



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Guru Nanak Khalsa College Daroli Kalan jalandhar
• Name of the Head of the institution	Dr.Sahib Singh
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01812718840
• Mobile No:	9914917816
• Registered e-mail	gnkcdarolikalan@gmail.com
• Alternate e-mail	gnkcdarolikalan@gmail.com
• Address	Guru Nanak Khalsa Colege, Daroli Kalan
• City/Town	Jalandhar
• State/UT	Punjab
• Pin Code	144104
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Grants-in aid				
• Name of the Affiliating University	Guru Nanak dev University, Amritsar				
• Name of the IQAC Coordinator	Prof.Rachna Tuli				
• Phone No.	9914917816				
• Alternate phone No.	01812718840				
• Mobile	9815677833				
• IQAC e-mail address	gnkcdarolikalan@gmail.com				
• Alternate e-mail address	rachnatuli8@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gnkcdk.org/wp-content/uploads/2023/08/new-AQAR-Report.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gnkcdk.org/wp-content/uploads/2023/09/academic-calendar-2020.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.13	2017	29/10/2017	29/10/2022
6.Date of Establishment of IQAC			02/05/2016		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>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</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
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.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Members of Local Management	15/09/2020

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
YES	22/03/2021

15.Multidisciplinary / interdisciplinary
The college is affiliated to GNDU, Amritsar . It follows the guidelines set by it. As such , no interdisciplinary or multidisciplinary course is being run. But subjects such as Environmental Studies and Drug Abuse are common subjects in the syllabi of all streams .
16.Academic bank of credits (ABC):
The university does not have introduced Credit system yet.Whenever Nep 20 is introduced, the college will start Academic Bank of Credits.
17.Skill development:
No such course has been introduced during the session.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
To make students have the full understanding of the subject, the teachers teach students in the vernacular language also.Our vernacular language is Punjabi. Students are taught Indian value system,especially, the values taught by the sikh religion For that purpose,the management has appointed a religious teacher . He aspires to ingrain moral values among the students. The college also makes use of electronic media . Some teachers have created u-tube channels . They upload their lectures so that stuenets from far-away areas may get benefit. Various platforms such aszoom and google meet are frequently used by teachers to teach students online.However, the college does not have any on-line course,
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
All streams focus on their pracical implications. The Humanities and Commerce streams both aim at preparing students for the competitive exams. The college arranges coaching classes for the students of. these streams. It prepares them for getting placements in different sectors.Computer Science stream focuses on jobs in the IT sector.
20.Distance education/online education:
During the Covid 19, it has become necssary to use online mode of education.The college does not have distance education mode.
Extended Profile
1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	158
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	145
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	51
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	17
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	08
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	14
4.2 Total expenditure excluding salary during the year (INR in lakhs)	51akhs
4.3 Total number of computers on campus for academic purposes	52

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

This session the complete curricyulum delivery took place in online mode due to pandemic situation. Online meetings used to be held comprising principal and faculty members from time to time. Some times students were also involved in the meetings. A time table by the time-table committee was prepared for online classes. Google platform and zoom platform were used for curriculum delivery system. whatsapp groups of all the classes were formed by the college to share all the important annouements, notices, and time table with the students. Power point presentations , youtube channels and videos were also used to augmented the teaching (online mode)

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

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

Being affiliated to the university, the college follows the

guidelines of the GNDU. The university clearly mentions the commencement of the session, semester break and vacations, that is strictly followed by the college to ensure smooth and efficient functioning of its teaching and administrative processes. Within the same framework, the college also prepares its own calendar of events and activities before the commencement of the academic session and the same is communicated to all. For transparency of functioning, both the University and the college's academic calendar are placed on the college website.

All the aforementioned information is reinforced during the college and departmental orientation of new students at the beginning of the academic session.

The principal also conducts meetings with the Teacher-in-charge, faculty from individual departments, and entire staff including non-teaching to ensure smooth implementation of the academic calendar.

For the purpose of conducting continuous internal evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table, keeping in view the academic calendar and planned co-curricular activities of the college.

