



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Guru Nanak College, Sukhchianana Sahib, Phagwara
• Name of the Head of the institution	Dr. Gurdev Singh	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01824271607	
• Mobile no	9914200615	
• Registered e-mail	gncollegephg@gmail.com	
• Alternate e-mail	drgurdevs@gmail.com	
• Address	Banga Road	
• City/Town	Phagwara	
• State/UT	Punjab	
• Pin Code	144401	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Guru Nanak Dev University				
• Name of the IQAC Coordinator	Dr. Seema Kapoor				
• Phone No.	01824271607				
• Alternate phone No.	9876251165				
• Mobile	9814665055				
• IQAC e-mail address	gncollegephg@gmail.com				
• Alternate Email address	drgurdevs@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.gncphagwara.com/downloads/AnnualQARreport2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.gncphagwara.com/downloads/gnc_academic_calendar_2021_2022.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.44	2016	14/03/2016	14/03/2021
6.Date of Establishment of IQAC			30/04/2016		
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	2021	0	
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	5	
<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 	No File Uploaded	
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>1. Edited Book on "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" to enhance research culture. 2. Covid-19 awareness campaign in rural areas by distributing masks, sanitizer bottles and soap cakes. 3. Strengthened small industry linkage by making the student visit Brickiln. 4. Scholastic lectures in rural areas by faculty members under Community Development Program. 5. Tree plantation under "Go Green Campaign".</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
To get an edited book published on	The book entitled
To organize Covid awareness campaign in rural areas	A rally was organised on 27.11.2020 with staff and students in the vicinity of the college campus to sensitize people regarding personal hygiene, sanitization and mask wearing. They also distributed masks, sanitizer bottles and soaps to the people.
To plan English grammar classes for students under Community Development Program	In order to hone the grammatical skills of students of villages. It was chalked out to deliver lectures on English grammar. Dr. Seema Kapoor visited Govt. Sen. Sec. school, Athouli and delivered an extension lecture on the topic "Building Blocks of English" and Dr. Reena delivered an extension lecture on the topic "Parts of Speech" on 17.11.2020 to the students of Govt. Sen. Sec. school, Soond.
To strengthen small industry linkage	In order to strengthen small industry linkage and give practical exposure regarding account maintenance and production, the students of commerce department were taken on a visit to a Brick kiln at village Kotli, Phagwara. The manager of the plant make them understand exhibited them the working of the plant which proved very fruitful for students.
To protect the environment by holding Go Green Campaign	In order to protect the environment and to make compliance with the demand of present scenario a good number

	<p>of saplings were planted in the campus in collaboration with 8 Punjab Battalion NCC on 26th November 2020. Apart from this hundred saplings were also planted in the college ground and following the advice of IQAC Chairperson faculty members are taking special care to be economic in the matters of energy consumption. Green audit report was prepared under the able guidance of Dr. P.S. Tyagi, Professor Agriculture, BBS University, Jalandhar and Former Principal Ramgarhia College, Phagwara</p>
<p>To strengthen feedback system by making it online</p>	<p>After rigorous discussion, it was decided to collect online feedback from stakeholders to make paper-free work, which would be a step towards environment protection. This year feedback from students, parents, alumni and teachers was received through google forms and uploaded on college website.</p>
<p>Exercises to be done for second NAAC Accreditation</p>	<p>The IQAC members have been acquainted with the preparations and exercises to be done for second NAAC accreditation and specific roles have been taken by IQAC members.</p>
<p>To upgrade library services</p>	<p>Library resources have been strengthened by renewing N-List subscription and a good number of books of Computer Science, Hindi, Punjabi, English have been added to already abundant stock.</p>
<p>To strengthened online teaching learning process</p>	<p>Due to suspension of physical classes because of Covid-19</p>

	efforts were made for smooth and lucid learning of students. For this purpose, cameras were bought by IT department and IT systems were upgraded.				
To arrange a training program for both teaching and non teaching staff	a training program for both teaching and non teaching staff under the title				
Academic Audit	Following the pattern of previous year, this time also department wise academic audit was done under supervision of Dr. S.S. Deol, Former Principal GHG Khalsa College Gurusar Sadhar, Ludhiana and Dr. R.S. Jhanji, Principal A.S. College, Khanna, member Senate and syndicate (Panjab University, Chandigarh). They evaluated the data, presented by various departments.				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Management</td> <td>31/07/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Management	31/07/2021
Name	Date of meeting(s)				
Management	31/07/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>24/06/2020</td> </tr> </tbody> </table>		Year	Date of Submission	2021	24/06/2020
Year	Date of Submission				
2021	24/06/2020				

Extended Profile

1. Programme

1.1 374

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1 376

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 646

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 94

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 22

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 19

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	374
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	376
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	646
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	94
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	22
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	19
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	47
Total number of Classrooms and Seminar halls	
4.2	21,81,342/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	123
Total number of computers on campus for academic purposes	

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

The institution ensures effective curriculum delivery through a well planned and documented process. It considers effective delivery of curriculum as an important aspect. It follows the curriculum prescribed by Guru Nanak Dev University, Amritsar through faculty of different departments. For the implementation of strategic plan different committees have been formed under transparent mechanism.

A. Academic Calendar:

1.The college rigorously adheres to the dates of admission with or without late fees given byGuru Nanak Dev University, Amritsar.

2. Every year academic calendar is planned, prepared and uploaded on website under the IQAC guidelines after proper planned meetings. Variuos departments enlist the activities to be organized during the session under their supervision.

3. The IQAC chairperson and coordinator monitor the implementation and compliance of activities.

4. Time Table is chalked out by the Registrar of the college after receiving the allocation and workload by department heads.

5. Time Table is posted in faculty groups to check the discrepancies if any and then final Time Table is displayed on notice board and uploaded on website after getting the due sanction from the Principal.

6. Students are given syllabus link in the classes and also made to write the books under curriculum and pattern of Question Paper.

7. Free books are distributed to needy and meritorious students. This year around 244 students were given help of books.

8. Mid-semester tests are conducted to check and enhance writing skills of students.

B. Teaching Plan:

1. Teaching plan is prepared by each faculty member at the beginning of academic semester under the supervision of their head of the departments. The principal checks and monitors the curriculum delivery physically as well as through meetings with head of the departments.

2. Practicals under curriculum are conducted on regular basis as per the time table.

3. Faculty members engage themselves in teaching during their free periods for weak students.

C. Labs:

1. Two well equipped computer labs with latest software and internet facility are utilised for practical curriculum delivery.

2. Physics and Chemistry labs are on regular use by non medical students and are equipped with all needed equipments.

3. Accounting lab is maintained properly for commerce students.

4. Language lab with various softwares is available for the use of every student, where they whet their communication skills.

5. Students are made to follow standard operating procedure while handling or using the computers or other instruments in labs, which induces in them the understanding of professional ethics.

D. Library Services:

1. College has rich and digital central library with Inflib.net and N-List facilities. It provides online access as well.

2. Books are issued to the students as and when needed by them.

3. Computer, Commerce, Punjabi and English departments maintain department library to cater to the academic need of students in their subjects.

4. The record is maintained through registers.

E. Feedback:

1. As per NAAC guidelines feedback is collected from various stakeholders i.e. Parents, Teachers, Students and Alumni through Google Forms.

2. This feedback is analysed and discussed in IQAC meetings. The grievances received are resolved at the earliest.

3. The feedback from various stakeholders has been uploaded and link is given below.

F. Teaching Aids:

1. For effective teaching college has 15 smart classrooms with E-Resources and ICT facilities.

2. For workshops, seminars, group discussion and quiz two audio visual halls have been provided to cater to the need of the students.

3. As per the availability of the keynote speaker, expert lectures and face to face programs are organised by engaging Alumni as well.

4. Due to Covid-19 online teaching was made available to students by using Zoom App and social sites such as Youtube and WhatsApp.

5. For practical training students are taken on excursions,

industrial visits and field visits.

6. Study material and notes are provided to the students in class or through social sites.

7. ICT tools, resources and techniques are being utilised on regular basis for effective teaching.

G. Teacher Support:

1. College strives to fill the sanctioned posts by recruiting new faculty members.

2. The college encourages the faculty members to attend orientation courses and workshops to update their knowledge of subject.

3. Faculty members who are the members of BOS are given duty leave to attend the meetings and syllabus restructuring workshops.

4. To promote research, an edited book entitled "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" was released under the patronship of worthy President and the Principal. As many as 20 scholars contributed in it by their articles and research papers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gncphagwara.com

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

The institution adheres to the academic calendar for continuous internal evaluation.

1. On institution level two mid semester tests are conducted every year, both theory and practical. Results are evaluated by departmental meetings and needfuls done for weak students.

2. Students are given course wise assignments and project works to complete and submit within stipulated period.

3. Central Library maintains the record of semester end question papers.

4. For internal examination pattern of question paper is kept the same given by parent university.

5. For the conduct of C.I.E. students are given MCQs and class tests on regular basis.

6. Expert lectures, seminars and workshops are organized for better understanding of subject.

University Level:

1. Semester wise pattern is followed for final exams as given by Guru Nanak Dev University, Amritsar.

2. Exams are conducted under the supervision of expert appointed by university from other institutions.

3. Question papers are set, maintained and opened under strict secrecy.

4. CCTV Cameras and Mobile Jammers are installed in examination hall and exam is conducted under the surveillance of university staff.

5. Practical exams are held under the scrutiny of the External Examiner appointed by the university.

6. Answer sheets are evaluated strictly through table marking by the staff appointed by the university.

7. Institution always strives to resolve exam related student greivences like errors in marks on correction in marks.

8. It also helps students by providing every help related to re-evaluation process.

9. For convocation forms and degrees, students are notified either by phone calls, social media or correspondence.

10. The institution right from the admission of new comers to the convocation calculates the progress of the students and keeps track of their progression. Thus continuous internal evaluation of knowledge based education is rendered to the students of the

institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.gncphagwara.com/downloads/gnc_academic_calendar_2020_2021.pdf

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 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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

13

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)	View File

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

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**

Guru Nanak College strictly follows the curriculum given by parent university i.e. Guru Nanak Dev University, Amritsar. The University introduced two courses, Environmental Studies and Drug Abuse to integrate crosscutting issues relevant to environment and sustainability, human values and professional ethics for strong value based systemic developments of students. Apart from this, on institution level multifarious activities are organized throughout the year as part of the co-curricular activities that help in achieving the goal of holistic development of students.

