portrayal of Women in Bimal Roy's Cinema | NIL | 1500 |
| 2019 | Rachna Tuli | 1 Innovations: Latest Developments in Academia Research .International Workshop on Synthesis of Literature 2.International Conference on Rewriting Methodology: Media and Teaching of English in Modern Culture and Society | NIL | 2000 |

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|---|---|------------|------------|--|--|
| 2019 | The Use of E Contents | Office Management | 15/04/2019 | 18/04/2019 | 15 | 5 |

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|------------|------------|----------|
| FDP | 1 | 11/12/2018 | 15/12/2018 | 5 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 0 | 8 | 0 | 2 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|--|
| <ul style="list-style-type: none"> • Contributory provident fund scheme is adopted wherein the management contributes an equal share to the fund of each employees. • Gratuity is paid to the retiring employee within the shortest possible period • In case of need, an employee can take loan(refundable and nonrefundable)from his/her PF account. From the last five years, the management has provided health cover to each employee and his/her family under cooperate health insurance scheme, half the premium is of which is paid by the management. It provides cashless hospital treatment . • Free ship to the wards of the staff. • Free accommodation to the family of the chowkidar • Maternity and child care leave is provided to women staff • The facility of gymnasium is also available to all | <ul style="list-style-type: none"> • Contributory provident fund scheme is adopted wherein the management contributes an equal share to the fund of each employees. • Gratuity is paid to the retiring employee within the shortest possible period • In case of need, an employee can take loan(refundable and nonrefundable)from his/her PF account. From the last five years, the management has provided health cover to each employee and his/her family under cooperate health insurance scheme, half the premium is of which is paid by the management. It provides cashless hospital treatment . • Free ship to the wards of the staff. • Free accommodation to the family of the chowkidar • Maternity and child care leave is provided to women staff • The facility of gymnasium is also available to all | <ul style="list-style-type: none"> • Free books to the needy and meritorious students • Scholarships and fee concession to deserving students • Career Guidance Cell to inform students about job opportunities both in private and public sector. • Free medical camps and medical counselling to girl students ,in particular • Free access to high speed computer network and internet connectivity • Arrangement of extra classes especially for slow learners when necessitated • Sports and extracurricular activities • Refreshment to the participants during all major events both on and off campus • Standard tracksuits to all players participating in different events • Well maintained gymnasium for health conscious students |

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal audit is carried out every month by the chartered accountant of the

governing body. The balanced sheet is also prepared by the same CA. The external audit is done by the auditors from Auditor General (Punjab) office every year. They conduct audit of government grants. The last audit by the government was carried out in December 2016.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|-----------------------------|
| SGPC and Philanthropists | 3535946 | Salary and Development Fund |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|---------|
| 3535946 |
|---------|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|--------------------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | Principal and dean, IQAC |
| Administrative | Yes | SGPC | No | Nil |

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

| |
|--|
| <ul style="list-style-type: none"> • Celebration of Guru purab • Awareness Rally for Beti Bachao, Beti Pardhao Campaign • Staging Play 'Akhir Kadh Tak' in adjoining villages • Support for 'A Handful of Grains Campaign' |
|--|

6.5.3 – Development programmes for support staff (at least three)

| |
|---|
| <ul style="list-style-type: none"> • Use of Networking and Google Pay • Yoga classes for destressing • Free coaching classes for their wards |
|---|

6.5.4 – Post Accreditation initiative(s) (mention at least three)

| |
|------------------------------------|
| No Data Entered/Not Applicable !!! |
|------------------------------------|

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF | No |
| c)ISO certification | No |
| d)NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2019 | Extension Lecture on Intellectual Property Rights | 19/01/2019 | 19/01/2019 | 19/01/2019 | 30 |
| 2019 | Parent | 12/04/2019 | 12/04/2019 | 12/04/2019 | 50 |