The students are informed well-in advance about the deadlines for assignment submissions, dates for class tests and presentations. Criteria for assessment is also shared with the students. They are encouraged to seek guidance from teachers during their free time. Everything in the institution is geared towards providing holistic education in the structured way.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the

E. None of the above

following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG
 programs Design and Development of
 Curriculum for Add on/ certificate/ Diploma
 Courses Assessment /evaluation process of the
 affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

NIL

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

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

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

NIL

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

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

nil

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

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

1.3 - Curriculum Enrichment

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

The cross cutting issues like professional ethics, gender human values, environment sustainability and drug abuse are part of curriculum in commerce, computer science and humanities. Gender issues have been discussed in the syllabi of English literature and Punjabi literature. Environment studies is a part of curriculum as prescribed by GNDU, Asr. in the second year of graduation. The subject was mainly introduced to make the students aware of environment and sustainability. The curriculum of BCA has got topics like soft skills, communication skills and banking. Drug abuse as a paper is being taught in the first year of graduation class.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

nil

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

12

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

D. Any 1 of the above

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://publuu.com/flip-book/344941/791652

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

815

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

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

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

101

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

2.2 - Catering to Student Diversity

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

In a year of pandemic, the assessment of the learning levels of the students was done by the teachers in their on-line classes during lectures and by conducting on-line tests. On the basis of their performance in the test, the slow and advanced learners were identified. It was made sure that they did not adopt unfair means by taking advantage of on-line mode. Specific teaching-learning strategies were adopted. These strategies were oriented to the needs of such students. For advanced learners, PPTs and U-Tube links were sent to provide them so that their knowledge could be upgraded. When the college was opened for students, traditional methods of teaching were aided by new age technological methods so that learning could be made more engaging and relatable. E-links on various topics helped them to gain an in-depth knowledge of the subjects. Moreover, teachers suggest them advanced readings in the relevant topics to enhance their understanding of the subject and to enable them to pursue research in future. For slow learners, first, bilingual explanations and discussions were done both in on-line and off-line classes. Additional tests were conducted to bring them at par with the rest of the class. Tutorial and remedial classes were arranged for such students. Peer and group learning was encouraged.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
158	17

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The learning is very student-centric , because in most of the classes, the number of students is very small. This enables the monitoring of the students on individual basis. The teachers have very strong personal bonding with their students. The overall atmosphere is homely, and students feel free to discuss even their personal problems with their teachers. Various strategies are employed by the college to ensure holistic development of their personality.

Students are motivated to participate in N.C.C., N.S.S. and Youth Club activities.

Students are encouraged to visit slum areas under the aegis of Rotaract Club to gain an understanding of the geographical, socio-political and economic factors of the lives of the people living in slum areas.

Students of various streams are taken to different companies to combine theoretical knowledge with practical knowledge..It gives students platform to enhance their interpersonal skills and provide an insight regarding internal working of companies.

Students are encouraged to conduct the stage in college events. The talented are further trained and given opportunities to participate in inter-college /university competitions.

For participative learning, students are made to participate in group discussions and present papers in class seminars. To facilitate these activities, a well-furnished , air-conditioned seminar hall is available..

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Notwithstanding the rural location of the institution , the faculty has access to the following technology and facilities to making their teaching more effective

Four well-equipped , air-conditioned computer labs with over 50 PCs are used by the faculty.

Smart boards with digital projectors and fully Wi-Fi- enabled campus is of great help for the faculty.

A wide range of e-books and e-journals are browsed through IFLIBNET N-LIST.

Power point Presentations are frequently used by teachers.

The labs are updated with new softwares like Tally, microsoft office, and the latest Excel utility .

Teachers have started taking lecturs online on Google Meet, Zoom, Microsoft Team etc. Beside using e-books, u-tube contents etc. are also used which further add quality to lectures. Teachers share readind materials , short notes, e-books over different media like GAoogle Classroom, E-mails, Whats app etc. Mostly, teachers make use of ICTs for their routine work such as lesson plan developmentand basic information searches on the internet

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://docs.google.com/document/d/14givgyAbObjurg6M5DovUhrreFiSoQFgZ_WgN2PoeM/edit?usp=drive_link

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

completed academic year)

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

8

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

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

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

03

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data

for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Being affiliated to GNDU, Amritsar, the college abides by the guidelines issued by the university. As such, no course has the criterion of internal assessment.