1. Gender sensitivity:

a) Girl Students are regularly sensitized by organizing talks on health issues.

b) On regular basis, girl students are encouraged to participate in various competitions like debate, declamation, singing etc. on institution level and also on university level through "Youth Festival" and other competitions.

c) As many as 11 female faculty members have been recruited within last five years.

d) Women Grievance Cell works under the supervision of four female staff members, which regularly hears the problems of girl students and female teachers and tries to resolve them.

e) Because of surging Covid-19 cases, gender sensitivity activities could not take place but as per previous reports of 4 years, vending machine, sanitary napkin incinerator were installed in girls' washrooms and lectures by doctors on common hygiene and women problems are organised on regular basis.

f) Separate washroom for lady staff members is under consideration.

g) Women grievance cell and Anti-Ragging cell strive hard to be available every time for students' help and functions to prevent any sexual abuse towards the female students and teachers.

h) As physical classes were suspended, online competitions were organised in collaboration with NCC and NSS units of the college.

i) Every year maximum number of female students are endowed with scholarships. In the year 2020-21, 24 female students were helped by giving scholarships.

j) Female students are supported and motivated to participate in decision making by becoming office bearers of different subject societies and clubs.

k) The institution provides guidance to female students to avail minority scholarship from the government.

2. Environment and Sustainability:

a) Guru Nanak College work culture is based on Guru Nanak Dev Ji's teachings, where nature is worshiped as teacher, mother and father, "Pavan Guru Pani Pita, Mata Dharat Mahat". Following this, we make strenuous efforts to maintain good water quality, air quality by planting good number of saplings every year. Ours is a lush green campus with variety of plants.

b) We connect education and health care by promoting sports and running football academy, which brings laurels to the college every year.

c) Students and teachers are directed to switch off lights and fans before leaving the class.

d) A compulsory core course on Environment studies is included in all UG programs.

e) For environment awareness, declamation contests, guest lectures, industry visits are planned regularly.

f) Every year Environment Day, Earth Day and Water Day are celebrated in collaboration with NSS unit of the college.

g) Swachh Bharat Abhiyan is conducted in the college by indulging the students in cleanliness work and to awaken and stir their consciousness towards responsibility to environment.

3. Human Values and Professional Ethics:

a) To instil good human values and professional ethics in students, subject societies and clubs are constituted every year with new crew members to embark on. By this way students are ardently encouraged to improve their thinking ability, creativity, innovation, personality and soft skills. They learn leadership, team work and adaptation.

b) To hone their communication skills, two vocational subjects, Functional English, and Functional Punjabi were introduced for students' choice and language lab is open for everybody's use with various softwares.

c) For health consciousness, a compulsory core course Drug Abuse is included in all UG programs which guides the students to keep at bay from drugs.

d) "Guru Gobind Singh Study Circle", a religious unit of the college teaches them the importance of human values in life.

e) To foster a fuller understanding of rural life with a view to appreciate working of villages and for community development, two villages 'Gounspur and Palahi' have been adopted by the students where they visit time to time to enlighten them against vices of society. This year the students went door to door under Covid-19

awareness campaign and distributed masks, soaps and sanitizer bottles.

f) Under Community Development Program, two teachers of English Department i.e. Dr. Seema Kapoor and Dr. Reena Vij visited Atholi and Soond villages respectively to make the students understand the basics of English Grammar.

g) Heritage House (Virasti Bhawan) is maintained in the campus and Heritage Fairis organised off and on for cultural education and to take pride in own ethos and fundamental values.

h) NSS unit of the institution works with full zeal to ardor brotherhood, social work and to facilitate the establishment of castless and classless society.

i) Co-curricular activities are organised vigorously for all-round development of students' personality.

j) Students are made to follow standard operating procedure while handling or using the computers or other instruments in labs, which induces in them the understanding of professional ethics.

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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
Institutional Data in Prescribed Format	View File

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

110

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 from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://gncphagwara.com
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gncphagwara.com

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 students admitted during the year

376

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

157

File Description	Documents
Any additional information	View File
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

The institution assesses the learning level of the students in different ways at the time of commencement of the program. The regular tests are conducted by each department to identify the

slow learners and advance learners. The tutor of respective classes of UG & PG extend valid support in classifying the students with reports, based on observation and regular class tests, the orientation program for freshers at college and departmental level helps monitoring the future progress of the students.

1. For the slow learners extra classes are conducted in free periods which improve the academic performance of the students. This helps the slow learners to improve subject knowledge.
2. Academic & personal counselling are given to slow learners by mentors.
3. Provision of simple PPT and lecture notes are provided.
4. Advance learners are encouraged to participate in-house competitions organised by other departments as debate, GD or Quiz programmes.
5. Special classes, seminars and worksheets are organised to increase their knowledge, skills & guide them for future career opportunities.
6. Academic achievements of the students are extremely motivated and highly praised and honored by the college authorities in the form of cash prizes and scholarships.

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

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

Number of Students	Number of Teachers
376	20

File Description	Documents
Any additional information	View File

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

Student centric methods are adopted in the college to enhance student involvement as a part of participative learning and problem solving methodology as debates, seminars, quizzes, aptitude tests, team work etc. students are taking industrial visit, guest lectures, workshops, PPT presentations, seminar includes student centric teaching methods.

1. Departments organise the industrial visits for students to provide exposure to industrial work culture.

2. Guest lectures and workshops by eminent experts from academics and industry are organised to supplement the teaching process and provide exploratory and fact finding learning.

3. Free internet access in the library and in different departments and labs promotes the habit of self learning and discussion.

4. Extra curricular activities are organised throughout the year to promote team work. The activities and Camps organised by NSS unit induce social responsibility. Through Red Ribbon Club, students learn art of living in a team. These activities enhance decision making power by boosting their confidence.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.gncphagwara.com/activities.php

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

The classrooms, labs and seminar halls are ICT enabled with projectors installed and the campus is enabled with high speed WiFi connection. The faculty at college use various ICT enabled tools to enhance the quality of teaching-learning like- Google classroom is used to manage and post course related information-learning material, quizzes, lab submissions and evaluations, assignments, etc.

1. Apart from using blackboards and other traditional methods

teachers are using ICT enabled tools

2. Virtual labs are used to conduct labs through simulations.
3. The PPTs are enabled with animations to improve the effectiveness of the teaching- learning process.
4. The online learning environment is designed to train students in open problem-solving activity.
5. During pandemic, online quizzes and competitions were regularly conducted to record performance of students in various fields.
6. To teach mathematical subjects in online mode, teachers tend to use various ICT enabled tools and cameras to make them understand the numericals in lucid way.
7. For the study of the literature also students are shown the available films or plays on prescribed novels or dramas.
8. The institution has 20 teachers on role and almost all of them have been using have been using ICT tools as teaching methods.
9. Laptops have been provided to departments to promote research and encourage incentive use of ICT enabled tools. There are 15 ICT enabled classrooms with Wi-Fi approaches.
10. Central library also offers a certain key box through consorted and enlist facility.
11. On regular basis faculty members have been using various ICT tools; as desktops, laptops, projectors, digital cameras, printers, scanners, photocopiers, pen drives, microphones, whiteboards, DVDs, CDS etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

20

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

20

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

9

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

122

File Description	Documents
Any additional information	No File Uploaded
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.

The method of internal assessment helps the teachers to evaluate performance and skills of the students. Due to internal assessment, the interest of the student towards learning and attending the classes gets increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the global challenges. In this way mechanism of internal assessment is transparent and robust. Personal guidance is given to the poor performing students after their assessment through class tests and mid-semester tests. Students appearing for final year of UG and PG deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare seminars by power point presentation.

1. The institute has transparent and robust mechanism of internal assessment process in terms of frequency.
2. The head of the institute directs the faculty heads in terms of effective implementation of evaluation of internal assessment.
3. In the beginning of the semester, students are intimated to be regular in studies in order to achieve good internal assessments.
4. Internal assessment is based on Group Discussion, unit tests, assignments, seminars, regularity in class, punctuality etc.
5. MSTs are conducted every year as per the tentative dates given in academic calendar.
6. The performance of the students is exhibited through their answer sheet in regular classes and answer are also discussed with them.

7. For project submission, topics are given by the teachers to prepare files and submit within stipulated time period.
8. Before conducting final VIVA-VOCE examination, they are given mock practice in classrooms.

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

1. In order to deal with internal examination related grievances, students are shown answer sheets in the classrooms and answers are discussed in the classes.
2. Grievance if any, they can contact their subject teacher, Head of the Department, Registrar or Principal as per their requirement.
3. For mid-semester tests, students generally do not come with any grievance, if any pertaining to score or checking, is dealt with immediately.
4. Students have been given the facility of suggestion box to put in the application or dissatisfaction with the internal exam mechanism.
5. The Principal and examination committee constantly keep an eye on the overall procedure of examination i.e. right from setting of question papers to preparing datesheet and declaration of result.

Grievance Regarding University Exam:

1. If there occurs any grievance related to university exams, that is forwarded to the University Grievance Committee.
2. Students can fill up the re-evaluation form and can get photocopy of their answer sheet from university by paying very nominal fees.
3. If there occurs any discrepancy related to incorrect marks or late result, the college immediately takes action and sends an application to rectify the error at university level.
4. The institution follows the norms and policies declared by parent university in terms of exam related grievances.
5. The entire mechanism to deal with examination related grievances is time bound, transparent and efficient.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcomes, Program specific outcomes and course outcomes for all Program offered by the institution.

The learning outcomes are communicated to the teachers and students through following ways:

- Hard Copies of syllabi and the Learning Outcomes are available in the Departments for teachers and students.
- The students are also made aware of the same through Tutorial meetings, orientation program and seminars.

Faculty of Languages:

The institute offers courses at graduation (B.A.) level in English, Hindi and Punjabi as General and Elective Subjects. Vocational Subjects, Functional English and Functional Punjabi have also been introduced in the choice list.

Program Outcomes

- Students become eligible to serve defense, government, public sector or private sector.
- They become eligible to join post graduate programs.

Course Outcomes

- These courses develop intellectual, personal and professional abilities through effective communicative skills; ensuring high standard of behavioral attitude through literary subjects and shaping the students socially responsible citizens.
- The students are introduced to communicative skills, to define, classify and understand the methods of

communication, to improve their skills, to enable them to practice those skills in their daily life.

- The students are given the training in business communication skills.
- The students can express with command on language and understanding linguistic structure by studying Functional English and Punjabi.
- The courses make them aware of the textual genres including fiction, non-fiction, poetry, autobiography, biography, journal, plays, editorials etc.
- We see a glimpse of society in literature. The students learn the literary, societal, cultural and historical background of the greatest writings penned by Indian and foreign Authors.
- It inculcates critical thinking, reading, writing and research skills among students.
- To create interest towards the cultural and historical background of India.

Program Specific Outcomes

- As they are practicing translation from Hindi to English and English to Hindi or Punjabi, they can become translators in many Central Government Offices. They are learning poetry and grammar- so they can become creative writers, poets or authors.
- It will also develop the reading and writing skills of students. It inculcates communication skills as well as ethical and moral values among students.
- Students can pursue post-graduation in any subject, studied at B.A. level.
- They can go for higher studies in foreign countries and can pursue B.ed., LLB, MBA or Journalism.