| | | | | | |
|---------------------------|---|------------|------------|------------|----|
| | Teacher Meet | | | | |
| 2018 | Literacy Programme in Feeding Area | 04/08/2018 | 04/08/2018 | 08/08/2018 | 30 |
| 2018 | Faculty Development Programme to Promote ICT | 22/12/2018 | 22/12/2018 | 26/12/2018 | 22 |
| 2018 | Tutorials for Spreading Interdisciplinary Knowledge Among Student | 04/09/2018 | 04/09/2018 | 08/09/2018 | 50 |
| View File | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|-------------|------------|------------------------|------|
| | | | Female | Male |
| Celebration Of Women's Week | 08/03/2018 | 13/03/2018 | 60 | 0 |
| Parvaz (Various Competitions held especially for Girl Students) | 13/08/2018 | 14/08/2018 | 45 | 4 |
| Extension Lecture on Equal Rights of Women | 17/09/2018 | 17/09/2018 | 145 | 100 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college has adopted following ways for energy conservation: • The traditional bulbs have been replaced with CFLs as they use almost one fifth energy of conventional bulbs and give the same output. This reduces energy consumption and causes lower emission of heat. • The open air stage has been used for conducting rehearsals and organising college functions. • In pleasant Weather conditions, small classes are conducted in the lap of nature. These practices help reduce energy consumption. • L.C.D. monitors are used in all computer labs. They save energy and power consumption. • There is sufficient cross ventilation in laboratories and class rooms to avoid the unnecessary use of electricity • The annual maintenance of all computers and other related peripherals is done. Thus they have longer life and it enhances energy efficiency.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|--|--------|-------------------------|
| Physical facilities | Yes | 1 |
| Ramp/Rails | Yes | 1 |
| Rest Rooms | Yes | 1 |
| Scribes for examination | Yes | 1 |
| Special skill development for differently abled students | Yes | 1 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|-------------------|--|--|------------|----------|---|--|--|
| 2019 | 2 | 2 | 11/09/2019 | 1 | Staging of Street Play 'Kadh Tak' Efforts to create Self Help Group | Drug abuse prevalent in the rural area To raise the economic standard of rural women | 30 |
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|---------------------|---------------------|--|
| University Calendar | 17/12/2018 | The college adheres to rules and regulations specified in the GNDU calendar. The calendar in detail, provides the guidelines which affiliated colleges should follow regarding the appointments of teaching and nonteaching staff. The calendar also provides the terms and conditions applicable to research fellows, payment of travelling and daily allowance, appointment and scale of honorarium for supervisory staff. The calendar safeguards the |

interest of employees and it is mandatory for the institution to follow it. It is available in the library and employees can refer to it in emergency.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Recital of Path and spreading gospels of Shri Guru Nanak Dev Ji | 16/07/2018 | 16/07/2018 | 200 |
| Visit to Orphanage | 16/10/2018 | 16/10/2019 | 100 |
| Collection and distribution of Grocery in slum area | 10/08/2018 | 10/08/2018 | 50 |
| No file uploaded. | | | |

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- E waste Management • Tree Plantation • Banning of single use Plastic in the Campus • Energy Conservation • Water Harvesting • Compost Pit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Empowering Rural Girl Students: There is no denying the fact that rural women have been great pillars of rural economy .But they are destined to struggle against many handicaps and social evils in the maledominated society. One of the best step to empower the rural woman is to empower rural girl students because empowering them is a key not only to the well being of Individuals but families and rural communities at large , given women’s large presence in the workforce worldwide .

2. Goal The institution being committed to fulfill the objectives and attain goals strikes to:

- Enhance the selfesteem and selfconfidence of women students, faculty and staff.
- Maintain and strengthen the status of women and create awareness of feminine potential.
- Develop critical ability of students so that it enhances their decisionmaking ability.
- Enable girls to make informal choice in areas like education, employment and health especially reproductive health.
- Enhance their participation on an equal footing in all areas.

3. The Context In designing and implementing this practicing, there were various challenges that were to be addressed. The first challenge was to make girls students understand the meaning of empowerment because they were subjugated and victim of servility and docility since birth. They had to be convinced that empowerment does not mean identifying women rather it means replacing patriarchy with parity.

