



## Yearly Status Report - 2019-2020

### 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		rachnatuli8@gmail.com
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	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Prof.Rachna Tuli
Phone no/Alternate Phone no.	01812718865
Mobile no.	9914917816
Registered Email	gnkcdarolikalan@gmail.com
Alternate Email	rachnatuli8@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://gnkcdk.org/wp-content/uploads/2023/06/AQAR-Report.pdf">https://gnkcdk.org/wp-content/uploads/2023/06/AQAR-Report.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:  
Weblink :

<https://gnkcdk.org/wp-content/uploads/2023/06/Academic-calendar-2019-20.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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	03-Oct-2019 02	30

Parent Teacher Meet	25-Sep-2019 01	75
Literacy Programme for Senior Citizens in Feeding Area	04-Oct-2019 02	30
Faculty Development Programme to Promote ICT	22-Dec-2019 05	50
Tutorials for Spreading Interdisciplinary Knowledge Among Students	04-Feb-2020 04	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>				
<b>No Files Uploaded !!!</b>				

**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)**

Significant contributions made by IQAC during the current year • Persuaded the staff to forego a part of their summer vacation to work for increasing student enrolment. . 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 provide college bus facility to girl students.	Implemented.
To conduct mock test or surprise tests to assess the academic abilities of students	Mock tests were conducted by various departments
Identification and counselling of the slow learners	Implemented
To focus primarily on enhancing student enrolment 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	18-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

08-Feb-2019

**17. Does the Institution have Management**

Yes

Information System ?	
<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>Adiminstration 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 and DPI in addition to its parent management .Postal communication is</p>

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. This is the brief.

## 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 and Multimedia Input output devices like keyboard Mouse.

#### 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
NIL	NIL	Nil	0	NIL	NIL

### 1.2 – Academic Flexibility

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

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
Nil	NIL	Nil

#### 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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NIL	Nil	0
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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	Practical Implications of 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
<p>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 two-way 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</p>

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. The management and the staff is committed to address the problem of students in all possible ways. Financial crisis is the biggest crisis of the institution as there is a fall in the strength of students due to foreign craze.

## 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	500	76	76
BA	Sem III/IV	500	31	31
BA	Sem V/VI	500	24	24
BCom	Sem I/II	75	15	15
BCom	Sem Iii/IV	75	9	9
BCom	Sem V/VI	75	2	2
BCA	Sem I/II	60	10	10
BCA	Sem III/IV	60	8	8
BCA	Sem V/VI	60	3	3
MSc	Sem I/II	40	0	0

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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
2019	219	5	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. 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. This is the students mentoring system available in the

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
219	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	3

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
Nil	NIL	Nil	NIL
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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-end examination	Date of declaration of results of semester-end/ year- end
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				examination
BA	103201	Sem-I	20/11/2019	03/09/2020
BA	103202	Sem-II	30/05/2020	23/07/2020
BA	103203	Sem-III	18/12/2019	18/03/2020
BA	103204	Sem-IV	25/05/2020	27/07/2020
BA	103205	Sem-V	22/12/2019	27/03/2020
BA	103206	Sem-VI	25/05/2020	27/07/2020
BCom	108501	Sem-I	15/12/2019	03/08/2020
BCom	108502	Sem-II	22/05/2020	29/07/2020
BCom	108503	Sem-III	17/12/2020	03/12/2020
BCom	108504	Sem-IV	14/06/2020	29/07/2020

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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. The college has recently implemented mentoring system which plays a significant role in reforming internal evaluation system in the college. • The utmost care is taken for the maximum attendance of the students. The students are encouraged continuously to study sincerely for the improvement of their results. The college has a dean, academics, a registrar and a deputy registrar to direct the staff to carry out the effective implementation of internal assessment and college examination.. The evaluation process of institution is planned and intimated to the faculty in advance • The students are intimated regularly about it. The formative approach to evaluate students achievements includes various academic activities such as seminars presentation, group discussions ,assignments, and project submissions. The students are asked to submit home assignments in a stipulated period. Tentative dates for mid term examination and final exams are notified in the academic calendar at the beginning of the session. • The 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. The college takes care to maintain the confidentiality in the work of internal examination process. Whenever there is a change in the evaluation method, it is communicated to the staff by circulating a copy of directions. The endeavours are made to induce student to attend their lectures properly. The internal examination schedule is coordinated with the academic calendar. The results of house tests are analysed by the dean, academics. The concerned teacher conducts a personal interface meeting with the the evaluation process in its meetings and provides suggestions for improvement. parents of students are also invited to the college.. They are apprised of the strength and weaknesses of their wards. They are also advised to monitor the progress of their wards and remain in touch

with respective teachers. The IQAC monitors the evaluation process in its meetings and provides suggestions for improvement. The dean of academics also conduct regular meetings with the students to know about their respective progress chart.