Department of Humanities:

The institute offers courses at B.A. Level in Economics, History, Political Science, Music, Physical Education and two vocational subjects, Tax Procedure & Practice and Computer Application. It also offers Drug Abuse and Environmental Science (Qualifying Subjects).

Program Outcomes

- Students become eligible to serve defense, public sector or private sector.
- They become eligible to join post graduate programs.

Course Outcomes

- These help in analyzing the performance and functioning of Government and institutions in economic and political context.
- The students develop analytical and logical skills to understand data and how the same can be used for the solution of problems. Hence, it provides an opportunity to understand the decisions taken at different levels.
- The courses serve the community and society by providing policy relevant economic and political changes and how the nations grow by adopting different strategies.
- Being a subject of social science, history has its own value in society. It helps the students to develop their social and moral values.
- Students gather knowledge about the inheritance and tradition of their own country as well as world.
- History is one of the most effective subjects for learning different skills like, critical thinking, analysis, research and summarizing knowledge. So there is huge scope for the student of history in future.
- Physical Education helps in a number of domains: physical, lifestyle, affective, social, and cognitive.
- It helps in developing good lifestyle by adopting movement skills, physical competence and sports activities with good nutrition knowledge.
- Studying Music (Vocal) develops performance skills at a high professional level, using creative and critical thinking to inform stylistic choices and artistic expression while demonstrating spontaneity and collaboration as appropriate, and will communicate their artistry to diverse audiences.

Program Specific Outcomes

- Humanities subjects are very helpful for those who are preparing for central and state level civil services examinations and other competitive examinations.
- Student can engage themselves in teaching profession in various levels after ETT, B.Ed and NET.
- Students may choose his/her career in journalism or any

other editorial board.

- They may get job in libraries, archives and in museums. Beside this, they may also proceed in the field of research and archaeology.

Department of Commerce and Business Management

The institute offers Commerce and Business Management programs as B.com. Pass Course, B.Com. Financial Services, M.Com., Tax Procedure and Practice (as a subject) P.G.D.B.M. and P.G.D.M.M

Program Outcome

- This program makes well trained professionals ready for Industries, Insurance Companies, Transport Agencies, Banking sectors, Financial companies, Warehousing etc. to meet the well trained manpower requirements.
- The acquire skills in the field of Marketing and Sales. They also learn all the Administration abilities to run the company.
- It provides knowledge and technical skills in the accounting and financial fields.

Course Outcomes

- The students get thorough knowledge on accounting practice by learning principles and concepts of Accountancy.
- On the successful completion of this subject the students gain the knowledge about the various types of business organizations and office management.
- The students are acquired with the knowledge in the practical applications of accounting.
- The students become well versed in the fundamental concepts of auditing, entrepreneur, knowledge in the finance institution, project report incentives and subsidies.
- This course aims to provide a comprehensive knowledge on the provisions of Income Tax and to familiarize with recent amendments in Income-Tax.
- The students are made to work adeptly in MS-PowerPoint and Tally.
- The students procure knowledge in Management Accounting

Techniques and business decision making by taking case studies.

- Their cognitive skills are honed to understand the nature of human resources and its significance to the organization.

Program Specific Outcome

- By studying commerce with given courses and through workshops and industrial visits, the students can become Managers, Accountants, Management Accountants, Bank Managers, Company Secretaries, Professors etc.

Department of Computer Science

The department offers courses in B.C.A., B.Sc. (IT), P.G.D.C.A., D.C.M., M.Sc. (Computer Science) and Computer Application as a vocational subject.

Program Outcome

- Students may opt the professions as computer operators, web designers and web developers and also can chose engineering stream.
- They can become professors by clearing National Eligibility Test after completing M.Sc. Computer Science.

Course Outcomes

- The students at UG level, learn computer basics and gain knowledge of mathematics, science, engineering fundamentals.
- They will learn modern tool usage and data structures.
- Gradually they start leaning programming languages C++, Java, Python, web scripting in HTML, CSS, Java Script and PHP.
- They will learn internet and web technologies and to develop and manage the website.

- They Conduct investigations of complex problems by learning Relational Database Systems like Oracle /MySQL.
- They will be given thorough knowledge of operating system and software engineering.
- Students procure thorough knowledge of Principles of Digital Electronics, Computer Architecture and Graphics Programming.
- In M.Sc. a project work will make them learn to develop a software module for a real life computer application using the techniques and technologies learnt during BCA.
- With one on one computer availability in computer labs with internet facility on all computers through 100 Mbps optical wired connection, students learn window labs Linux base labs and use of genuine licensed software.

Program Specific Outcomes:

- Students will learn problem analysis: Identify, formulate, review research literature, and analyze complex problems reaching substantiated conclusions using first principles of mathematics.

Department of Bachelor in Science (B.Sc. Non-Medical)

Program Outcomes

- Students become eligible to join as Quality Control Manager in private Sector (Industries) as well as government sector.
- Students can join as Medical Representative.
- Students can join M.Sc. in Physics, Chemistry, Mathematics, Information Technology and Nuclear Medicines.
- Students become eligible to serve in DRDO, defense, public sector and private Sector.
-

Course Outcomes

- Students obtain thorough and detailed learning of calculus, algebra, numerical analysis, graph theory and probability.
- Students learn to solve systems of linear equations by use of the matrix, compute limits, derivatives, definite and indefinite integrals of algebraic, logarithmic and exponential functions. They learn to analyze analyze procedure and their graphs as informed by limits and

derivatives.

- Students are given the instructions to find solutions to problems and proofs of theorems that meet vigorous standards based on content, organization and coherence, argument and support, and style and mechanics.
- As students become adept in laboratory experiments, they procure knowledge to analyze, classify and characterize different chemical compounds.
- By learning the fundamentals of chemicals and doing practical in laboratories, students become able to display the applications of Chemistry in different spheres of life viz. kitchen chemistry, medicines, agriculture etc.
- Students come to understand the formulations of various drugs, detergents, shampoos etc.
- Students come to learn that electronics and Communication deal with electronic devices and software interfaces. It helps in improving productivity in multifarious sectors like oil, energy, agriculture, and telecommunication media including television, radio and computers.
- Astronomy is a combination of Physics, Chemistry and Mathematical principles/rules. It deals with detailed study of the physical, chemical and dynamic properties of celestial objects. It also deals with the phenomena over and above earth's atmosphere. There is associated study of calculations of orbits, gravitational forces, satellites, meteors, galaxies, comets, stars, planetary objects, planets, satellites etc. In Astrophysics, students come to explore and ensure properties/nature of the astronomical objects with the help of laws of Physics and Chemistry.

Program Specific Outcomes:

- Students can pursue post-graduation in any subject i.e. Physics, Mathematics and Chemistry.
- They can go for higher studies in foreign countries or chase B.Ed., M.A., MBA OR LLB.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://gncphagwara.com/downloads/programme_outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Our institute is affiliated to Guru Nanak Dev University, Amritsar and we rigorously adhere to curriculum offered by the parent university. The institute offers UG courses in humanities, commerce, non-medical and IT. Apart from this PG courses are offered in commerce, punjabi and computer science (M.Com., M.Sc., M.A., PGDBM, PGDMM, PGDCA). The Program outcomes, Program specific outcomes are evaluated by the institution and are communicated to the students through orientation programs and tutorial lectures. It has been observed that pass percentage of students is increasing progressively. We regularly take feedback from all the stakeholders and try to take needful steps to see the better outcomes.

1. The Program Outcomes and Courses Outcomes are evaluated by the institute and related to students through orientation programs, discussions and lectures.
2. After the measuring the attainment of POs and COs, it was observed that the interest of students was more inclined towards commerce. For that reason we introduce B.Com. Financial Services in the year 2019.
3. Moving on the same path, a diplomacourse in computer maintenance was introduced in the year 2018
4. For measuring the level of attainment, every year feedback from stakeholders is collected and efforts are done to take necessary steps as per the given suggestions.
5. Internal exam results are evaluated in meetings with HODs and Head of the institute.
6. Semester wise evaluation report is prepared and discussed in IQAC meetings.

Commerce Outcomes:

1. Every year students clear CPT exam and pursue CA.

2. In the year 2021 M.Com. students Loveleen Tandon at Deloitte Haskins and Sells LLP as Assistant Manager.
3. Our students pursue MBA after clearing B.Com. and get placed at reputed positions. One of our students Angad Gurdev Singh is a Manager at IDFC First Bank and Pankaj Jain took training as Assistant Manager.
4. Students have developed enterpreneurship are successfully contributing in the operation of business.
5. Their knowledge of basic skills like analysis of economic problems, accounting, marketing and finance helps in different subject related professions.

Arts Outcomes:

1. Arts students seek admission in foreign universities to pursue higher studies.
2. They pursue PG courses and join various departments in teaching arena.
3. They develop the quality of team work and learn to solve social issues.
4. Students have come with Community Engagement and Global Understanding.
5. Students show good communication skills.
6. Ethical values are inculcated among students.

IT Outcomes:

1. After completing BCA or M.Sc. the students join as technical trainees or computer operators.
2. They become software developers and handle technological challenges.
3. They solve computational problems, system networking knowledge helps in using innovative ideas.

Science Outcomes:

1. The students understood the fundamentals of science education.
2. They built up progressive and successful career in academics and industry.
3. They develop sense of scientific responsibilities, social and environment awareness.
4. Some of our students pursue M.Sc. in Physics, Chemistry or Mathematics.
5. Some of the students join as science teachers after doing B.ed.

The attainment of program outcomes are calculated by using university examination results. The results are analyzed and conveyed to IQAC. Following is the weightage of marks as per their final program result:

Program Total Students Above 60% Above 50% Below 50 % Result Late or not attempted
 B.A. 31 7 10 - 12/2 B.Com. 31 17 8 1 5 BCA 13 11 - - 2 B.SC. Non-Medical 4 2 - - 1/1 M.Com. 7 6 - - 1 M.A. Punjabi 1 - - - 1 PGDBM 3 3 - - - MSc. Computer Science 3 3 - - -

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

91

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	http://result.gndu.ac.in/download/gazetes.asp

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)

http://www.gncphagwara.com/downloads/iqac/student_satisfactory_survey_2020-21.pdf

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 teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****NIL**

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****NIL**

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

1. Initiatives for creation and transfer of knowledge has been done by conducting workshop for the students of B.Com financial services. Ms. Neha Bansal, college alumni, conducted one day workshop on " Tally ERP .9" as "Resource Person" for the students of B.Com on 28.01.2021 in the college premises. The workshop was very informative and useful for the students as the Tally software is frequently used for accounting work in small and large companies/firms while preparing Journal Ledger and Balance Sheets.