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

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

The college is affiliated to a recognized university. At the end of each semester, there is a final exam which is uniformly conducted for students across all the affiliated colleges. However, during each semester, internal examination is held to evaluate teaching-learning process effectively. The college has a well-defined system in place to deal with examination related grievances. The faculty addresses the rightful grievances of the students pertaining to house tests. The registrar and the deputy registrar remain available to solve the problems of the students. The Dean Students' Welfare of the college can be approached for the redressal of grievance. Answer books of the house tests are returned to and discussed with students and if there is any mistake in the totals, it is checked again. Unmarked questions, if any, are marked. Hence the college adopts a robust and multi-tiered mechanism to ensure transparency in dealing with grievances related to internal examinations.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The primary learning outcome is the development of the intellectual powers of the learners and the attainment of the required level of the understanding and knowledge of the course studied. Above all, the ultimate target is the development of attitude and instilling of intellectual curiosity. Collaborative learning across a wide range of disciplines, including ICT, development of inter-personal skills and having flexible skills is what the institution aims at. A pass-out should also be a socially responsible citizen with civic sense and respect for human values. These learning outcomes are built into the curriculum of each discipline. These are spelled out in the syllabi, the academic calendar, the time-table, and the assessment and attendance records.

Teachers are well-communicated about the outcomes through orientation programs, classroom discussions, expert lectures and such programs.

Successful alumni of the college are invited to interact with students regarding the benefit of the courses they undertook. They share how their career was shaped by individual course, thus helping the existing students to align better with a specified course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution regularly evaluates the performance of students through various methods for measuring the attainment of each of the

program outcomes, program specific outcomes and outcomes.

The program outcomes and program specific outcomes are assessed with the help of course outcomes of the relevant program through direct evaluation process. It is provided through university examination, house tests or terminal exams, internal and home assignments, unit tests, and surprise tests. Throughout the year, the faculty records the performance of each student on each program outcome. At the same time, remedial classes are held to provide help to the slow learners to make pace with the desired goals.

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

2.6.3 - Pass percentage of Students during the year

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

52

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

2.7 - Student Satisfaction Survey

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

<https://publuu.com/flip-book/344941/791652>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

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

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****N.A**

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****6**

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

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

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Guru Nanak Khalsa College, Daroli Kalan organises various extension activities with dual objective of sensitizing students about various social issues and contributing to community participation. As the

session 2020-21 pertained to the covid period, online webinars were arranged for creating awareness among general public and students about covid-19. Mask distribution campaign was organised by the NSS volunteers of the college to distribute masks in the village Kalra and Pandori Nizzaran. By this exercise people got aware regarding the simple tool utility in disintegrating the chain of the highly contagious Corona disease. Students were also made aware to do online Yoga. NCC, NSS and Computer department helped in this exercise.

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

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

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

NIL

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

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

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

NIL

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

NIL

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

nil	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Details of augmentation in infrastructure facilities during the year	
Facilities	
Existing or Newly Added	
Campus Area	
Existing	
Class rooms	
Existing	
Laboratories	
Existing	
Seminar Halls	
Existing	
Classrooms with LCD facilities	
Existing	

Classrooms with Wi-Fi OR LAN**Newly Added**

Value of the equipment purchased during the year (rs. in lakhs)

Existing

Number of important equipments purchased (Greater than 1-0 lakh) during the current year

Existing

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

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

1 The college has an air-conditioned seminar hall with necessary teaching logistics like laptop, OHP and LCD projector. It has a seating capacity of 100 students. The college has a multi-purpose hall with a seating capacity of 500 students. They are the platforms for conducting various cultural activities. In addition to it, there is an open air stage providing space to students to present their talent to large audience in pleasant weather conditions. Abundant open space and lush green lawns provide an ambience for various student activities.

The institution has well-developed sports infrastructure facilities. It has well-maintained playground having standard race-track of 6 lanes. The college has standard size football field, Badminton, volley-ball and Kho-kho courts. The department has a lot of equipment for athletics. The detail is as follows:-

Hurdles, Javelin, Hammer, Shot-put, Discus, and High Jump Stand with Cross-bar.

