



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GURU NANAK COLLEGE
Name of the head of the Institution		Dr. Gurdev Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01824271607
Mobile no.		9914200615
Registered Email		gncollegephg@gmail.com
Alternate Email		drgurdevs@gmail.com
Address		BANGA ROAD
City/Town		PHAGWARA
State/UT		Punjab
Pincode		144401
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Seema Kapoor
Phone no/Alternate Phone no.	01824271104
Mobile no.	9814665055
Registered Email	gncollegephg@gmail.com
Alternate Email	drgurdevs@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gncphagwara.com/downloads/Annual_QAReport2017_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gncphagwara.com/downloads/calendar_2018_19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.44	2016	14-Mar-2016	14-Mar-2021

6. Date of Establishment of IQAC

30-Apr-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
Introducing job oriented courses and subjects.	12-Jul-2019 3	40

D Zone GNDU Youth festival	15-Oct-2018 4	82
State level Youth Festival	21-Feb-2019 2	33
Economic help to poor and needy students through books and scholarships	01-Feb-2019 1	303
Green Audit	09-May-2019 1	526
Tree Plantation and adoption	12-Sep-2018 1	20

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

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

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

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 File](#)

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

Yes

If yes, mention the amount

500000

Year

2018

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

1. Tree plantation under Go Green Programme. 2. Strengthening CoCurricular activities and connecting the students with their culture and heritage. 3. Introducing job oriented course B.Com. (Financial Services). 4. Introducing vocational subjects Functional English, Functional Punjabi and Tax procedure and Practice. 5. Organising large number of extension activities.

No Files Uploaded !!!

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

Plan of Action	Achivements/Outcomes
Introducing job oriented courses and subjects.	A course B.Com (Financial Services) and three vocational subjects Functional English, Functional Punjabi and Tax procedure and Practice have been introduced from the session 20192020.
Raising level of academics.	Results of all classes are almost 100%. Abhilasha of M.Com 4th semester bagged 8th position in university, 4 students of M.Com Sem. 4th passed the exam with distinction. 1st, 4th and 5th positions of PGDMM in university were secured by our students. Radhika of PGDBM stood 5th in university. Monika Bhanot of B.Com Sem. 4th bagged 55th position in university.
Strengthening Co-Curricular Activities.	Two Youth Festivals, One Zonal and One State Level were hosted by the college with maximum participation of the students. Runner up trophy and overall trophy respectively were won by our college. Apart from this, a large number of functions were organised in the college to ensure all-round development of students. One of our students was given 3rd best actor award in Zonal Youth Festival.
Preparing the students for competitive environment.	Various events are organised on regular basis by Career Counselling Cell and subject societies. A special seminar was organised by Career Counselling Cell to enlighten students about Career in Banking and Insurance Sectors. This year companies like Bharti Axa Life Insurance, Brain Box Ltd. And Videocon D2H visited college and good number of students were benefitted.
Tree Plantation and Adoption under Go-Green Programme.	A large number of trees were planted and adopted by students of Guru Gobind Singh Study Circle, NSS and Punjabi Department.
Well conceptualised feedback	A well conceptualised feedback system involving all major stakeholders provides an understanding of ground realities, based on which guidelines are framed for programme planning.
To render economic help to poor and	Every year the college renders huge

needy students through books and scholarships.	amount of scholarship to needy students so that they can continue their studies smoothly. This year an amount of Rs. 6,10,274/- was given to 103 students and 200 students were provided with books by Commerce Department and others.				
To conduct extension activities through NSS and NCC.	A good number of extension activities were organised by NCC and NSS departments. A motivational activity for voting, entitled 'Holi ke Rang, Vote ke Sang' was also organised.				
To conduct annual programmes	This year also, Ardas Divas, Annual Athletic Meet, Convocation and Prize Distribution Function, Placement Drive and Farewell Party were organised by the college.				
No Files Uploaded !!!					
14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Management</td> <td style="text-align: center;">29-Mar-2019</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Management	29-Mar-2019
Name of Statutory Body	Meeting Date				
Management	29-Mar-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	2018				
Date of Submission	28-Feb-2018				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	All the information is provided in the form of a report. The institution follows a systematic schedule of communicating with different stake holders. It gathers data from the internal and external sources of organisation. It plans, organises, does staffing directly. The contents are used by softwares that produce periodic and special reports and simulate various aspects of college operations. The official compliance with university and DPI (Colleges) Punjab is mostly				

done in online compliance mode. The information pertaining to admissions and other activities of the college is updated regularly on college notice board and website. Suggestions given by various committees are implemented from time to time under leadership and guidance of the Principal. Regular staff meetings are held to discuss and decide on the matters relating to academics and other important matters. Feedback received from students, parents, alumni and other stake holders is deliberated with the management in their formal meetings and action plan is prepared for further implementation.