### 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. 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/wp-content/uploads/2023/08/201920upload-1-2.pdf>

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
103206	BA	ARTS	23	23	100
108506	BCom	COMMERCE	2	2	100
107206	BCA	COMPUTER	3	3	100
206704	MSc	COMPUTER	4	4	100
303502	PGDCA	COMPUTER	0	0	0
303702	PG Diploma	FINANCIAL SERVICES	0	0	0
216504	MA	PUNJABI	0	0	0

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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/wp-content/uploads/2023/08/Student-Satisfaction-Survey.pdf>

## 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
Nil	0	NIL	0	0

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 Com[puter Science	22/01/2020

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
NIL	NIL	NIL	Nil	NIL

No file uploaded.

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
NIL	NIL	NIL	NIL	NIL	Nil

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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
History	1

#### 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)
National	History	3	6

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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	1
English	2
History	2

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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
N.A	N.A	N.A	Null	0	N.A	0

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
N.A	N.A	N.A	Null	0	0	N.A

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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	2	4	1	0
Presented papers	3	6	1	0
Resource persons	0	4	1	0

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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	55
Swachh Bharat Abhiyan	NSS,NCC	3	60
Campaign Against Drugs	Women Welfare Cell	4	7
Saksharta Campaign	NCC	1	25
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	12
Teaching Networking to Senior Citizens of Feeding Area	Department of Computer Science	4	30
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>			
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/Agen- cy/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Swachh Bharat Abhiyan	Govt. of India	Cleaning village Kalra	3	60
Beti Bachao, Beti Pardayo	Govt. of India	Rally and Extension Lecture	4	50
Beti Bachao, Beti Pardayo 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 details	Duration From	Duration To	Participant
Training	Summer Training	G.N.A., Matiana, Cargo Motors, Jalandhar	25/06/2019	01/07/2019	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
400000	40000

4.1.2 – Details of augmentation in infrastructure facilities during the year



Total	52	4	2	0	0	0	3	5	0
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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
LAPTOP, VEDIO CAMERA, PROJRCTOR	Null

#### 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
1200000	1049000	1650000	1557700

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 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 remain same.

<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	Scholarship for Sikh Amritdhari students, and Scholarship by passing religious examination	13	79500
Financial Support from Other Sources			
a) National	SC/BC	20	367950
b)International	NIL	0	0
<a href="#">View File</a>			

#### 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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	04/09/2019	55	college
Counselling	07/08/2019	180	Counselling and guidance cell
Cure with yoga and meditation	20/11/2019	50	Yog Path Sansthan, Ayush manralya
Learn the Language	16/12/2019	27	Wisdom Academy Jalandhar
<a href="#">View File</a>			

#### 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
2020	LEARN AND	0	10	0	10

EARN SCHEME

[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
0	0	0

## 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
Axis Bank	14	2	HDFC Cooperative Bank, Adampur	10	4

[View File](#)

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	8	B.Com, DCA, PGDCA	Dept. of commerce computer	LKC, Jal , Paradise college of education	M.Com, B.ed, MSC(I.T)

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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

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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	40
Zonal Athletics Meets	Zonal	250
Celebration of Teej	College	70
Womens Day	College	100
Poster making and Slogan writing Competitions	College	30

Essay Writing , Turban Tying, Recital of Gurbani, Poetical Recitation	College	30
<a href="#">View File</a>		

### 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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NIL	Nil	Nil	Nil	Nil	NIL
No file uploaded.						

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. 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. senior students assist the teachers in the induction programmes of new students. They help in coordinating all the events related to academic curricular and extra curricular. They communicate problems faced by the junior students to the principal and help in readdressing them at last.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

60

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

8000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni-Meet to discuss various methods to increase the strength of college

### 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. 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. All committee convenors and coordinators enjoyed functional autonomy within the framework of rules and regulations. There were many administrative

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.
Research and Development	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.