For cultural activities, we have musical instruments both in our cultural and religious department, which includes harmonium, tabla. For practice sessions we have a sound system i.e. microphones, speakers and bluetooth speakers in our cultural and computer

department. LED screen is also utilized to introduce various forms of music vocal, instrumental and dance activities.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1 lakh

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Name of the ILMS software: BiblioSoft

Nature of automation (fully or partially) Partially

Version 1

Year of automation 2015

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

1850/-

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

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

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

30

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college frequently updates its IT facilities keeping in view the course curriculum and technological advancement. During 2020-2021, IT facility was strengthened for the provision of online education and conduct of online examination. The college has 53 computers and 4 computer labs with the the Internet facility and latest printers, scanners, configurations to meet the needs of the students. The college offers Central Computing Facility to the faculty and the students to collect teaching learning resources. The college is also equipped with learning facilitators & gadgets ranging from multimedia projectors, slide projectors, xerox machines, TV, DVD & audio players, smart boards and learning resources. Currently, we are using fiber broadband connection of 510 Mbps for the internet connectivity. The college provides Wi-Fi facility to its students in the campus. The college has a 24X7 Wi-Fi facility in the college campus for the students and faculty members to avail the Internet connection at any place in the college. that offers students the facilities of e-mail, net surfing, up/down loading of web based application, besides helping them in preparing projects & seminars.

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

4.3.2 - Number of Computers

54

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

1 lakh

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college optimally allocates and utilizes the available financial resources for the upkeep of various infrastructural facilities. The procedures and policies being implemented for maintaining and utilizing physical, academic and support facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

34

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

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

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

35

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

E. None of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

nil

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

00

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

00

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

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

The students have got due representation in various academic and administrative bodies of the college. They got their representation in

IQAC: Two students are given representation.

The Editorial Board of the college magazine comprises of student editors. Every section of the magazine has a student editor.

Rotaract Club is in fact a club of students., for students and run by students. All office -bearers of this club are students

Anti-ragging committee :It too has two student representation.

All literary clubs , sabhas , and units have student representatives.

The college does not have a student council or any similar body as the government has put a ban on such bodies.

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

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

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

00

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

5.4 - Alumni Engagement

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

The college has a nascent relationship with the Alumni and former faculty, With the help of social networking sites, the college remains in touch with them. The meetings of the Old Students Association strengthens the bond further. The alumni are also members of thIQAC and thus they contribute in development of the institution. They are also invited to different functions of the college. like Annual Prize Distribution, Convocation, and Farewell Functions. The college treasures the valuable advice of distinguished alumni. They are our brand embassasadors. They play a vital rolee in motivating new students to get admission in the college. The Aumni Association is not registered yet. Though they donot provide fiinancial aid to the college, they always remain a part of the support system of the college.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college 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. In the near future we plan to start new vocational courses that could enable the learner to be selfreliant and trained enough to start their own ventures or startups instead of joining the never ending line of employment seekers.

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

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

The institution practices and promotes the culture of decentralization and participative management by involving the teaching, non-teaching staff and selected students in academic and non-academic activities. There are more than 21 committees that are responsible for effective and participative functioning of the institution. Every work in the college is done through different

committees. If there is any work related to campus maintenance, then it is done through campus maintenance committee. Similarly, matters of fee concession are seen by fee concession committee. The thing is that there is a method of de-centralization in every work which is initiated by the college. These are just two examples. By forming the various committees, every faculty member gets a chance to participate in the decision making process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Though the college was organizing exams through various apps of social media like Whatsapp, MSforms, Zoom etc., but holding exam through Google form was the most promising method among all. The salient features of this method like putting value points to the questions, closing and opening the response window at the decided time and the facility to get the result immediately after the response submission was very helpful in conducting exams during the pandemic. These features made it a foolproof method. The teachers themselves learnt a lot and upgraded their technical knowhow during the pandemic in terms of conducting the exams online. More over the students who were lacking in their technical knowhow they too developed themselves. For Example, a few students who were having their email id for the name sake only, they too were compelled to make it functional to appear in online exams. This method also resolves the issue of biasness in marking and helpful in preserving the answers over a long time of period without any threat of wear and tear.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Principal of the college is the head of the institution. The college administrative system runs smoothly with its three main units that are General administrative which includes, account section also. The administrative office is headed by office superindentant along with three other posts in the office. The examination system of the college is seen by registrar as the head of this system. Registrar is responsible for conducting the internal exams and internal evaluation of the students. Similarly, there is provision of appointing a senior teacher as bursar who along with the office staff is responsible to verify the accounts and supervise the income and expenditure of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://docs.google.com/document/d/12j9X7Vw2Qt8LoSxZ2Y4TAQaWWEwB5LTdbUlKkEzZj1I/edit?usp=sharing
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution practices effective welfare measures for teaching and non teaching staff such as