Moreover, although many women faculty members and students had their own stories to tell, the herculean task was persuading teachers as well students to share their experiences and turmoil. The challenge was to convince them break the shackles of social construct of patriarchy. Empowerment was to be taken place without hurting male members because it was a kind of invasion in the patriarchal system.. The method to be used was of persuasion and conviction. Patriarchal system was to be changed in a subtle but obvious manner. It was a delicate task in a coeducational institute because the need of hour was to sensitize the boys also. They should not have felt either ignored or insulted

or the targeted at any cost. Active participation of their was sought to bring a constructive transformation in society as it would serve as a firm foundation for lifelong learning and adult life for bot . 4. THE PRACTICE Keeping this in view, Women Welfare Cell was established in college campus four years ago to empower rural girl students to enhance understanding of issues related to women and to make college campus a safe place for women students. Aiming at intellectual and social uplift of the students, the cell tried facilitate women empowerment through extension lectures, seminars, awareness programs and the welfare activities. But their project did not remain confined to the activities organized by the cell. Different components of the college like cell of extracurricular, Career Guidance cell, Rotaract Club, Department of Computer science all took initiative for the emancipation of women and the project became the best practice of the college. The college got united and supported the welfare activities for girl students.. There was urgent need to bridge the deeprooted biases through sustained reconditioning. It was decided to empower rural girl student with knowledge, skills and self -confidence necessary for the holistic development of their personality. Sustained awareness programs with the help of PPTs, documentary films, motivational lectures of women achievers were of great help in imbibe confidence among girl students.A survey was done to know their eating habits. Findings were alarming as 50 of them were not taking healthy and nutritious diet did not have habit of having breakfast in morning thus were quite unaware of the working of their metabolism. Annual medical camp was organized and found that majority of girls were anemic and sick. They did not share their health issues to their mother. Various programs like know Your Doctor Let us talk to Our Doctor, Doctor at Your Door Steps and Alternate Treatment by ayurvedic medicine were conducted. Here girl students grappled with their health problem without any inhibitions and sought treatment for them. In this way a healthy environment for girls was created. Cell of extracurricular activities organized various girlsoriented programs where girls students participated in various events like cooking competition , rangoli, mehendi, dance competition, nail art, hair styles and culinary skills. Girl students' enthusiastic participation in these events was a testimony to the fact that our diffident and introverts are shedding their inhibitions and were ready to test their abilities. Free classes for rural girl students to learn English language by Department of English and gain knowledge of Computer by Department of Computer Sc. helped to create a conducive learning environment for them. 5. Evidence of Success . . With undaunted efforts and incessant support of the various components of the college, today, girl students and faculty members have emerged achievers. Be it N.C.C, N.S.S, Rotaract club, English literacy Club the participation of the number of girl students outreach their male counterparts. Whether it is a dance performance or dialogue delivery or community service, girls with their grit and determination are marching forward. It bears witness to the success of this endeavor. Many girls have bravely fought with the menace of eve teasing and emerged as dignified winner . The College indeed contributed to initiate and organize various activities. All cultural activities were funded by the college administration. Medical camps were funded by Rotary Club Adampur Chawla Nursing Home, Jalandhar and Aarti Fertility Centre Jalandhar and Yuva Theatre played vital role in making our girl students empowered and achievers. 2. Best Practices 1. Title of the Practice: Value Based Education 2. Goal Institutions of higher education have a major role to play in preparing the younger generation for a propitious future. Apart from imparting quality education, they need to instill high educational values and practices amongst the student.. Values like another aspect have gone into abysses where human existence and its future look dismal and dark.. The consequences are sordid rapes, heinous murders, treacheries, frauds and malpractices Envisioning youth transformation, thus institution settled in rural areas confronts various serious issues of the moral depravity of students. A large scale migration to offshares and subsequent prosperity but