2. The objective of Transfer of knowledge from industry was achieved by Industrial Visit for B.Com Final year students. Industrial visit to M/S HonestBricks was arranged . This visit gave practical knowledge about the working of the industry and practical insights were given to the students about the settlement of accountbooks.

3. The students of M.Sc. Computer Science prepare project reports. These project reports were submitted to the university for their assessment.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

NIL

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

20

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

1. NSS department has conducted various activities in the neighbourhood community.

- Mission Fateh program was launched by the state government for sensitizing people about symptoms of corona and precautions taken during pandemic.
- Plantation during monsoon was launched for awareness among students about environment and its protection with the help of tree plantation.
- Fit India program was conducted on August 2015 and October 2021 for the awareness about health among youth. Students performed Yoga and various indoor activities at their homes due to restrictions imposed by the government during Covid-19.
- Participation by NSS volunteers in the survey under UNICEF "Pride of Punjab".

2. NCC Unit of the college organised various activities with local unit of the armed forces.

- Students participated in online quiz on COVA App
- An awareness campaign was organised on "Aatam Nirbhar Bharat" with 8, PB.BN NCC to prepare them for contribution towards nation in future.
- NCC day was celebrated on 26 November 2020 by planting minimum 1 sapling in the neighbourhood.
- Students were prepared for BEE and CEE certificate exam (written and practical) at Lyalpur Khalsa College, Jalandhar

on 07 and 11 March 2021.

3. Red Ribbon Club conducted various activities under the Youth Services Department Kapurthala and Hoshiarpur.

- A public and social awareness campaign was organised on "Aids and Blood Donation" e-certificates were given by the department.
- Online quiz was organised for Anti-Drug / Aids awareness program by the department of Youth Services, Punjab.
- International Youth Day was celebrated on August 12, 2020 under the Red Ribbon Club Program, due to the situation of Covid-19 a webinar was conducted.

File Description	Documents
Paste link for additional information	http://gncphagwara.com
Upload any additional information	View File

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

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

18

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

3.4.3 - 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

3.4.3.1 - 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

18

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

180

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)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

2

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The college has adequate facilities for academic activities. There are well maintained 47 classrooms including 15 smart classrooms for the effective teaching and learning of students.. The college has a committee for maintenance and upkeep of infrastructure. most of the departments maintain departmental library with proper stock and issue register. The department of English has a well equipped Language Lab where the classes of spoken English and phonetics are held for the students. The department of IT has two fully air conditioned labs with 84 computers for the students as well as for the faculty. The college has appointed trained and expert technical staff who maintains the IT facilities of the institution. Computers are password protected and used only for academic purposes. Laptops are provided to the departments for usage in smart classrooms. The college has two science laboratories physics and chemistry. Laboratory log books are maintained for the use of equipments, instruments required during practical classes are issued against ID cards of the students. The maintenance of the laboratories falls under the supervision of lab attendant. The outdated equipment and chemicals are disposed off as per the rules. Stock registers are well maintained and checked by the teacher incharge and are verified by the Principal. Safety

measures and important instructions pertaining to the use of equipments inside the laboratories. Fire extinguishers are placed outside laboratories for emergency purposes. The commerce department of the college has well maintained accounting lab where the latest softwares related with the commerce are introduced to the students.

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.

The institution has enough infrastructural facilities for cultural activities and sports which it keeps on updating constantly. The college has a well lightened and ventilated multi purpose auditorium hall having the capacity of 1000 people. Two multipurpose seminar halls are exists in the college campus. To promote sports among the students, college runs Jagat Singh Palahi Football Academy which is a nursery of National level players. This academy is registred with Punjab Football Association. The college has a Cricket Ground, Football Ground, Volleyball Court, Shooting Range. Besides the outdoor grounds college has one indoor Badminton Court. The institution runs well equipped and well maintained conditioning unit for the players.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.gncphagwara.com/activities.php

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

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)

30,507/-

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)

Library facilities are open to the students from 9 am to 4 pm. Maintenance and utilization of library resources are done strictly following the library rules. Annual stock taking of the library resources is duly carried out and the reports are submitted to the principal. The librarian is ably assisted by the support staff, (a restorer, a cleaner and a library clerk) for the efficient and smooth running of the library. Visitor record of the students and staff is maintained on daily basis. Before taking the roll number slips students have to ensure return of books "No Dues" from the library is mandatory. The library is marked as "Silence Zone". The college library has adopted KOHA 2019 version 17.11 software. The library also has OPAC facility that is used with the help of IP Address along with this, the library owns its Personal Blog also which is accessible for 24/7 for books searching facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	gnclib.blogspot.com

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 C. Any 2 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)	View File

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)

67,329/-

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

223

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 upgrades the IT facilities including Network, Internet and WiFi in college campus. The college upgrades IT infrastructure frequently in order to have effective teaching learning process. Feedback and suggestions are taken from the students as well as from the faculty for improvement in infrastructure and actions accordingly. The college has appointed trained and expert technical staff which maintains IT facilities of the institution.

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

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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)

21,81,342/-

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 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 N-list 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. Library services are up-graded every year by introducing new softwares. 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. Laptops have been provided to departments for usage in smart classroom. 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 e-waste. Sports: Regarding the maintenance of indoor facilities like badminton court, gym, sports in-charge 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. CCTV cameras, installed on the campus, keep a close eye on discipline in the college. There are technicians, masons, plumbers and carpenters deputed by the management who ensure the maintenance of classrooms and related infrastructure. 3 full time gardeners look after the maintenance of verdant campus and every year a good number of saplings are planted to maintain ecological balance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.gncphagwara.com/igac.php

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

9

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 benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

76

File Description	Documents
Upload any additional information	View File
Number of students benefitted 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

A. All of the above

File Description	Documents
Link to Institutional website	http://www.gncphagwara.com/activities.php
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

4

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

4

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

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

A. All of the above

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	View File
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

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

12

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	View File

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

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

32

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

Institution facilitates students' representation and engagement through liabilities to represent in various administrative, co-curricular and extracurricular activities by making them members

and office bearers of different clubs and societies. They enthusiastically attend all the meetings of different committees and participate in organising different functions and competitions. Following is the list of committees having students' representation and engagement.

1. English Literary Society
2. Punjabi Sahit Sabha
3. Business Club
4. IT Club
5. Student Council
6. Youth Welfare Club
7. Red Ribbon Club
8. Guru Gobind Singh Study Circle
9. NSS Unit
10. NCC Unit
11. IQAC (Alumni Involvement)

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/activities.php
Upload any additional information	View File

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

20

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)	View File

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 institute organises different functions and programs to meet and greet students who has passed out from this institute and take pride in it by being the members of Alumni Association.
- The management supports such programs and institute proudly admits that the present Presidents S. Jatinder Pal Singh Palahi, General Secretary S. Harmandar Singh and Secretary S. Hardial Singh are the Alumni of the institute.
- The institute offers placement to meritorious students in administrative and teaching arena. S. Baljit Singh, S. Jaspreet Singh, Ms. Rajni Sharma, S. Jatider Singh Khalsa are working as non-teaching employees and Prof. Anmol (commerce), Prof. Parminder Kaur (chemistry) and Prof. Ranjit Kaur (Punjabi) are the passouts of this institute.
- Distinguished and eminent Alumni are regularly invited as expert speakers for extension lectures and workshops.
- In the year 2002, NRI Alumni of college donated a bus for girl students.
- Alumni CA Deepak Gupta, every year adopts the needy students in memory of his mother Late Smt. Neelam Gupta.
- In 2018-19 NRI Alumni Amrik Wahid and Hardeep Singh Ghuman adopted a needy girl student.
- The institute welcomes the suggestion of Alumni in order to improve the system further.
- The Alumni also provides counseling to students for employment.
- Alumni are active members of IQAC.
- They also assist the Placement Cell, offer MOU and employment

to students. Our Alumni Maninder Singh Sagoo, Director 'Brain Box Corporations', every year visits the campus for placement of students.

- Kindly see the scanned copies of documents uploaded:

File Description	Documents
Paste link for additional information	https://www.facebook.com/groups/gncphagwara/?ref=share
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

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

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 the moral and ethical development of students. Keeping up with the vision and mission statement, the college takes up following initiatives:

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, self-discipline, 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 on different occasions. Some collegiate activities give opportunities to students to deepen their understanding of social responsibility. The students participate in the 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 GURPURABS, 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 self-governance as in activities such as clubs and societies. Sports activities are promoted for their self-reflection, 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 off-campus adventure trips arranged by GNDU under the Youth Welfare Department. Trips are generally organized by students under the supervision of teachers.

5. Extra co-curricular 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 the majority of the students of the college are from economically weaker sections of society and can't afford the high fees, college helps them in every possible way. We provide them with textbooks to study. All the out of class activities is connected in creative ways to academic instructions.

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/mission_vission.php
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 follows a democratic and participatory mode of governance wherein all stakeholders participate actively in its administration. The governing body delegates authority to the Principal, who in turn shares it with different levels of functionaries in the college. Different committees are formed for the strategic and effective functioning of the institution. Autonomy is given to the Heads of different departments, convenors of various committees, cells and associations in deciding and implementing the institutional policies. All the staff members are involved in various departmental activities to join hands with the Heads of the Departments. IQAC takes active initiatives for the inclusion of different stakeholders in the functioning of the college. There is a strategic schedule followed for communicating with different stakeholders. Recommendations and suggestions are invited from them before the policy-making. The information regarding admissions and other activities of the college is updated regularly on the notice-board and website of the college. Staff meetings, meetings with different committees, IQAC meetings are conducted regularly and the suggestions given are implemented under the guidance of the Principal. Regular meetings are also organized with students, parents, alumni, and other stakeholders. The valuable suggestions and feedback provided by them are discussed in the management meetings and an action plan is made for their further execution. This year two meetings were held between IQAC and management and minutes of these meetings have been uploaded on the college website. This practice of participative management extends to the student body as well. The college actively engages the students in the functioning of the college by forming a Student Council and the officebearers that play an instrumental role in the decision and policy-making. In addition to it, each department has its own society with respective office bearers who pro-actively arrange and participate in various events of the college. The institution encourages shared leadership and entrusts all the stakeholders with enough authority to decide and execute activities on their own to bring up a

culture of mutual respect and trust, which in turn reflects its thrust on its participatory ethos.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategy making process is a collaborative effort. It is not the sole undertaking of the administrative body and faculty members. The college invests a tremendous amount of time and effort in the form of holding meetings with various constituent groups to gain inputs for its strategic planning. One of the pivotal examples of the institutional strategic planning is reflected in the Green Audit initiative undertaken by the college. Environmental sustainability is becoming an increasingly important issue for the nation, the role of higher educational institutions in relation to environmental sustainability is more prevalent. The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. On this background it becomes essential to adopt the system of the Green Campus for the institutes which will lead for sustainable development and at the same time reduce a sizable amount. A Green Audit got conducted by the institution to ascertain whether the practices of the institution are eco-friendly and sustainable - with the primary objective to prepare a statement on the green practices followed by the college. It included the assessment of the vegetative cover, waste management practices, water use efficiency and energy conservation strategies etc. The audit team monitored different facilities provided for staff and students at the college campus and identified the strengths and weaknesses of every environmental parameter within the campus. The outcome of this project came in the form of a well formulated Green Audit report. The observations, suggestions and recommendations encapsulated in this report play an important role in guiding the authorities to formulate a suitable policy to make a go-green campus with the optimum utilization of available resources. Green audit helps in the process of systematic identification, quantification, reporting, and analysis of various components of environmental diversity. Green audit is a useful tool for a college to determine how and where they are using the most

energy or water or resources; the college can then consider how to implement changes and make savings. It can create health consciousness and promote environmental awareness, values and ethics. It provides staff and students better understanding of Green impact on campus.