- Casual leaves
- Advance salary for festivals or special needs
- Medical leaves for staff
- Without Pay Leave
- Benefit of lien
- PF loans
- Study leave for teachers
- Restricted holidays for staffs
- Special leaves (Additional Casual leave) for female staff
- Maternity leaves
- Child care leaves
- Paternity Leave

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

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

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

Nil

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

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

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

0

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

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

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

0

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

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

There is a provision of Annual Confidential Report to appraise the performance of teaching and non-reaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

Auditing is an essential process for accuracy and transparency in financial management. The College conducts regular internal audit of accounts for effective financial management. Auditors are appointed by the parent management(S.G.P.C.,)and the audit reports are submitted to the management.The auditors verify the income received and expenditure incurred under various heads. It examines that money is spent in a valid correct manner. If any discrepancy is perceived and reported the compliance is done immediately and compliance report is submitted to the management.

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

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

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

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

For every financial year the accounts department along with the general section office, Principal and Bursar hold a meeting regarding expenses of the whole year. An annual budget is then prepared and sent to the management for approval. The management justifies the budget and approves the budget and then releases the required money.

The college maintains the funds in the various accounts allocated for the purpose. For e.g. the college maintains separate account heads for

1. The Management Account
2. The UGC Account
3. NSS Account
4. Amalgamated Fund Account
5. Govt Grant Account

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC in its meeting resolve to contribute significantly for the quality assurance strategies during the covid-19 period.

4Two effective processes that were proposed by the IQAC were

1. Online classes and internal evaluation: All the teachers conducted online classes through different ICT modes such as google meet, whatsapp and Zoom. The doubts of the students were also solved online. Internal examinations (Subjective/objective) were also conducted through these modes.

2. Audio video lectures and short notes on YOU Tube channel: The college procured a YOU TUBE channel and the teachers uploaded the audio/video lectures and short notes on the channel. All the chapters of the syllabus were covered in these audio/visual lectures.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During the covid-19 period regular offline classes could not be conducted so online classes were initiated. The IQAC resolved this in its meetings. Accordingly the classes were conducted through google meet and Zoom cloud app. The syllabus was completed and examinations (internal/external) were conducted. The quality initiatives were kept in mind in almost all the teaching learning

processes. As the teaching learning methods were different in pre and post accreditation period therefore no reviews could be done by the institution. The covid-19 pandemic was also a great hindrance in making the institutional reviews.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://docs.google.com/document/d/13DnKBCEj7IzXd1d1svZnaGyNrHhHEpDSIV6G01qL1Ffp4/edit?usp=drive-link
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Due to pandemic the institution could not make much initiative for promotion of gender equity. There is an Internal Committee (IC) in the college which looks after the grievances of the female students and staffs of the college. IC (Internal committee) has placed a Complaint

box inside the college campus for putting the grievance of any students and teachers which are resolved at the college level. Gender equity issues are also covered as part of curriculum in various departments like Humanities, Computer Science, and Commerce etc.

File Description	Documents
Annual gender sensitization action plan	Due to pandemic the institution could not make much initiative for promotion of gender equity. There is an Internal Committee (IC) in the college which looks after the grievances of the female students and staffs of the college. IC (Internal committee) has placed a Complaint box inside the college campus for putting the grievance of any students and teachers which are resolved at the college level. Gender equity issues are also covered as part of curriculum in various departments like Humanities, Computer Science, and Commerce etc.
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Common Room, Women Welfare Cell, woman Supervisor an Supervisor

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The institution has no bio-medical waste. The campus is free of hazardous chemical and radio-active waste. Therefore there exists no management system of these wastes.

The Liquid waste of the campus is managed in a way like: The water from the drinking water taps comes to the garden of the college and irrigates the plants.

E-waste and Solid waste: For the e-waste and solid waste management, there is a committee in the college that disposes our e waste and solid waste by auction. Sometimes if the price bidding is low, the e and solid scraps are also sold to the local bodies. There is a Scrap Disposal committee that looks after the disposal of the e-waste and solid waste.