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

Academic activities are based on well planned strategy prepared by IQAC. College follows the syllabi prescribed by Guru Nanak Dev University, Amritsar to which college is affiliated. Faculty members on University Board of Studies contribute significantly in this respect. The college offers various courses that follow the respective syllabi specified by GNDU, Amritsar. The Principal and some senior faculty members are the members of special committees constituted by GNDU, Amritsar for course restructuring. They provide their inputs as per students' feedback in meetings held at university on regular basis. There is proper distribution of the work load as per specialization of all the faculty members. Meetings of different departments are held once in 15 days. Teachers discuss their lesson plans to arrive an optimal and effective way. Lesson plans are prepared by all the teachers that include course objectives, topics, reference books etc. These are all documented in respective departments. Extension lectures on different topics are arranged to provide the students quality education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
----------------------------------	--------------------------	-------------------------------------------------------

No Data Entered/Not Applicable !!!

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

Certificate

Diploma Course

No Data Entered/Not Applicable !!!

1.3 – Curriculum Enrichment

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

Value Added Courses

Date of Introduction

Number of Students Enrolled

No Data Entered/Not Applicable !!!

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title

Programme Specialization

No. of students enrolled for Field Projects / Internships

BCom

Sampoorna Feeds
Industrial Visit

50

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students

Yes

Teachers

Yes

Employers

Yes

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

Alumni: a) Most of the alumni reported that they are well placed in their respective fields. College has been arranging for placement drive for last two years and good numbers of students are placed in different sectors under on campus or off campus placement. b) The achievements of the students in academics, sports, cultural and other cocurricular activities are deliberated by the members of alumni association during their interaction with the college authorities on various occasions. c) Alumni showed deep satisfaction on introduction of new course B.Com (Financial Services) and three subjects Functional English, Functional Punjabi and Tax Procedure and practices.

Parents: a) Convening of PTM is the most fruitful platform where parents get opportunity to get firsthand information about the performance of their wards from the class teachers. b) Since, most of the demands of the parents are related with fee concession, grant of scholarship and free book facility etc. The college is already a leading institution of the area in providing these facilities to the students. c) College ensures allround personality development of students for the satisfaction of parents. Parents showed their ecstasy on organisation of Youth Festivals and participation of their wards.

Students: a) Students feel highly satisfied that most of the teachers have already included modern teaching aids in teaching. They have started preparing power point presentations and other innovative teaching aids to stimulate the students for better understanding. b) They appreciate the conduct of seminars, Quiz competitions, assignments and research programmes to stimulate an appreciation of basic science and research skill in the, especially in post graduate students. c) Based on students' feedback, this year main focus was laid upon

cultural and cocurricular activities. This year two youth festivals i.e. Guru Nanak Dev University Zonal and Punjab State Youth Festival on district level were hosted by the college. It was a way of connecting students to their culture and heritage. A good number of hard copy books were also added to college library. Library has also been digitized by adopting library software 'KOHA'. d) The facilities provided to the students such as internet, hygienic and clean drinking water and maintenance of toilets (gents and ladies separately), displaying of results, attendance record on time, sophisticated and high quality modern equipment in labs and neat and clean class rooms with good infrastructure are very helpful to them. Employers: a) The college gets itself evaluated and audited from its regulatory bodies like Guru Nanak Dev University Amritsar, UGC, NAAC, DPI (Colleges) Punjab and various auditing bodies. b) The reports of regulatory bodies are studied in the managing committee meetings where principal share them with the managing committee and they expressed deep satisfaction over the results of university even semester examination in which our students had both quantitative as well as qualitative success. The management congratulated the principal for getting sanction for new course B.Com (Financial Services) and three subjects Functional English, Functional Punjabi and Tax Procedure and practices to start from the session 201920.

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	Humanities	500	210	198
BCom	Commerce	225	180	163
BCA	Computer Science	60	60	56
BSc	Non Medical	60	20	18
MA	Punjabi	60	12	10
MCom	Commerce	60	50	39
MSc	Computer Science	30	9	6
PGDCA	Computer Application	40	8	5
PGDBM	Business Management	50	10	7
PG Diploma	Marketing Management	50	6	3

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	456	70	33	0	15

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	Number of smart classrooms	E-resources and techniques used
37	33	17	14	14	12

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

The college has adopted a well established system of counselling and mentoring. The record of which is maintained on college level. The scheme aims addressing conflicts in attitudes, habits and knowledge of students towards learning practices. In order to resolve day to day problems of the students, mentors are appointed for a batch of 25 students and they counsel the respective students once in a week to solve their problems. It aims at providing experiences designed to assist students in adjusting to college life and becoming fully engage in classroom and out of class activities. The objectives of the practice followed by the institution are:

1. To promote their academic achievements.
2. To monitor the students regularity and their interest in studies.
3. To monitor discipline and their interest in cocurricular activities.
4. To enable the parents to know about the performance and regularity of their wards.
5. Emotional and psychological support.
6. Improvement of teacher student relationship.
7. Counselling students to develop selfconfidence to improve their quality of life.
8. Guiding students to choose right career path for job, higher studies, entrepreneurship etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
526	37	15