The college also conducts academic audit every year to have an assessment of quality sustenance and growth parameters of the institution. it is done by an external peer team consisting of twomembers. Following the pattern of previous year, this time also department wise academic audit was done under supervision of Dr. S.S. Deol, Former Principal GHG Khalsa College Gurusar Sadhar, Ludhiana and Dr. R.S. Jhanji, Principal A.S. College, Khanna, member Senate and syndicate (Panjab University, Chandigarh). They evaluated the data, presented by various departments. The audit report of the year 2020-21 has been enclosed herewith.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 President, Managing Committee and the Principal form the nucleus of the administrative setup with the former being the final authority in all financial matters. They plan and chalk out all the policies regarding the growth and development of the institution. The Principal is vested with the decision making power for day to day running of the institution. He has in his team various departmental heads, the IQAC Coordinator, the Incharges of various committees and non-teaching faculty who assist him in discharging various administrative duties. Policy making is done mainly by the governing body which has 22 members. The Principal is an ex-officio member and there are two teacher-representatives from the faculty.

Service rules are guided by GNDU and DPI Education directives. The compliance of the appointment rules is also strictly adhered to the norms of GNDU and DPI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching:

The College provides a numbers of facilities for teaching faculty. The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. 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. Faculty members who are the members of BOS are given duty leave to attend the meetings and syllabus restructuring workshops. Free internet facility is provided to all the staff members. College library login id is provided to all the faculty members so that they can have an easy access to INFLIB.NET even at their respective homes. Duty leaves are given to all the staff members for attending seminars, extension lectures etc. Free bus facility is available for the

female teachers. First-aid facility is also provided for all the staff members.

Non-teaching:

The Provident Fund of the non-teaching staff is sent to Employees' Provident Fund Commissioner, Jalandhar so that non-teaching staff members can avail all the benefits covered under Provident Fund Scheme including monthly pension after retirement. College provides concessional education to the children of nonteaching staff. Funds are collected by the staff members for the help of the class IV employees on ceremonial occasions. First-aid facility is provided to the members of non-teaching staff. Loan facility is also provided to the class IV employees to carry out family responsibilities like arrangement of wedding, purchase of house/vehicle etc. Free lodging facility is provided to class IV employees within the college premises.

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

1

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)	View File

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

2

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)	View File

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

Appraisal is mainly done on the basis of feedback received from the student bodies. Service books of permanent faculty are updated

from time to time as per the requirements of DPI (Colleges). Best Employee Award is conferred on the best employee out of both teaching and non teaching faculty almost every year.

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

The institution conducts both internal and external audits regularly to ensure total transparency in financial matters . Internal financial audit is done by the Burser of the institution on regular basis. The management engages two chartered accountants every year to ascertain the accuracy of the financial statements given by the institution. They audit the income and expenditure, balance sheet and other matters related to finance. In addition to it, the external audit is also conducted by Accountant General, Punjab.Pre-Audit Cell DPI (Colleges) at the office of Director, College Higher Education, Punjab conducts financial audits for the various salary claims at the time of submission.This year no significant objections were raised by the external auditors.

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

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)

1,29,402/-

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)	View File

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

The mobilisation of financial resources is crucially significant for the growth of the institution. A centralised annual budget is planned every year for timely salary payments, maintenance work required for the college building, procurement of the teaching aids and other teaching material, upkeep of laboratories and college buses. The various methods of resource mobilisation are discussed in the meetings of the management. All government and non-government financial grants are utilised completely, keeping in mind the best interest of the stakeholders. The institution also reaches out to local organisations for empathetic patronage. It welcomes donations, memorial prizes and endowments from philanthropists, staff members, alumnae and guardians.

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

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 plays a significant role in maintaining and enhancing the quality parameter of the institution. The IQAC conducts regular meetings with all the stakeholders to chalk out its strategies and course of action. The minutes of all the meetings conducted by IQAC this year and action taken reports have been uploaded on the college website. The quality assurance initiatives undertaken by IQAC during this year are as following:

1. An edited book was published "Pandemic of Covid-19 and Its

Challenges: A Multidisciplinary Approach" to promote the research culture in the institution.

2.To organize Covid awareness campaign in rural areas arally was organised on 27.11.2020 with staff and students in the vicinity of the college campus to sensitize people regarding personal hygiene, senitization and mask wearing.

3.To sharpen and augment the grammatical skills of the rural students, two extension lectures onEnglish Grammar were delievered byDr. Seema Kapoor at Govt. Sen. Sec. school, Athouli and by Dr. Reena delivered atGovt. Sen. Sec. school, Soond on the topics "Buliding Blocks of English" and "Parts of Speech" respectively.

4.In order to strengthen small industry linkage and give practical exposure to the students regarding account maintenance and production, thecommerce department students were taken toa visit to a Brick kiln at village Kotli, Phagwara.

5. A good number of saplings were planted in the campus in collaboration with 8 Punjab Battalion NCC on 26th November 2020in order to protect the environment.Apart from this, hundred saplings were also planted in the college ground and following the adviceof IQAC Chairperson faculty members are taking special care to be economic in the matters of energy consumption. Green audit report was prepared under the able guidance of Dr. P.S. Tyagi, Professor Agriculture, BBS University, Jalandhar and Former Principal Ramgarhia College, Phagwara.

6. Online feedback were collectedfrom the stakeholders as a bid to make the process paperless and a steptowards environment protection. This year feedback from students, parents , alumni and teachers was received through google forms and uploaded on college website.

7.Library resources have been strengthened by renewing N-List subscription and inclusion of a good number of books of Computer Science, Hindi, Punjabi, Englishto already abundant stock.

8. In hard times of Covid-19 pandemic, new cameras were bought by IT department and IT systems were upgraded to make the teaching learning process smooth and lucid for students

9. Atraining program for both teaching and non teaching staff was arrangedunder the title "Storage and Data Management".

10. Following the pattern of previous year, this time also department wise academic audit was done under supervision of Dr. S.S. Deol, Former Principal GHG Khalsa College Gurusar Sadhar, Ludhiana and Dr. R.S. Jhanji, Principal A.S. College, Khanna, member Senate and syndicate (Panjab University, Chandigarh). They evaluated the data, presented by various departments.

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/igac.php
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

The IQAC continuously reviews the teaching-learning process and sets the quality benchmarks for various academic and administrative activities of the institution. It follows a strategic schedule for upgrading the developmental activities and timely and efficient accomplishment of academic goals.

- The institution chalks out its academic calendar its as per university guidelines before the beginning of every academic year. It contains a list of various activities to be conducted throughout the year as well as the tentative schedule for mid-semester and terminal semester examinations.
- Course subject choices are taken from the faculty members as per their area of specialisation in their respective subjects prior to the commencement of each semester.
- Based on the options given by faculty, the head of the departments distribute the workload to each faculty member.
- The time table committee prepares the time table keeping into consideration the subjects allotted to the faculty.
- An orientation program is arranged for the first year students of all streams in the beginning of each semester.
- Regular class tests and mid-semester tests are duly planned and conducted.
- Results of these tests are reviewed in the meetings of IQAC wherein the academic performance of each and every student is evaluated.

- Various methodologies are planned to support weak students and encourage the bright ones. Regular updates about their performance in tests are provided to the students and their parents.
- Faculty members identify the list of weak students of their respective courses so that steps could be taken for the improvements of their score in next exams.
- Extra classes are arranged for the weak students and every kind of motivation is provided to them to make them come at par with their merit and distinction holders.
- This year the result of the students are an indicator of the initiatives taken by IQAC regarding the incremental improvement in the performance of the students.

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gncphagwara.com/downloads/AnnualReport2020_21.pdf
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)	No File Uploaded

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

The institution ensures safe, secure and healthy teaching learning atmosphere for females. Sensitization is done through lectures and tutorial periods. All types of facilities have been provided to female students and staff.

1. There are separate washrooms for girl and boy students.
2. Sanitary napkin vending machine and incinerator are installed in girls' washroom area.
3. CCTV surveillance supports the authorities to keep a check on activities of boy and girl students.
4. Discipline is maintained in the campus by deputing teachers in free periods on discipline duty to provide sense of security to the girl students.
5. Girl students are not allowed to leave the campus before full brake without the prior permission of HOD, that too in case of emergency.
6. Unwanted entry is restricted in the campus as security guard checks the I Card randomly.
7. Female sweeper is appointed for female washrooms.
8. Common room is maintained in the college for girl students to rest and dine during free periods.
9. Four buses ply on roads to Pick and drop the girl students.
10. Girl students are always encouraged to participate in cultural and academic activities.
11. Every year they are given liberal scholarships and free books. In the year 2020-21, 119 girl students were helped by providing free books.
12. 24 girl students were helped by giving scholarships under various schemes.

File Description	Documents
Annual gender sensitization action plan	http://gncphagwara.com/downloads/igac/minutes_of_meeting_31_03_2021.pdf
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	http://gncphagwara.com/downloads/specific_facilities_provided_for_women_14032022.pdf

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 college is very particular in management of degradable and non-degradable waste.

1. The institution believes in the theory of ,“Reduce, Reuse and Recycle” the waste.
2. Separate dustbins are being used for solid and liquid waste.
3. Collected waste is dumped at the back of playground, where it is converted into manure for the purpose of plant food.
4. Our motto is to make the campus plastic free. Students are advised to use metal or glass lunch boxes.
5. In the staffroom and offices, steel and glass utensils are used.
6. This year students took pledge on 08.12.2020 by giving the slogan "Say No to Plastic"
7. Every year, NSS unit of the college organizes a camp under" Swach Bharat Abhiyan". Under this banner, the volunteers clean the campus and surrounding area.
8. E-wastage is disposed off through scrap dealers from Hoshiarpur who have their contacts with e-waste management bodies

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

B. Any 3 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

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

E. None of the above

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).