alienation has put on society in danger of becoming increasingly fragmented and unstable as self interest over shadows the public good. So, the urgent need is to ensure that students have proper understanding of right and wrong through a study of moral ethics 4. THE PRACTICE The values are to be infused rather than informed to the learners. The institution runs by a religious managing committee adopts and adapts various methods to provide value based teaching to students. The college adopts the method of deliverance of lectures to interact with students on value crises and seeks its redemption through motivational documentaries. Various innovative methods are used to imbibe ethical values in their mind. Various clubs and cells involve student volunteers in myriad activities like blood donation, sanitation drive etc. Such involvement utilizes their surplus energy and manages to keep them away from various temptations like drugs and crimes. Social welfare activities of various components of college like collecting and distributing food in slum areas, raising funds for the help of the victims of national calamities, visit to orphanage to spend quality time with the underprivileged nurture feelings of compassion and understanding among students. These values get unpretentiously integrated in their temperaments. Reckoning with the spiritual philosophy preached by sikh gurus, they are taught to be win hearts to win the world. The feelings of universal brotherhood and welfare of mankind are infused into their personality through the exposure of community service. The ritual of celebrating "Sangrand" the first day of every month in accordance with the Vikrim and NanakShahi Calender and birth anniversaries of reversed gurus is another way to bring serenity and piousness in the college campus. Enthusiastic participation of students in these celebrations develop the spiritual site of their persona. It makes them grounded and evokes feeling of humility, modesty and ingenerate fellow feelings. Extension lectures arranged by Babe Nanki Seva Committee and Religious Affairs Committee has very commencing concept on the mind of students. 5. Evidence of Success Volitional participation of the students in extension services provided by various clubs and units of the college bears testimony to the fact that students indeed have been provided with value based education. To cite an example, students' collective efforts to collect grocery and warm clothes for the unprivileged and raising of funds to provide succor to the victims of national calamity testify the success of such practice. 6. Problems Encountered and Resources Required. Various distractions in and around the surroundings tend to drift students from the path of religion and spirituality. They are fascinated by materialistic pursuits. To take students away from their comforts zone has always been a herculean task. Due to tight teaching schedule of teachers find it heart to deliver motivational lectures and carry value based activities within their academic ambit. Title

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gnkcdk.org/best-practices/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college was founded with a vision of making humble contribution towards social uplift of this country side through capacitybuilding of rural youth via academics, sports, imparting of moral and spirituals values and community development. The distinctive characteristic of the institution derives from its location. It is situated in a socially backward and educationally deficient area. Majority of our students are still from the socially and economically weaker section of society, having low ability and living with lots of handicaps and many restrictions. By providing education with minimal fee structure, the college brought within reach, the benefits of education to the youth,

especially girls who become selfreliant and confident young women, strong enough to face the challenges of the professional scenarios. The essence of the motto of the college 'Mann Jeetey Jagg Jeet'(Win hearts to win the world), permeates the entire ambience of the institution which provides a congenial and caring teachinglearning environment. Our constant endeavour remains to sensitize the young mind towards social issue, human values, and gender and environment issues. The college excels in sports activities. Our girl student named Ranjit Kaur won gold medal in 5 K.M. walk in GNDU Athletic Meets. She also won bronze medal in Open Punjab Athletics Meet held at Sangrur. Nupinder kaur got silver medal in Open Punjab Athletics Meet in1500 mt.,silver medal in1500 mt. And 800mt.in GNDU Athletic Meets College cross country women team won over all championship in GNDU.College cross country team of men won second position in GNDU Cross Country Championship. Our student Laxmi stood first in Open Punjab Cross Country and was selected for National Cross Country.She also won silver medal in 5000mt.and bronze medal in 1500mt. In GNDU Athletics. Bhupinder kaur won bronze medal in GNDU10k.m. cross country. Lovepreet Singh also won the bronze medal in GNDU10 k.m. Cross Country. In the near future we plan to start new vocational courses that could enable the learner to be selfreliant and trained enough to start their own ventures or startups instead of joining the never ending line of employment seekers.

Provide the weblink of the institution

http://gnkcdk.org/inst_distinctiveness/

8.Future Plans of Actions for Next Academic Year

To enhance outreach programs for the members of the weaker section of the feeding area:

- To introduce more scholarship schemes to enhance access and affordability of higher education to girl students belonging to poor families.
- To strengthen the liaison among stakeholders like students, teachers and alumni.
- To register Alumni Association.
- To keep guardians updated about the progress of their wards.
- To conduct Faculty Development Programs.
- To strengthen industry linkage.
- To strengthen student support system.
- To introduce job oriented courses.
- To organise UGC sponsored seminar.
- To conduct academic audit of the all faculty members.
- To organise guest lectures.
- To make teaching more student participatory.
- Start coaching centre for IELTES.
- Endeavour to make college selfsupporting.
- To increase the number of students on roll.
- To felicitate sports activities.
- To increase foot fall in library.
- To develop green belt along the boundary wall of the college.
- To empower women by developing their vocational skills.