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
0	1	3	1	0

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

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 examination
BA	103201	1	18/12/2018	09/03/2019
BA	103202	2	26/05/2019	27/07/2019
BA	103203	3	21/12/2018	18/03/2019
BA	103204	4	27/05/2019	27/07/2019
BA	103205	5	18/12/2018	22/03/2019

BA	103206	6	22/05/2019	08/07/2019
BCom	108501	1	15/12/2018	08/03/2019
BCom	108502	2	22/05/2019	29/07/2019
BCom	108503	3	17/12/2019	12/03/2019
BCom	108504	4	23/05/2019	29/07/2019
BCom	108505	5	13/12/2018	20/03/2019
BCom	108506	6	22/05/2019	29/06/2019
BCA	107201	1	22/12/2018	27/02/2019
BCA	107202	2	28/05/2019	22/07/2019
BCA	107203	3	01/06/2019	09/05/2019
BCA	107204	4	27/05/2019	25/07/2019
BCA	107205	5	19/12/2018	20/03/2019
BCA	107206	6	11/05/2019	28/06/2019
BSc	103301	1	31/12/2018	09/03/2019
BSc	103302	2	01/06/2019	23/07/2019
BSc	103303	3	26/12/2018	18/03/2019
BSc	103304	4	03/06/2019	27/07/2019
BSc	103305	5	29/12/2018	22/03/2019
BSc	103306	6	30/05/2019	08/07/2019
MCom	217601	1	17/12/2018	06/03/2019
MCom	217602	2	25/05/2019	01/08/2019
MCom	217603	3	15/12/2018	09/03/2019
MCom	217604	4	24/05/2019	26/07/2019
MA	216501	1	18/12/2018	20/03/2019
MA	216502	2	24/05/2019	25/07/2019
MA	216503	3	26/12/2018	22/03/2019
MA	216504	4	08/06/2019	26/07/2019
MSc	206701	1	17/12/2018	05/03/2019
MSc	206702	2	01/06/2019	23/07/2019
PGDCA	303501	1	10/12/2018	09/02/2019
PGDCA	303502	2	04/06/2019	24/07/2019
PGDBM	304301	1	18/12/2018	28/03/2019
PGDBM	304302	2	01/06/2019	25/07/2019
PG Diploma	304401	1	18/12/2018	27/02/2019
PG Diploma	304402	2	01/06/2019	26/07/2019

No file uploaded.

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

The institution has taken steps to improve the performance of students by framing significant reforms in Continuous Internal Evaluation (CIE) at the institutional level. 1. Mid semester tests are conducted prior to each semester examination. 2. Students are encouraged to solve previous years' university

question papers. 3. Different departments regularly conduct group discussions, seminars and guest lectures. 4. Topic wise questions are provided to students.

5. PPTs are used to teach the topics and these are always available to the students. 6. Monitoring the improvement in learning of slow learners, regular tests in classes are conducted. 7. Efforts are made to improve the communication skills of the students. 8. Absentees of all lectures are given in the office on daily basis. 9. Advance learners are encouraged by giving cash prizes at the beginning of session. 10. This has enhanced the pass percentage and academic excellence of students because of which every year students of college are placed in university merit list and they bag university positions.

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

Academic calendar is prepared every year in the beginning of session and college adheres for conduct of examination. Exams are the way to test students' knowledge. Mid semester tests are conducted every year to make the students concentrate in their studies and learn their lessons properly. Toppers are always given cash prizes to encourage them in studies. MSTs are made compulsory for all students. They express their knowledge and ability in the written form, the record of which is maintained by the departments. Practical and vivavoce examination are also conducted on college level to give them a practice for final examination.

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)

<http://www.gncphagwara.com/departments.php>

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	Humanities	35	12	34
108506	BCom	Commerce	51	29	56
107206	BCA	Computer Science	19	9	47
103306	BSc	Non Medical	1	1	100
216504	MA	Punjabi	4	3	75
217604	MCom	Commerce	15	12	80
206702	MSc	Computer Science	3	2	66
303502	PGDCA	Computer Application	3	3	100
304302	PGDBM	Business Management	4	2	50
304402	PG Diploma	Marketing Management	3	3	100

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)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	History	1	5.5
International	Economics	1	5.2
International	Computer Science	1	2.75

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
Commerce	4
English	1
View File	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	0	0
Presented papers	4	6	0	0
Resource persons	0	0	4	0

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
Human Chain and Door to Door Campaign (Voting Awareness)	NSS	3	30
Poster Making activity under sweep activity	NSS	2	20
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

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

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
--------------------	--------------------------------------	----------------------	-----------------------------------------	-----------------------------------------

	agency		activites	activites
Youth Welfare	NSS	Terrorist Day	2	100
Youth Welfare	NSS	Tobacco Day	2	100
Drug Abuse	NSS	Youth Empowerment and Development on AntiDrug Awareness	2	80
Youth Welfare	GNDU, Amritsar	Inter Zone University Youth Festival	2	500
Youth Welfare	Punjab State	District Level Youth Festival	2	500
Voter Awareness	Election Commision	Human Chain and Door to Door Campaign under Sweep Activity	2	150
Voter Awareness	Election Commision	Poster making activity under Sweep Activity	2	20
Career Advancement and Skill Development	Career Counselling Cell	Investment Opportunities in Insurance Sector	2	100
Independence Day	SDM Office	Independence Day	1	6
Seminar	NCC	Seminar On "importance of NCC"	1	50
BEE certificate Exam	National Certifying Agency	BEE certificate Exam	1	8

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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	PGDBO	ICICI Bank Mobile No. 7888351377	23/04/2019	23/07/2019	Pankaj Jain ID: 426487

No file uploaded.