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.

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
Nil	NIL	NIL	NIL	0
No file uploaded.				

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)
2020	The Use of E-	Office Management	17/11/2020	28/11/2020	12	4

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
NIL	0	Nil	Nil	0
No file uploaded.				

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 student.</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. The institute has the budgetary control system to monitor financial resources. Many reforms were brought in the financial administration of the institution. Financial committee headed by the principal and representations of the management, teaching staff and administrative staff will be sought budgetary requirements from various departments and cells. At the beginning of the academic year the annual budgets are prepared, reviewed and approved by the finance committee. the finance committee has fixed the limits of total recurring and non-recurring expenditure based on the income and resources of the institution.

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	3000000	Salary and Development Fund
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

3000000
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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)

<ul style="list-style-type: none"> <li>• Celebration of Guru purab</li> <li>• Awareness Rally for Beti Bachao, Beti Pardhao Campaign</li> <li>• Support for 'A Handful of Grains Campaign'</li> </ul>
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6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> <li>• Use of Networking and Google Pay</li> <li>• Yoga classes for destressing</li> <li>• Free coaching classes for their wards every year.</li> </ul>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL
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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
2020	Extension Lecture on Intellectual Property Rights	24/01/2019	24/01/2019	24/01/2019	30
2020	Parent Teacher Meet	10/03/2020	10/03/2020	10/03/2020	50
2020	Literacy Programme in Feeding Area	04/08/2019	04/08/2019	04/08/2019	30
2020	Faculty Development Programme to Promote ICT	22/08/2019	22/08/2019	22/08/2019	22

[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 Womens Day	08/03/2019	08/03/2019	70	0
Parvaz (Various Competitions held especially for girl students) )	13/08/2019	13/08/2019	50	27
Extension lecture on equal rights of women	17/08/2019	17/08/2019	150	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
Scribes for examination	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
2020	1	1	11/09/2020	1	Staging of Street Play 'Udta Punjab' Efforts to create Self Help Group	Drug abuse prevalent in the rural area To raise the economic standard of rural women	25

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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	15/07/2019	15/07/2019	200
Collection and distribution of Grocery in slum area	10/02/2020	10/02/2020	40
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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 .

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 offshores 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. This is all.

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 in 1500 mt., silver medal in 1500 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 GNDU 10k.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.

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under -

1. To be able to enhance the Brand Equity of the College, which it has created for itself, in its Local Jurisdiction.
2. To create an enabling environment for holistic development of Students, Faculty and Support Staff.
3. To facilitate continuous upgradation and updation of knowledge use of technology, by faculty and students.
4. To fulfil its social obligations, in the manner of providing formal informal education, dissemination of knowledge, organizing programmes and activities for the benefit of the community and other stakeholders.
5. To create awareness and initiate measures for Protecting and Promoting Environment.
6. To encourage and facilitate Research Culture, to promote Research by Faculty.

This Perspective Plan outlines the various initiatives and focus areas to achieve the aforesaid Objectives. The same are enumerated hereunder -

- 1) INSTITUTION
  - 1.1. To revise the Vision and Mission of the College, where necessary, to align with the aforesaid objectives.
  - 1.2. To continuously Innovate, introduce new courses and remain relevant to the changing needs of the stakeholders.
  - 1.3. To provide thrust to achieve excellence in all courses.
  - 1.4. To monitor Quality Assurance and Quality Enhancement activities of the Institution.
  - 1.5 To overcome the gap caused by COVID.
- 2) INFRASTRUCTURE
  - 2.1 To Implement Structural Repairs to Building and Electrical Repairs, on the basis of need.
  - 2.2 To provide resources required for Use of Technology to provide online course contents, video lectures, etc., to overcome COVID constraints.
- 3) ADMINISTRATION
  - 3.1 To automate various Office Administration Processes.
  - 3.2 To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities,

Programmes, Seminars, Workshops, Extension Activities, Others. 3.3 Use of Short Messaging Service (SMS), Apps developed and designed for communication with Students, to be extended to students of all courses 3.4 To provide vaccination and sanitation programmes for the benefit of staff and students. This is summary.