Every year, the institution initiates to provide an environment ofby organizing camps, competitions and workshops.

- 1. During orientation of new students, they are introduced with the culture and environment of the institution, which**

follows the philosophy of first sikh Guru, 'Guru Nanak Dev Ji'-'Nam Japo, Kirat Karo, Vand Chako'means Pray,Work and Eat by sharing. On this day juniors meet their seniors and develop a sense of bonding with each other.

2. Well maintained Virasati Bhawan (Heritage House) is a place in the campus, where students are taken for visit and given a peep into their rich culture.
3. NCC students participate in Independence and Republic Day parades on local and state level.
4. Students celebrate Deepawali eve Holi and Lohri Festivals.
5. They celebrate Teachers' Day to facilitate and honour the ancient saying, " Gurur brahma Gurur Vishnu gurur devo maheshwaraI Gurur sakshat param Brahma Gurur Devo maheshwaraII.
6. Different sports and cultural activities are organized every year to promote harmony. Various days like; Yoga day World Environment Day, Voters' day,Tobacco day, Aids Day are celebrated in the college, which establishes positive interaction among people of different races, communities, cultural background and language.
7. Institution has code of conduct for students, written in prospectus and ID card which every student has to follow irrespective of their culture, religion linguistc and communal socio-economic diversities.

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	View File

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

In order to sensitize students and employees of the institution to the constitutional obligations, which include values, rights, duties and responsibilities of the citizens, different seminars and extension lectures are organized throuout the year.

1. Contitution Day is celebrated every year by organizing Debate or Declamation Contests.
2. Tree Plantation is a regular routine of various clubs and societies. College has adopted two villages Palahi and Gounspur to maintain there ecological balance and

- sensitizing the villagers for their rights and duties.
3. Environmental Science as a qualifying subject teaches the students their duty towards environment and to make them aware about the threat to the world due to rising population and climate change.
 4. At graduation level students study Drug Abuse as a qualifying subject in which they are taught about the variety of drugs available and used by youth. They learn the harmful effects of these drugs which include loosening of cognitive powers and physical powers. They are also taught about the causes of infectious diseases like HIV or hepatitis. Our students follow the motto "Say no to Drugs".
 5. This year, due to Covid-19, we could not organize Blood Donation Camp.
 6. Considering their duty, the students of the college visited Gounspur and Mehli villages for distributing masks, sanitizer bottles and soaps to the netizens under the banner "Covid-19 Campaign".
 7. Under the banner "Swacchh Bharat Abhiyan", one day camp is organized by NSS volunteers to give the message of cleanliness and healthiness.
 8. Every year debates and declamation contests are organized to sensitize the students towards their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.gncphagwara.com/
Any other relevant information	https://www.gncphagwara.com/activities.php #

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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

1. All the national festivals are celebrated every year with great zeal and fervour to inculcate the feeling of inclination towards country, culture and festivals. Every year students come forward through different clubs and societies and organize cultural, academic and social programs. The students themselves anchor the programs and prepare speeches to share their thoughts on these days.
2. NCC cadets invite army personnel to share their experiences and to motivate the students to contribute in building the nation.
3. NSS volunteers organize various "Days" like Constitution Day, Aids Day, Voters's Day and address prevailing social issues.
4. Deewali festival is celebrated with full enthusiasm by organizing series of competitions which give the students feeling of responsibility towards celebration.
5. On Teacher's Day student council puts up a show to express their gratitude for their teachers and salute the great Dr. Radhakrishnan.
6. To commemorate the birth anniversary of first sikh guru "Guru Nanak Dev Ji", an eminent scholar is invited to shed light on the philosophy of Guru Sahib.
7. Punjabi Saptah (Punjabi Week) is marked with celebrations from 1st November to 7th November with cultural and linguistic events.
8. Apart from these. many events and guest lectures are organised to instil a sense of national pride and gratitude towards sacrifice of great leaders of our country like Bhagat Singh, Rajguru and Sukhdev. On the day of their martyrdom the boys wear turbans following their pattern.

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	No File Uploaded
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.

Best Practice I

Title of the Practice: Publication of an edited book on Covid-19 entitled "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" Published by New Delhi Publishers, New Delhi.

Covid-19 pandemic is a public health emergency of international concern. It has posed new challenges to the global research community. With the help of academic research, there is a need for better understanding of Covid-19 and its socio-economic as well as political impacts. To dissect each one of these impacts, an edited book has been published under the patronage of the President S. Jatinderpal Singh Palahi and the principal Dr. Gurdev Singh Randhawa. Shri Sube Singh, IES gave his valuable guidance for preparing this book. It is published in English language. Dr. Seema Kapoor, HOD English played a key role as an editor in the process of compilation and editing of this book.

The main objective of this book is to assess the impacts it made on various sectors:- health, education, employment, economy etc. and how it disrupted and affected the life of an individual, growth of a country and socio-economic fabric of the global society. It aims to highlight the potential areas of human research which were impacted by Covid-19. The original or unpublished papers/articles were invited from academicians and research scholars on issues related to the ongoing pandemic. It features a total number of 29 research papers/articles by 36 contributors.

The book provides a comprehensive picture of :-

1. Better understanding of the disease and its effects on public health.
2. Impacts of Covid-19 on livelihood of the people.
3. Several effects that Covid-19 has brought about on the environment and climate.
4. Disruptions faced by Indian as well as world economy.
5. Shifting trends in the field of education and work culture.
6. Effects on human psychology and mental health.

Language editing proved to be a difficult task. To deal with this, an editorial board was constituted. The board consists of following members:

1. Prof. Parmjit Singh, HOD Computer Science
2. Dr. Inderjit Kaur, HOD Punjabi
3. Dr. Manpreet Kaur, HOD Commerce
4. Dr. Shamika Kumar, Assistant Professor in Economics
5. Dr. Reena, Assistant Professor in English
6. Dr. Yadwinderjit Singh Bhatia, Assistant Professor in History

This work will immensely help in the advancement of academic research. It will serve as an opportunity for faculty, researchers and practitioners to reconsider and reimagine the existing socio-economic, health as well as educational structures. This exercise will not only document the difficulties people face during this crisis but will also help in anticipating the future course of human civilisation.

Best Practice II

Title of the practice- "Use of ICT tools to equip teaching during Covid-19 crisis"

The Covid-19 resulted in educational institutions shut all across the world. Teachers had no other option but to change their classrooms to online spaces where they had to use digital technologies to facilitate their students' learning. The virtual mode of teaching-learning is not a new phenomenon altogether but teachers have been complacent about it. In this pandemic situation, teachers had to implement online methods at short notice. It wasn't easy to change teaching methodologies overnight and develop content that not only covered the curriculum but also engaged the students. To meet this challenge, the college organised an orientation lecture wherein Prof. Paramjit Singh

Marwah, Head IT department introduced teachers with virtual modes of teaching. He delivered a detailed lecture on the functioning of apps designed specifically for online teaching such as Zoom, Google Meet, Google Classroom, Microsoft Teams etc. He also gave a demonstration on conduct of online class. Teachers learnt how to use these apps and their various features, such as; scheduling meetings, screen sharing with students, preparing Google docs and other e-learning material etc. The college ensured the availability of proper digital tools and Wi-Fi connections. All labs (Computer, Language, Accounting and Science) were open for teachers. IT department purchased new web cameras to ensure the better communication among teachers and students. Teachers tried their level best to engage students and make them participate in teaching-learning process. Following methodologies were adopted by the teachers:

1. Online lectures were designed in such a way that they were more creative, interactive and student centered.
2. Teachers made use of various formats for lecture delivery--- videos, audios, live lectures etc.
3. Teachers complemented the lectures with virtual meetings, video chat and so on to get immediate feedback and maintain connection with the students.
4. After the online lecture, students were given the assignments for the practice of the topic. These assignments were submitted in the form of Word files, PDFs or images.
5. Teachers maintained the attendance record of students and remained in touch with those who faced connectivity issues during online class and provided them with learning materials.

Initially it seemed an unattainable goal to carry out curriculum via virtual mode of teaching but teachers with their resilience and commitment towards students made it happen. Covid-19 crisis proved to be a new phase for online mode of education. This mode of education despite its challenges came with following benefits:

1. It offered a great deal of flexibility in terms of time and location.
2. E-learning resources enabled teachers to customise their procedures and processes according to the needs of the learners. This way, it broadened the horizon of the course content.
3. Online mode of education allowed teachers to design flexible lectures for students' better understanding.
4. Apps used for online teaching allowed lectures to be recorded for students to watch at a time convenient for them.
5. Online mode of education put a positive impact on the performance of the students. The college recorded excellent results in the session 2019-20 by securing 7 merit positions and 9 distinctions.

File Description	Documents
Best practices in the Institutional website	http://www.gncphagwara.com/downloads/igac/best_practices_2020_21.pdf
Any other relevant information	Nil

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

The institution stand distinctive in the area of catering to the need of students living in rural areas.

1. Every year liberal fee concession is given to the students coming from rural background.
2. Various trusts, namely Bhai Rupinder Singh RupiTrust, Gilco Charitable Trust, Mata Suhagwanti Charitable Trust, Harbhajan Singh Hayer Trust run under college banner and provide scholarships to needy and deserving students.
3. Free text books are provided to students for following the curriculum. In the year 2020-21, 244 students were helped by giving books.
4. Students are guided to avail minority group scholarship from government.
5. The institution runs Jagat Singh Palahi Football Academy to channelize the energy of rural youth in right direction so that they may stay away from drugs.
6. Our Alumni from rural areas go abroad for higher studies.
7. College provides opportunities to village students to participate in various cultural and academic activities at local, state or national level.
8. Taking a step in this direction, our teachers Dr. Seema Kapoor and Dr. Reena Vij visited government schools for extension lectures and made the students understand the basics of grammar in very lucid way.

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

The institution ensures effective curriculum delivery through a well planned and documented process. It considers effective delivery of curriculum as an important aspect. It follows the curriculum prescribed by Guru Nanak Dev University, Amritsar through faculty of different departments. For the implementation of strategic plan different committees have been formed under transparent mechanism.

A. Academic Calendar:

1. The college rigorously adheres to the dates of admission with or without late fees given by Guru Nanak Dev University, Amritsar.

2. Every year academic calendar is planned, prepared and uploaded on website under the IQAC guidelines after proper planned meetings. Various departments enlist the activities to be organized during the session under their supervision.

3. The IQAC chairperson and coordinator monitor the implementation and compliance of activities.

4. Time Table is chalked out by the Registrar of the college after receiving the allocation and workload by department heads.

5. Time Table is posted in faculty groups to check the discrepancies if any and then final Time Table is displayed on notice board and uploaded on website after getting the due sanction from the Principal.