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
Brain Box Corporate Solutions	11/07/2018	Placement, Counselling, Lectures	50
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
150000	134215

4.1.2 – 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	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	24960	2390990	103	20133	25063	2411123
Reference Books	1017	205958	2	1800	1019	207758
e-Books	0	0	97000	5900	97000	5900

Journals	33	7966	0	0	33	7966
e-Journals	0	0	6000	5900	6000	5900
Digital Database	0	0	0	0	0	0
CD & Video	152	0	0	0	152	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	11	16069	0	0	11	16069
View File						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	132	2	131	131		7	12	10	27
Added	1								
Total	133	2	131	131	0	7	12	10	27

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

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
35000	26551	150000	134215

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)

The college ensures the best distribution and utilization of the available financial resources for maintenance and upkeep of different assets by holding regular meetings of various committees, constituted for this purpose. The financial help received from various agencies is used in the interest of students. Library: The requirement and lists of books are taken from different departments. The demand of books is ultimately approved and finalized by the Principal. At the time of orientation, students are encouraged to make maximum use of library by using INFLIB.NET. Computer, Internet and photocopy facilities have been given in the library. Feedback from the students is taken on a prepared proforma. Library is enriched every year by adding good number of books. To ensure return of books, 'no dues' from the library is mandatory for students before taking the roll number slips. Visitor record of students and staff is maintained on daily basis. Computers: Computer laboratories are established by college from its own resources as well as by UGC funds. The funds are used to maintain computers in the college. It is done on regular basis. The work is done under the supervision of HOD and Lab technicians. Science Laboratories: Record of maintenance account is maintained by the college under the supervision of HODs. The repairing and maintenance of lab equipments are done by technicians of related owner enterprises. Microscopes and other lab equipments in physics and chemistry labs are cleaned time to time and maintained by the concerned departments. There is systematic disposal of waste of all types such as chemicals and ewaste. Sports: Regarding the maintenance of indoor badminton, gym, sports incharge consults the coaches. Volleyball ground and football ground are maintained on regular basis. Every year annual athletic meet is organized in the stadium to give exposure to the physical ability of students. College runs S. Jagat Singh Palahi Football Academy which is a nursery of national level players. This academy is registered with Punjab Football Association. Classrooms: The College has a committee for maintenance and upkeep of infrastructure. At the department, HOD's submit their requirements to the Principal regarding classroom, furniture and other facilities. The development fund is utilized for maintenance and repair of furniture and other electrical equipments. The college has its own electricians. Three full time sweepers have been given the duty of looking after cleanliness of classrooms, toilets and labs. They are well equipped with mops, brooms and gloves. A suggestion box is maintained in which students as well as faculty can put their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and motivated for energy conservation. There are technicians, masons, plumbers and carpenters deputed by the management who ensure the maintenance of classrooms and related infrastructure.

<http://gncphagwara.com/iqac.php>

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
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Tutorial Group	28/07/2018	526	College

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Counselling	23	37	23	37
No file uploaded.					

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
2	2	7

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
Brain box Solutions	40	15			
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
2018	18	B.Com (PC)	Commerce and Business Management	Guru Nanak College Sukhchainana sahib, Phagwara	M.COM
2018	5	B.A.	Humanities	Guru Nanak College Sukhchainana sahib, Phagwara	M.A. (Punjabi)
2018	3	BCA B.SC.(IT)	Computer Science	Guru Nanak College Sukhchainana sahib, Phagwara	M.SC. Computer Science
2018	2	BCA B.SC.(IT)	Computer Science	Guru Nanak College Sukhchainana sahib,	PGDCA

				Phagwara	
2018	2	B.COM B.A.	Commerce and Business Management	Guru Nanak College Sukhchainana sahib, Phagwara	PGDBM
2018	1	B.COM.	Commerce and Business Management	Guru Nanak College Sukhchainana sahib, Phagwara	PGDMM
No file uploaded.					

