



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		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
<b>2. Institutional Status</b>		

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)	<a href="http://gnkcdk.org/iqac/">http://gnkcdk.org/iqac/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://gnkcdk.org/calendar-2018-19/">http://gnkcdk.org/calendar-2018-19/</a>

### 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

<b>6. Date of Establishment of IQAC</b>	02-May-2016
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### 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
<b>No Data Entered/Not Applicable!!!</b>				
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**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	Achivements/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><b>17. Does the Institution have Management Information System ?</b></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><b>Curriculum Implementation System:</b> 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><b>Knowledge Management System (Library and CT):</b> 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><b>Administration System:</b> 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. Hum an 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
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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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
<b>No Data Entered/Not Applicable !!!</b>		

#### 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
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No Data Entered/Not Applicable !!!

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### 1.3.2 – Field Projects / Internships under taken 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 96of the respondents were of the view that teachers were wellprepared 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
<b>No Data Entered/Not Applicable !!!</b>			
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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-
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			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
<b>No Data Entered/Not Applicable !!!</b>				
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### 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
<b>No Data Entered/Not Applicable !!!</b>				
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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
<b>No Data Entered/Not Applicable !!!</b>					
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
<b>No Data Entered/Not Applicable !!!</b>		

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

Name of the Department	Number of PhD's Awarded
<b>No Data Entered/Not Applicable !!!</b>	

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
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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
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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
<b>No Data Entered/Not Applicable !!!</b>						
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### 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
<b>No Data Entered/Not Applicable !!!</b>						
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### 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
<b>No Data Entered/Not Applicable !!!</b>			
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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
<a href="#">View File</a>				

### 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
<b>No Data Entered/Not Applicable !!!</b>			
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
<a href="#">View File</a>					

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
<b>No Data Entered/Not Applicable !!!</b>			
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	
	<b>Text Books</b>	13328	290696	45	15689	13373
<b>Reference Books</b>	0	0	1	600	1	600
<b>Journals</b>	30	26534	0	0	30	26534
<a href="#">View File</a>						

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
<b>No Data Entered/Not Applicable !!!</b>			
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
<b>Existing</b>	51	4	2	0	0	0	3	5	0
<b>Added</b>	1	0	0	1	1	1	1	0	0
<b>Total</b>	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
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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	<a href="#">NA</a>

#### 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)

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
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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

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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
<b>No Data Entered/Not Applicable !!!</b>		

## 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

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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
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	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.
<a href="#">View File</a>					

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
<a href="#">View File</a>	

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
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### 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
<a href="#">View File</a>						

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 semesterend 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

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

Research and Development

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.

Library, ICT and Physical Infrastructure / Instrumentation

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.

Human Resource Management

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.

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

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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
<a href="#">View File</a>				

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"> <li>• Contributory provident fund scheme is adopted wherein the management contributes an equal share to the fund of each employees.</li> <li>• Gratuity is paid to the retiring employee within the shortest possible period</li> <li>• 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 .</li> <li>• Free ship to the wards of the staff.</li> <li>• Free accommodation to the family of the chowkidar</li> <li>• Maternity and child care leave is provided to women staff</li> <li>• The facility of gymnasium is also available to all</li> </ul>	<ul style="list-style-type: none"> <li>• Contributory provident fund scheme is adopted wherein the management contributes an equal share to the fund of each employees.</li> <li>• Gratuity is paid to the retiring employee within the shortest possible period</li> <li>• 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 .</li> <li>• Free ship to the wards of the staff.</li> <li>• Free accommodation to the family of the chowkidar</li> <li>• Maternity and child care leave is provided to women staff</li> <li>• The facility of gymnasium is also available to all</li> </ul>	<ul style="list-style-type: none"> <li>• Free books to the needy and meritorious students</li> <li>• Scholarships and fee concession to deserving students</li> <li>• Career Guidance Cell to inform students about job opportunities both in private and public sector.</li> <li>• Free medical camps and medical counselling to girl students ,in particular</li> <li>• Free access to high speed computer network and internet connectivity</li> <li>• Arrangement of extra classes especially for slow learners when necessitated</li> <li>• Sports and extracurricular activities</li> <li>• Refreshment to the participants during all major events both on and off campus</li> <li>• Standard tracksuits to all players participating in different events</li> <li>• Well maintained gymnasium for health conscious students</li> </ul>

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
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

3535946
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## 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)

• 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)

• 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
<a href="#">View File</a>					

## 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
No file uploaded.							

## 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
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#### 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 self-reliant 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 teaching-learning environment. Our constant endeavour remains to sensitize the young mind towards social issues, 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 in 1500 mt., silver medal in 1500 mt. And 800 mt. 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 5000 mt. and bronze medal in 1500 mt. In GNDU Athletics. Bhupinder kaur won bronze medal in GNDU 10 k.m. cross country. Lovepreet Singh also won the bronze medal in GNDU 10 k.m. Cross Country. In the near future we plan to start new vocational courses that could enable the learner to be self-reliant 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/](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 IELTS.
- Endeavour to make college self-supporting.
- 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.