Wastes recycle system: The garbage and wastes of the day to day is collected in dustbins placed in various corners of the institution. In the evening all the garbage is collected in one big dustbin and the employees of the institute collect the wastes daily. The dry and wet wastes are kept separately.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	<p>C. Any 2 of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 564 550 631">File Description</th> <th data-bbox="550 564 1471 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 631 550 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="550 631 1471 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 734 550 801">Any other relevant documents</td> <td data-bbox="550 734 1471 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1169 550 1236">File Description</th> <th data-bbox="550 1169 1471 1236">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1236 550 1384">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 1236 1471 1384" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1384 550 1487">Certification by the auditing agency</td> <td data-bbox="550 1384 1471 1487" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1487 550 1585">Certificates of the awards received</td> <td data-bbox="550 1487 1471 1585" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1585 550 1653">Any other relevant information</td> <td data-bbox="550 1585 1471 1653" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.</p>	<p>E. None of the above</p>										

**Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen reading**

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

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

The Institution takes sumptuous efforts to provide inclusive environment. The teaching and non-teaching staff comes from different cultural background, different socio-economic status and different religions. But there is harmony and tolerance for each and everyone. There is no feeling of belonging to high or low socio-economic status and belonging to different religious and cultural background. All the teaching and non-teaching staff lives like a family. The institution takes several initiatives on different occasions to maintain the harmony and tolerance like •

Lohri- This festival is celebrated by all the communities of Punjab. Similarly all the faculty members belongong to different religion and communities in the college with great entuasiam following the tradition of this festival. As the college is located in the Punjab and is under the management of S.G.P.C., Sri Asr, all the gurpurabas are celebrated in the college time to time. as per instruction byu our management. Maintaining Social and communal harmony, all the faculty members and students in the gurpurab celebration. The college celebrates Bandi Choe Diwas (Diwali) with great farvor.

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

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

In the beginning of every academic session induction programs are held at departmental levels where students are made aware of their constitutional rights and duties. On occasions like Independence Day, Republic Day, Constitution Day the Head of the institution inculcates national spirit and values among students and staff through his/her motivational speech.

Various cells of the college, at the time of pandemic was constituted that addressed the anxieties and frustrations of the students with regard to covid-19. The students were also motivated to get themselves vaccinated and behave like responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

E. None of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college celebrates the national festivals, birth anniversary and memorials of great Indian personalities like Mahatma Gandhi, Pt. Jawahar Lal Nehru, Dr. B.R Ambedkar, etc with great enthusiasm. Various national and international festivals like Independence Day, Republic Day, International Women's Day, Constitution Day, NCC Day, World AIDS Day, Yoga Divas, World Tobacco Day were celebrated during 2020-21.

Preamble of the Indian Constitution was recited collectively in the college campus on Constitution Day (26/11/2021). Speech Competition was organized for students on World AIDS Day (1/12/2021) and the winners were given prizes. On NCC Day the cadets sang the NCC song and performed various cultural activities. Due to Pandemic Yoga Divas was organized through virtual mode.

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

7.2 - Best Practices

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

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. Free classes(Online) 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.All cultural activities were funded by the college administration.

. 2. Best Practices 1. Title of the Practice: Value Based Education 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..So, the urgent need is to ensure that students have proper understanding of right and wrong through a study of moral ethics.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

To enhance the quality of Teaching Learning Process in the pandemic period. College hadto conductonline classes and online exams. Online classes were organized through Zoom cloud meeting, google meet. Online exams were conducted through google forms. Whatsapp group for NAAC for Quality and Excellence in Higher Education AQAR format for Affiliated/Constituent (UG) Colleges Page 55 respective departments were constituted which included all their students. The information regarding classes and exams were given in these groups by the concerned teachers. Short notes and lectures were also uploaded in the newly created college faculty' youtube channel.More than 250 lectures were prepared by the teachers and uploaded in the YOU TUBE channel. Teachers of each department prepared question bank of each chapters of the whole syllabus. Questions were prepared as per pattern of the GND University examinations.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

.To motivate the faculty for quality Research and Publications.

- To organize national seminars in the institution.
- To organize the Faculty Development Program in the institution.
- To start Rain Water Harvesting facility and to rejuvenate the existing compost pit. •

To conduct Green audit by agency.

- Laboratory upgradation.
- Functional MOUs with other institutions
- . • To increase the numbers of ICT enabled rooms and tools.