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
NET	4
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
Zone 'D' Zonal Youth Festival	University	82
State Level Youth Festival	District	33
Athletic Meet	College	107
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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

Student council plays an integral and important role in the functioning of the college. It provides the platform through which students can debate issues of concern and undertake initiative for the benefit of the whole student community. The student council actively contributes to the development of cordial bond between the students and the stakeholders. The members of the council play a proactive role by organising all the intracollege and intercollege activities and ensure zestful participation of the student community in these events. The council also makes earnest efforts to ensure that the students adhere to disciplinary policies of the institution. It takes the responsibility of communicating its opinions to administration on any subject that concerns the students. For the allround development of the students' personality, the college every year constitutes a host of clubs and societies viz Business Club, Punjabi Sahit Sabha, English Literary Society and

Science club. Students are encouraged to become the members of these bodies to help broaden their skills and horizons. The focus of these clubs and societies is, primarily to help the students explore their hidden talents be it literature, commerce, science or computer science. To achieve this purpose in every year these student bodies organise a number of activities and competitions and lectures by eminent resource persons. These activities give a certain boost to the students' confidence, selfpresentation, team work spirit, time management and various others organisational skills. These student bodies encourage the students to move out of their academic zones and be leaders and responsible citizens in the fast changing global scenario.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni association is a powerful asset of an institution. The college arranges Alumni meet every year to maintain good ties with the old students. The alumni association of the college consists of progressive, enlightened and socially reputed members. They are also invited for the important functions of the college. The members of the Alumni stay in touch with the college through Facebook page and Whatsapp group of the college. They extend their active support for the progression of the institution as well as the students by remaining involved in various events organised by the institution from time to time. They also play an instrumental role in creating job opportunities for the students. The college authorities consider their suggestions as valuable feedback and take proper care to implement them.

5.4.2 – No. of enrolled Alumni:

106

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni endorse their presence at Inauguration Function, Gurpurab Celebration and Prize Distribution and Convocation etc.

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)

The college has formed different sub committees under the supervision of IQAC comprising representatives from all stakeholders for coordinating important academic activities of the college. Head of the Departments are given the responsibility of allocation and department plans. They distribute the work load on the basis of subject specialisation of teachers. Faculty members are given representation in various committees for effective implementation and improvement of the institute. The following committees work under the supervision of IQAC. Examination Committee Campus Maintenance Committee U.G.C. affairs Committee Guest Committee Youth Welfare Committee Public Relation Committee Career Counselling Cell Religious affairs committee CoCurricular activities committee College hostel committee Sports Committee Canteen Committee N.C.C. Anti Ragging committee N.S.S. Advisory Committee Library Committee Women grievances cell Academic Council Youth welfare club College Prospectus and Magazine Committee Distinction holders' welfare committee Bursar For participative managements teaching staff is taken in governing bodies,

local managing committee, IQAC and other committees. Nonteaching staff is included in admission committee and managing committee. For effective implementation and improvement of the institute following committees are formed. Students are part of student council and subject societies. They are empowered to play an active role as class representatives also. Alumni are taken into IQAC and industry institute partnership. Parents' representation is made at the time of meetings.

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
Library, ICT and Physical Infrastructure / Instrumentation	Library services are fully computerised with 132 computers and internet facility. The college library has a vast collection of books and journals, reference books and Ebooks. This academic year, 105 new books have been added to the previous number. The college library has also access to Online library INFILIBNET Nlist which provides a huge readership of a total number of around 97,000 books. A new printer was added to the existing stock.
Human Resource Management	The college takes decisions pertaining to the addition of teaching and nonteaching staff within the parameters provided by UGC, GNDU Amritsar. The process of recruitment of new faculty and nonteaching staff is initiated through advertisements in both National and Regional newspapers specifying the number and requirements of each post. Applications are invited from the aspirants and interview letters are sent by post. Applicants are also telephonically informed. Interviews for different subjects are conducted by a panel of experts. Selection of candidates is based on merit. The distribution of work is done on the basis of specialisation and experience of the selected candidates. Regular performance appraisal of the teaching and nonteaching staff is done. The employees who perform well are given preference at the time of reemployment. They are also awarded cash incentives. Members of the faculty are assigned duties in various clubs and committees in rotation. Teachers are encouraged to go for different training programmes like GOCs, refresher courses etc for

	<p>their professional development.</p>
<p>Industry Interaction / Collaboration</p>	<p>To give exposure to the students of industrial operations, a visit to Sampoorna Fertilizers, Phagwara was arranged by the Department of Commerce.</p>
<p>Admission of Students</p>	<p>At the onset of every academic year, admission process is systematically planned by the admission committee. Special teams of faculty members are constituted to visit different schools of the city as well as surrounding areas. These teams focus on interacting with the schoolheads, delivering presentations and motivating the students to be a part of the institution in future. They are provided the information about various courses offered, fee structure of the existing courses, feeconcessions and new courses to be introduced. A comparative analysis is also provided so that they can compare fee structure of the institution with other colleges of the region. Faculty is available in the college during summer vacations as per schedule for the help and guidance of the students in different streams.</p>
<p>Curriculum Development</p>	<p>The college offers various courses that follow the respective syllabi specified by GNDU, Amritsar. The Principal and some senior faculty members are the members of special committees constituted by GNDU, Amritsar for course restructuring. They provide their inputs as per students' feedback in meetings held at university on regular basis. There is proper distribution of the work load as per specialization of all the faculty members.</p>
<p>Teaching and Learning</p>	<p>The highly qualified and dedicated faculty of the institution adopts learner centric education approach for the benefits of the student. To make teachinglearning an effective and interesting process, the pedagogy makes use of interactive instructional techniques, greater use of presentation, surveys, experiments, practical classes and lectures by experts from other institutions. Tutorial classes are held from time to time to make a complete assessment of students' progress. Best intrastructural facilities are provided to the students in the form of 18 smart</p>