6. Students are given syllabus link in the classes and also made to write the books under curriculum and pattern of Question Paper.

7. Free books are distributed to needy and meritorious students. This year around 244 students were given help of books.

8. Mid-semester tests are conducted to check and enhance writing skills of students.

B. Teaching Plan:

1. Teaching plan is prepared by each faculty member at the beginning of academic semester under the supervision of their head of the departments. The principal checks and monitors the curriculum delivery physically as well as through meetings with head of the departments.

2. Practicals under curriculum are conducted on regular basis as per the time table.

3. Faculty members engage themselves in teaching during their free periods for weak students.

C. Labs:

1. Two well equipped computer labs with latest softwares and internet facility are utilised for practical curriculum delivery.

2. Physics and Chemistry labs are on regular use by non medical students and are equipped with all needed equipments.

3. Accounting lab is maintained properly for commerce students.

4. Language lab with various softwares is available for the use of every student, where they whet their communication skills.

5. Students are made to follow standard operating procedure while handling or using the computers or other instruments in labs, which induces in them the understanding of professional ethics.

D. Library Services:

1. College has rich and digital central library with Inflib.net and N-List facilities. It provides online access as well.

2. Books are issued to the students as and when needed by them.

3. Computer, Commerce, Punjabi and English departments maintain department library to cater to the academic need of students in their subjects.

4. The record is maintained through registers.

E. Feedback:

1. As per NAAC guidelines feedback is collected from various stakeholders i.e. Parents, Teachers, Students and Alumni through Google Forms.

2. This feedback is analysed and discussed in IQAC meetings. The grievances received are resolved at the earliest.

3. The feedback from various stakeholders has been uploaded and link is given below.

F. Teaching Aids:

1. For effective teaching college has 15 smart classrooms with E-Resources and ICT facilities.

2. For workshops, seminars, group discussion and quiz two audio visual halls have been provided to cater to the need of the students.

3. As per the availability of the keynote speaker, expert lectures and face to face programs are organised by engaging Alumni as well.

4. Due to Covid-19 online teaching was made available to students by using Zoom App and social sites such as Youtube and WhatsApp.

5. For practical training students are taken on excursions, industrial visits and field visits.

6. Study material and notes are provided to the students in class or through social sites.

7. ICT tools, resources and techniques are being utilised on regular basis for effective teaching.

G. Teacher Support:

1. College strives to fill the sanctioned posts by recruiting new faculty members.

2. The college encourages the faculty members to attend

orientation courses and workshops to update their knowledge of subject.

3. Faculty members who are the members of BOS are given duty leave to attend the meetings and syllabus restructuring workshops.

4. To promote research, an edited book entitled "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" was released under the patronship of worthy President and the Principal. As many as 20 scholars contributed in it by their articles and research papers.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gncphagwara.com

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

The institution adheres to the academic calendar for continuous internal evaluation.

1. On institution level two mid semester tests are conducted every year, both theory and practical. Results are evaluated by departmental meetings and needfuls done for weak students.

2. Students are given course wise assignments and project works to complete and submit within stipulated period.

3. Central Library maintains the record of semester end question papers.

4. For internal examination pattern of question paper is kept the same given by parent university.

5. For the conduct of C.I.E. students are given MCQs and class tests on regular basis.

6. Expert lectures, seminars and workshops are organized for better understanding of subject.

University Level:

1. Semester wise pattern is followed for final exams as given by Guru Nanak Dev University, Amritsar.
2. Exams are conducted under the supervision of expert appointed by university from other institutions.
3. Question papers are set, maintained and opened under strict secrecy.
4. CCTV Cameras and Mobile Jammers are installed in examination hall and exam is conducted under the surveillance of university staff.
5. Practical exams are held under the scrutiny of the External Examiner appointed by the university.
6. Answer sheets are evaluated strictly through table marking by the staff appointed by the university.
7. Institution always strives to resolve exam related student greivences like errors in marks on correction in marks.
8. It also helps students by providing every help relatedto re-evaluation process.
9. For convocation forms and degrees, students are notified either by phone calls, social media or correspondence.
10. The institutionright from the admission of new comers to the convocation calculates the progress of the students and keeps track of their progression.Thus continuous internal evaluation of knowledge based education is rendered to the students of the institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://www.gncphagwara.com/downloads/gnc_academic_calendar_2020_2021.pdf

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

B. Any 3 of the above

represented on the 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	View File
Any additional information	View File

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

13

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)	View File

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

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

Guru Nanak College strictly follows the curriculum given by parent university i.e. Guru Nanak Dev University, Amritsar. The University introduced two courses, Environmental Studies and Drug Abuse to integrate crosscutting issues relevant to environment and sustainability, human values and professional ethics for strong value based systemic developments of students. Apart from this, on institution level multifarious activities are organized throughout the year as part of the co-curricular activities that help in achieving the goal of holistic development of students.

1. Gender sensitivity:

a) Girl Students are regularly sensitized by organizing talks on health issues.

b) On regular basis, girl students are encouraged to participate in various competitions like debate, declamation, singing etc. on institution level and also on university level through "Youth Festival" and other competitions.

- c) As many as 11 female faculty members have been recruited within last five years.
- d) Women Grievance Cell works under the supervision of four female staff members, which regularly hears the problems of girl students and female teachers and tries to resolve them.
- e) Because of surging Covid-19 cases, gender sensitivity activities could not take place but as per previous reports of 4 years, vending machine, sanitary napkin incinerator were installed in girls' washrooms and lectures by doctors on common hygiene and women problems are organised on regular basis.
- f) Separate washroom for lady staff members is under consideration.
- g) Women grievance cell and Anti-Ragging cell strive hard to be available every time for students' help and functions to prevent any sexual abuse towards the female students and teachers.
- h) As physical classes were suspended, online competitions were organised in collaboration with NCC and NSS units of the college.
- i) Every year maximum number of female students are endowed with scholarships. In the year 2020-21, 24 female students were helped by giving scholarships.
- j) Female students are supported and motivated to participate in decision making by becoming office bearers of different subject societies and clubs.
- k) The institution provides guidance to female students to avail minority scholarship from the government.

2. Environment and Sustainability:

- a) Guru Nanak College work culture is based on Guru Nanak Dev Ji's teachings, where nature is worshiped as teacher, mother and father, "Pavan Guru Pani Pita, Mata Dharat Mahat". Following this, we make strenuous efforts to maintain good water quality, air quality by planting good number of saplings every year. Ours is a lush green campus with variety of plants.
- b) We connect education and health care by promoting sports and

running football academy, which brings laurels to the college every year.

c) Students and teachers are directed to switch off lights and fans before leaving the class.

d) A compulsory core course on Environment studies is included in all UG programs.

e) For environment awareness, declamation contests, guest lectures, industry visits are planned regularly.

f) Every year Environment Day, Earth Day and Water Day are celebrated in collaboration with NSS unit of the college.

g) Swachh Bharat Abhiyan is conducted in the college by indulging the students in cleanliness work and to awaken and stir their consciousness towards responsibility to environment.

3.Human Values and Professional Ethics:

a) To instil good human values and professional ethics in students, subject societies and clubs are constituted every year with new crew members to embark on. By this way students are ardently encouraged to improve their thinking ability, creativity, innovation, personality and soft skills. They learn leadership, team work and adaptation.

b) To hone their communication skills, two vocational subjects, Functional English, and Functional Punjabi were introduced for students' choice and language lab is open for everybody's use with various softwares.

c) For health consciousness, a compulsory core course Drug Abuse is included in all UG programs which guides the students to keep at bay from drugs.

d) "Guru Gobind Singh Study Circle", a religious unit of the college teaches them the importance of human values in life.

e) To foster a fuller understanding of rural life with a view to appreciate working of villages and for community development, two villages 'Gounspur and Palahi' have been adopted by the students where they visit time to time to enlighten them against vices of society. This year the students went door to door under Covid-19 awareness campaign and

distributed masks, soaps and sanitizer bottles.

f) Under Community Development Program, two teachers of English Department i.e. Dr. Seema Kapoor and Dr. Reena Vij visited Atholi and Soond villages respectively to make the students understand the basics of English Grammar.

g) Heritage House (Virasti Bhawan) is maintained in the campus and Heritage Fair is organised off and on for cultural education and to take pride in own ethos and fundamental values.

h) NSS unit of the institution works with full zeal to ardor brotherhood, social work and to facilitate the establishment of castless and classless society.

i) Co-curricular activities are organised vigorously for all-round development of students' personality.

j) Students are made to follow standard operating procedure while handling or using the computers or other instruments in labs, which induces in them the understanding of professional ethics.

File Description	Documents
Any additional information	View File
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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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
Institutional Data in Prescribed Format	View File

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

110

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 from the following stakeholders
Students Teachers Employers Alumni**

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://gncphagwara.com
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gncphagwara.com

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 students admitted during the year

376

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

157

File Description	Documents
Any additional information	View File
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

The institution assesses the learning level of the students in different ways at the time of commencement of the program. The regular tests are conducted by each department to identify the

slow learners and advance learners. The tutor of respective classes of UG & PG extend valid support in classifying the students with reports, based on observation and regular class tests, the orientation program for freshers at college and departmental level helps monitoring the future progress of the students.

1. For the slow learners extra classes are conducted in free periods which improve the academic performance of the students. This helps the slow learners to improve subject knowledge.
2. Academic & personal counselling are given to slow learners by mentors.
3. Provision of simple PPT and lecture notes are provided.
4. Advance learners are encouraged to participate in-house competitions organised by other departments as debate, GD or Quiz programmes.
5. Special classes, seminars and worksheets are organised to increase their knowledge, skills & guide them for future career opportunities.
6. Academic achievements of the students are extremely motivated and highly praised and honored by the college authorities in the form of cash prizes and scholarships.

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

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

Number of Students	Number of Teachers
376	20

File Description	Documents
Any additional information	View File

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

Student centric methods are adopted in the college to enhance student involvement as a part of participative learning and problem solving methodology as debates, seminars, quizzes, aptitude tests, team work etc. students are taking industrial visit, guest lectures, workshops, PPT presentations, seminar includes student centric teaching methods.

1. Departments organise the industrial visits for students to provide exposure to industrial work culture.

2. Guest lectures and workshops by eminent experts from academics and industry are organised to supplement the teaching process and provide exploratory and fact finding learning.

3. Free internet access in the library and in different departments and labs promotes the habit of self learning and discussion.

4. Extra curricular activities are organised throughout the year to promote team work. The activities and Camps organised by NSS unit induce social responsibility. Through Red Ribbon Club, students learn art of living in a team. These activities enhance decision making power by boosting their confidence.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	http://www.gncphagwara.com/activities.php

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

The classrooms, labs and seminar halls are ICT enabled with projectors installed and the campus is enabled with high speed WiFi connection. The faculty at college use various ICT enabled tools to enhance the quality of teaching-learning like- Google classroom is used to manage and post course related information- learning material, quizzes, lab submissions and evaluations, assignments, etc.