	classrooms, computerised library, hitech laboratories, seminar halls and other facilities. Educational tours and trips are also arranged from time to time.
Examination and Evaluation	For examination and evaluation, the college adheres strictly to the norms laid down by GNDU, Amritsar. For the appraisal and evaluation process, the college regularly conducts M.S.T's, Internal assessment tests and mock tests. Moreover, assignments, projects, seminars and presentations are integral part of the curricula. Transparency is maintained, strictly, in the evaluation process. An examination committee is also constituted to ensure smooth functioning of the entire evaluation process. Teachers give the assignments, projects and tests regularly as tools for formative evaluation.
Research and Development	To promote the culture of research among the faculty members, the college encourages them to participate and present papers in various State/ National / International Seminars all through the year. This year a book, titled 'Unnamed Relations' was published by Dr. Seema Kapoor, HOD of English Department. The faculty members presented seven research papers in various seminars and conferences and published five research papers in reputed journals. This year, a number of text and reference books were bought by the college to cater to the researchrelated activities of faculty and students. They can also avail free internet facility in their vacant periods.

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

E-governace area	Details
Student Admission and Support	Student admission processe such as registration, admission, students' information, classes, time table, transport, library, examination, performance, reports etc. are managed under eGovernance. The students can take advantage of various online resources. 1. Scholarship schemes for SC, ST students. 2. INFLIB.NET and other online study material in the library. 3. Free internet availability.
Examination	The information regarding various examination schedules of the university

	are uploaded on GNDU website and the students are informed by the college through notice board.
Planning and Development	The college uses electronic governance for the planning, implementation and monitoring progress and activities. In academics, SPSS and TALLY softwares are used by Commerce department and MS OFFICE, Code Block, Oracle, Photoshop, Corel draw, V Code, Java (JDK,JRE), Window movie maker, Netbeans, Microsoft visual studio, SPSS, TALLY, Window 8.1, Window Server RL (2012), Ubuntu Server and Ubuntu Client are used by Computer Science departments. Orell Digital Language Lab software is used in Language lab. Campus placements drives also take recourse to online sources for the job requirements of various companies. The institution regularly maintains and updates the Website, Facebook and Whatsapp pages and platforms to intimate and inform all the stakeholders about various activities of the college
Administration	The integration of ICT helps us to reduce the intricacy and enhance the overall administration of education in college. 1. Computerised office and accounts section 2. Maintenance of college accounts.
Finance and Accounts	Various initiatives are taken by institution for the implementation of eGovernance: 1. Reception of salary fund from government through NEFT/ RTGS. 2. Online deposit of PF

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
No Data Entered/Not Applicable !!!				
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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
------	------------------------------------------------------------------------------	---------------------------------------------------------------------------	-----------	---------	-----------------------------------------	---------------------------------------------

staff

No Data Entered/Not Applicable !!!

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
Workshop	1	27/03/2019	27/03/2019	1
Workshop	1	03/12/2018	03/12/2018	1
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1		

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>1. Free internet facility to all the staff members 2. Login ID is provided to all the staff members so that they can have an easy access to INFLIBNET at their respective homes. 3. Duty leaves given to all the staff members for attending seminars, extension lectures etc. 4. The provident fund of the teachers is sent to Employees Provident Fund Commissioner Jalandhar so that teachers can avail all the benefits covered under the Provident Fund Scheme including monthly pension after retirement. 5. Free bus facility to female teachers. 6. FirstAid facility to the members of the staff.</p>	<p>1. Concessional education to the children of the nonteaching staff. 2. Help in kind and cash by the staff members on the ceremonious occasions of class IV employees. 3. The provident fund of the nonteaching staff has been sent to Employees Provident Fund Commissioner Jalandhar so that nonteaching staff members can avail all the benefits covered under the Provident Fund Scheme including monthly pension after retirement. 4. FirstAid facility to the members of nonteaching staff. 5. Liberal interestfree loans to class IV employees. 6. Free lodging facility to class IV employees in the college campus.</p>	<p>1. Scholarships provided to the needy and deserving students under Bhai Rupi Trust and Gilco Charitable Trust. 2. Teachers, on their personal level, take initiatives for financially weak students by arranging their fee on their own as well as from philanthropic individuals and institutions. 3. This year, a vending machine for sanitary napkins was installed in the campus to provide sanitary napkins to the girl students at very nominal price. 4. Free Books are provided to deserving and needy students. 5. Bus facility for the girl students at highly subsidised rates. 6. Facility of filtered drinking water. 7. Free education, accommodation and meals to thirty sports persons. 8. FirstAid facility (only basic). 9. A common room for girls has been provided. 10. Hygienic cafeteria for the</p>

students. 11. NSS/NCC Units have been developed for the overall growth of the students.

6.4 – Financial Management and Resource Mobilization

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

Every year budget for different expenditure is drafted and receipts are kept as documents where payment is made. The institution has a mechanism for internal and external audit. Internal audit is an ongoing process and qualified internal auditors and bursar appointed by the college thoroughly monitor the income and expenditure of the institution. External audits are also done on regular basis. The institutional accounts are verified for the each financial year by statutory bodies like the Preaudit and Postaudit cell of Govt. and AG. Under resource mobilisation process, the college identifies the resources essential for the development, implementation and continuation of works for achieving the organisation mission.

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
No Data Entered/Not Applicable !!!		
View File		

6.4.3 – Total corpus fund generated

2275000

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		Yes	Principal
Administrative	Yes	CA	Yes	Principal and Management

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

1. Provides valuable feedback and suggestions for the development of the institution. 2. Suggests rectification measures in the functioning of various departments. 3. Supporting institutional ethos and values.

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

1. All the members of the supporting staff are provided free accommodation in the college campus including free electricity and water facility. They are also given free uniforms every year. 2. The college takes utmost care to provide financial assistance to them and their wards in hours of need. 3. It has also been a practice with the college authorities to visit their homes at family functions and offer every kind of assistance in cash and kind.

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

1. Strengthening of Career Counselling Cell. 2. Recruitment of good number of permanent teaching staff. 3. New vocational courses introduced. 4. Introduction of INFLIB.NET in the library. 5. A good number of Seminars and Extension

lectures. 6. Suspended sports day restarted.

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
2018	GNDU 'D' Zone Youth Festival	15/10/2018	15/10/2018	18/10/2018	65
2019	State level Youth Festival	21/02/2019	21/02/2019	22/02/2019	33
2019	Convocation 201819	30/03/2019	30/03/2019	30/03/2019	150

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
GNDU 'D' Zone Youth Festival	15/10/2018	18/10/2018	40	25
State level Youth Festival	21/02/2019	22/02/2019	22	11

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

1) The rapid urbanization and economic development at local, regional and global levels have led to several environmental and ecological crises. On this background it becomes essential for the institution to adopt the system of the Green Campus, which will lead to sustainable development. The college has been putting efforts to keep our environment clean since its inception. The purpose of the green audit, the college underwent was done in the college is to identify, quantify, describe and prioritize framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. 2) Tree plantation and adoption was done by the Punjabi Sahit Sabha, GGSSC, NSS Unit. 3) Antifire crackers campaign was made around Diwali to prevent Air pollution. 4) Environmental studies is a mandatory subject for all B.com, BCA, B.SC.(IT) students. 5) Students are motivated through displayed instructions to switch off the fans and lights when not in use. 6) LED bulbs are used for less energy consumption. 7) Students are encouraged to say NO to plastic.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

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
2018	1	1	12/09/2018	456555	Tree plantation and adoption	Environment	20

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	12/07/2018	The prospectus of the college includes college profile results of previous year, course and program description, admission procedure and other rules and regulations.
Students' Diary	12/07/2018	The students' diary works as students identity card which includes rules and regulations of college and it is mandatory for students to bring this handbook daily to the college. The students are warned against ragging and they are instructed to maintain discipline, cleanliness in the campus. They are also instructed to take proper care of college infrastructure and flora and fauna. As per the instructions given in the diary, teachers have been assigned discipline duties in their free periods and violation of rules is imposed with fine.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tandrust Punjab	24/07/2018	24/07/2018	100

awareness campaign Against Drug Abuse			
Nukad Natak (JeevanSangarsh)	23/08/2018	23/08/2018	300
Physical Fitness Fair	30/01/2019	30/01/2019	200
Tree Plantation Adoption by students	12/09/2018	12/09/2018	20
Youth Empowerment Development on AntiDrug Awareness	23/03/2019	23/03/2019	40

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

1. To maintain the sanctity of the environment for future generation, the students are motivated to plant more and more trees. Tree plantation drive is held annually to plant maximum number of trees to preserve the environment. The NSS unit of the college remain active throughout the year to sensitize the students towards the importance of green environment. This year Punjabi Department and Guru Gobind Singh Study Circle took the initiative of planting and adopting trees. Greenaudit was also conducted. 2. The students are motivated to keep the premises and surroundings of the college clean and tidy. Waste bins are placed in a good number at different places. Students are assigned duties for the beautification and maintenance of the campus. 3. The students are discouraged the use of plastic bags. 4. Teachers and students are encouraged to pool the vehicles. 5. Students are encouraged to turn off lights by displayed instructions. 6. LED bulbs are used for less energy consumption.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Enhancing co curricular activities for the comprehensive personality development of students. 2. Goal The institution earnestly motivates students to explore their strengths and talents in the field of cocurricular activities. Cocurricular activities help the students in developing organizational skills, team work spirit and stronger time management skills. These activities also connect them with their heritage and culture and give them an opportunity to develop and exhibit particular skill in their non academic abilities. Apart from giving education, we try to induce psychological values, social values, civic values, recreational values and cultural values. 3. The Practice: During the academic session 20182019, two major events were organised in college. i. Inter Zonal Youth Festival of Guru Nanak Dev University (Zone 'D') was hosted by the college from 15th Oct 2018 to 18th Oct 2018. ii. A District Level Yuvak Mela was hosted from 22nd March 2019 to 23rd March 2019. It was a platform provided to the students by Principal and Management to showcase their hidden talents and gain confidence and experience in the process. In this Yuvak Mela different competitions based on Punjabi Culture were arranged, giving the students a peep into their rich heritage and culture. 1. Title of the Practice: Introduction of Job Oriented Professional Course and Subjects. 2. Goal: The core purpose of professional courses in education is to strengthen the knowledge, skills, personality and attitude of the student community. These are the core values on which the success of the students in the professional field is judged. In order to provide better employment opportunities a new course B.Com (Financial Services) and Functional English, Functional Punjabi and Tax Procedure and Practice were initiated. 3. The Practice: during the session 2018 2019, a new course B.Com(Financial

Services) and new subjects as Functional English, Functional Punjabi, Tax procedures and practices were inspected by GNDU, Amritsar. These courses will be introduced from the session 2019 20 so that the need of better career opportunities based on practical knowledge may be satisfied.

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

<http://gncphagwara.com/igac.php>

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

7.3 Institutional Distinctiveness Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words Vision: The vision of the institution is to provide state of the art teaching - learning environment to the students at affordable cost and thus turning them into instruments of positive social change imbued with strong humanitarian values. Mission: The teachings and lofty ideals of Sri Guru Nanak Dev Ji, after whom the college has been named, form the mission of this college. It is to inspire, prepare and empower students from diverse socioeconomic strata of society by imparting affordable and holistic educational opportunities and equipping them for a constructive and meaningful life. The college aims at moral and ethical development of students. 1. The college helps new students get off to a good start in their academics. It makes efforts to transmit some important core ethical values that are central to the mission and social cultural contexts of the institution. Ethical values such as respect for fellow citizens, honesty, selfdiscipline, hard work, love of learning and appreciation of diversity are some of the core values. The college seeks to transmit these values through speeches/lectures at different occasions. Some collegiate activities give opportunities to students to deepen their understanding of social responsibility. The students participate in AntiDrug Campaign, Aids Awareness Camps and Tree Plantation. 2. Religious and spiritual activities at college help students to explore their inner life and to find a sense of wholeness and integrated life. We celebrate festivals like Gurburabs, Diwali etc. 3. Students are given leadership education for character building by constituting different subject societies and encouraging them to become members and office bearers. They often learn best by doing these activities and there are some areas in college where students are given as much responsibility for independence and selfgovernance as in activities such as clubs and societies. Sports activities are promoted for their selfreflection, awareness and teaching personal ethics and decisions. 4. Tours and excursions are arranged every year to provide temporary respite from campus routine and obligation and provide important opportunities for fun and friendship. Students also participate in offcampus adventure trips arranged by GNDU under Youth Welfare Department. Trips are generally organized by students under the supervision of teachers. 5. Extra cocurricular activities were held to sharpen up the personalities and skills of students. It trains them in social values and students enthusiastically participate in theatre, literary, fine arts and music competitions 6. Providing students the mobility to become global players. The institution aims to foster integrity, tolerance and human values in our students along with sound academic growth. As majority of the students of the college are from economically weaker sections of society and can't afford high fee, college helps them in every possible way. We provide them with text books to study. All the out of class activities are connected in creative ways to academic instructions.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. The college aims to promote maximum enrolment in newly introduced program B.Com. (Financial Services) and Vocational subjects (Functional Punjabi, Functional English and Tax practice and procedure) by counselling them at the time of admission. 2. Build stronger bridges between education and community. Students will be taken on visits to orphanage, old age home etc. where they can develop a feeling of understanding and sympathy for the others. Helping orphanage homes in different ways teach them sharing and caring. 3. College will arrange teacher training programmes which will equip the teachers with various professional skills that are necessary for good class management while simultaneously teaching them methods to develop their skills in themselves and the students. Even great teachers need brushing up their skills, time and again because education system is continuously updating and teacher training programmes can be a lot of help to keep at pace with all the changes. 4. Increase the emphasis on research. Research adds value to both education and to society. Research value and advances the employment research programmes will allow the teachers to think about innovations which help enrich their experiences. Research brings teacher learning and teaching really close together. Teachers will be motivated to attend workshops and seminars. 5. To encourage technological upgradation. The institute will be upgraded technologically in every possible way to meet the challenges of present scenario, because we aim to make the students global players. 6. The college aims to make the teaching and learning environment conducive to the overall development of students. They will be motivated to participate in collaborative activities. The college will find creative ways for students to explore and learn in their environment. All learners will be encouraged to treat each other with respect and care because this promotes a positive learning environment. 7. To provide financial help to poor and needy students. The college has been catering to the educational needs of rural area. Following the pattern of previous years, the teachers will be encouraged to adopt needy students so that they may complete their studies. College gives fee concession to good number of students.