1. Apart from using blackboards and other traditional

methods teachers are using ICT enabled tools

2. Virtual labs are used to conduct labs through simulations.
3. The PPTs are enabled with animations to improve the effectiveness of the teaching- learning process.
4. The online learning environment is designed to train students in open problem-solving activity.
5. During pandemic, online quizzes and competitions were regularly conducted to record performance of students in various fields.
6. To teach mathematical subjects in online mode, teachers tend to use various ICT enabled tools and cameras to make them understand the numericals in lucid way.
7. For the study of the literature also students are shown the available films or plays on prescribed novels or dramas.
8. The institution has 20 teachers on role and almost all of them have been using ICT tools as teaching methods.
9. Laptops have been provided to departments to promote research and encourage incentive use of ICT enabled tools. There are 15 ICT enabled classrooms with Wi-Fi approaches.
10. Central library also offers a certain key box through consort and enlist facility.
11. On regular basis faculty members have been using various ICT tools; as desktops, laptops, projectors, digital cameras, printers, scanners, photocopiers, pen drives, microphones, whiteboards, DVDs, CDS etc.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

20

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

20

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

9

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

122

File Description	Documents
Any additional information	No File Uploaded
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.

The method of internal assessment helps the teachers to evaluate performance and skills of the students. Due to internal assessment, the interest of the student towards learning and attending the classes gets increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills of the students which is very essential to face the global challenges. In this way mechanism of internal assessment is transparent and robust. Personal guidance is given to the poor performing students after their assessment through class tests and mid-semester tests. Students appearing for final year of UG and PG deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare seminars by power point presentation.

1. The institute has transparent and robust mechanism of internal assessment process in terms of frequency.
2. The head of the institute directs the faculty heads in terms of effective implementation of evaluation of internal assessment.
3. In the beginning of the semester, students are intimated to be regular in studies in order to achieve good internal assessments.
4. Internal assessment is based on Group Discussion, unit tests, assignments, seminars, regularity in class, punctuality etc.
5. MSTs are conducted every year as per the tentative dates given in academic calendar.
6. The performance of the students is exhibited through their answer sheet in regular classes and answer are also

discussed with them.

7. For project submission, topics are given by the teachers to prepare files and submit within stipulated time period.
8. Before conducting final VIVA-VOCE examination, they are given mock practice in classrooms.

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

1. In order to deal with internal examination related greivances, students are shown answer sheets in the classrooms and answers are discussed in the classes.
2. Grievance if any, they can contact their subject teacher, Head of the Department, Registrar or Principal as per their requirement.
3. For mid-semester tests, students generally donot come with any grievance, if any pertaining to score or checking, is dealt with immediately.
4. Students have been given the facility of suggestion box to put in the application or dissatisfaction with the internal exam mechanism.
5. The Principal and examination committee constantly keep an eye on the overall procedure of examination i.e. right from setting of question papers to preparing datesheet and declaration of result.

Grievance Regarding University Exam:

1. If there occurs any grievance related to university exams, that is forwarded to the University Grievance Committee.
2. Students can fill up the re-evaluation form and can get photocopy of their answer sheet from university by paying very nominal fees.
3. If there occurs any discrepancy related to incorrect marks or late result, the college immediately takes action and sends an application to rectify the error at university level.
4. The institution follows the norms and policies declared

- by parent university in terms of exam related grievances.
5. The entire mechanism to deal with examination related grievances time bound, transparent and efficient.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Program outcomes, Program specific outcomes and course outcomes for all Program offered by the institution.

The learning outcomes are communicated to the teachers and students through following ways:

- Hard Copies of syllabi and the Learning Outcomes are available in the Departments for teachers and students.
- The students are also made aware of the same through Tutorial meetings, orientation program and seminars.

Faculty of Languages:

The institute offers courses at graduation (B.A.) level in English, Hindi and Punjabi as General and Elective Subjects. Vocational Subjects, Functional English and Functional Punjabi have also been introduced in the choice list.

Program Outcomes

- Students become eligible to serve defense, government, public sector or private sector.
- They become eligible to join post graduate programs.

Course Outcomes

- These courses develop intellectual, personal and professional abilities through effective communicative skills; ensuring high standard of behavioral attitude

through literary subjects and shaping the students socially responsible citizens.

- The students are introduced to communicative skills, to define, classify and understand the methods of communication, to improve their skills, to enable them to practice those skills in their daily life.
- The students are given the training in business communication skills.
- The students can express with command on language and understanding linguistic structure by studying Functional English and Punjabi.
- The courses make them aware of the textual genres including fiction, non-fiction, poetry, autobiography, biography, journal, plays, editorials etc.
- We see a glimpse of society in literature. The students learn the literary, societal, cultural and historical background of the greatest writings penned by Indian and foreign Authors.
- It inculcates critical thinking, reading, writing and research skills among students.
- To create interest towards the cultural and historical background of India.

Program Specific Outcomes

- As they are practicing translation from Hindi to English and English to Hindi or Punjabi, they can become translators in many Central Government Offices. They are learning poetry and grammar- so they can become creative writers, poets or authors.
- It will also develop the reading and writing skills of students. It inculcates communication skills as well as ethical and moral values among students.
- Students can pursue post-graduation in any subject, studied at B.A. level.
- They can go for higher studies in foreign countries and can pursue B.ed., LLB, MBA or Journalism.

Department of Humanities:

The institute offers courses at B.A. Level in Economics, History, Political Science, Music, Physical Education and two vocational subjects, Tax Procedure & Practice and Computer Application. It also offers Drug Abuse and Environmental Science (Qualifying Subjects).

Program Outcomes

- Students become eligible to serve defense, public sector or private sector.
- They become eligible to join post graduate programs.

Course Outcomes

- These help in analyzing the performance and functioning of Government and institutions in economic and political context.
- The students develop analytical and logical skills to understand data and how the same can be used for the solution of problems. Hence, it provides an opportunity to understand the decisions taken at different levels.
- The courses serve the community and society by providing policy relevant economic and political changes and how the nations grow by adopting different strategies.
- Being a subject of social science, history has its own value in society. It helps the students to develop their social and moral values.
- Students gather knowledge about the inheritance and tradition of their own country as well as world.
- History is one of the most effective subjects for learning different skills like, critical thinking, analysis, research and summarizing knowledge. So there is huge scope for the student of history in future.
- Physical Education helps in a number of domains: physical, lifestyle, affective, social, and cognitive.
- It helps in developing good lifestyle by adopting movement skills, physical competence and sports activities with good nutrition knowledge.
- Studying Music (Vocal) develops performance skills at a high professional level, using creative and critical thinking to inform stylistic choices and artistic expression while demonstrating spontaneity and collaboration as appropriate, and will communicate their artistry to diverse audiences.

Program Specific Outcomes

- Humanities subjects are very helpful for those who are preparing for central and state level civil services

examinations and other competitive examinations.

- Student can engage themselves in teaching profession in various levels after ETT, B.Ed and NET.
- Students may choose his/her career in journalism or any other editorial board.
- They may get job in libraries, archives and in museums. Beside this, they may also proceed in the field of research and archaeology.

Department of Commerce and Business Management

The institute offers Commerce and Business Management programs as B.com. Pass Course, B.Com. Financial Services, M.Com., Tax Procedure and Practice (as a subject) P.G.D.B.M. and P.G.D.M.M

Program Outcome

- This program makes well trained professionals ready for Industries, Insurance Companies, Transport Agencies, Banking sectors, Financial companies, Warehousing etc. to meet the well trained manpower requirements.
- The acquire skills in the field of Marketing and Sales. They also learn all the Administration abilities to run the company.
- It provides knowledge and technical skills in the accounting and financial fields.

Course Outcomes

- The students get thorough knowledge on accounting practice by learning principles and concepts of Accountancy.
- On the successful completion of this subject the students gain the knowledge about the various types of business organizations and office management.
- The students are acquired with the knowledge in the practical applications of accounting.
- The students become well versed in the fundamental concepts of auditing, entrepreneur, knowledge in the finance institution, project report incentives and subsidies.

- This course aims to provide a comprehensive knowledge on the provisions of Income Tax and to familiarize with recent amendments in Income-Tax.
- The students are made to work adeptly in MS-PowerPoint and Tally.
- The students procure knowledge in Management Accounting Techniques and business decision making by taking case studies.
- Their cognitive skills are honed to understand the nature of human resources and its significance to the organization.

Program Specific Outcome

- By studying commerce with given courses and through workshops and industrial visits, the students can become Managers, Accountants, Management Accountants, Bank Managers, Company Secretaries, Professors etc.

Department of Computer Science

The department offers courses in B.C.A., B.Sc. (IT), P.G.D.C.A., D.C.M., M.Sc. (Computer Science) and Computer Application as a vocational subject.

Program Outcome

- Students may opt the professions as computer operators, web designers and web developers and also can chose engineering stream.
- They can become professors by clearing National Eligibility Test after completing M.Sc. Computer Science.

Course Outcomes

- The students at UG level, learn computer basics and gain

knowledge of mathematics, science, engineering fundamentals.

- They will learn modern tool usage and data structures.
- Gradually they start leaning programming languages C++, Java, Python, web scripting in HTML, CSS, Java Script and PHP.
- They will learn internet and web technologies and to develop and manage the website.
- They Conduct investigations of complex problems by learning Relational Database Systems like Oracle /MySQL.
- They will be given thorough knowledge of operating system and software engineering.
- Students procure thorough knowledge of Principles of Digital Electronics, Computer Architecture and Graphics Programming.
- In M.Sc. a project work will make them learn to develop a software module for a real life computer application using the techniques and technologies learnt during BCA.
- With one on one computer availability in computer labs with internet facility on all computers through 100 Mbps optical wired connection, students learn window labs Linux base labs and use of genuine licensed software.

Program Specific Outcomes:

- Students will learn problem analysis: Identify, formulate, review research literature, and analyze complex problems reaching substantiated conclusions using first principles of mathematics.

Department of Bachelor in Science (B.Sc. Non-Medical)

Program Outcomes

- Students become eligible to join as Quality Control Manager in private Sector (Industries) as well as government sector.
- Students can join as Medical Representative.
- Students can join M.Sc. in Physics, Chemistry, Mathematics, Information Technology and Nuclear Medicines.
- Students become eligible to serve in DRDO, defense, public sector and private Sector.

•

Course Outcomes

- Students obtain thorough and detailed learning of calculus, algebra, numerical analysis, graph theory and probability.
- Students learn to solve systems of linear equations by use of the matrix, compute limits, derivatives, definite and indefinite integrals of algebraic, logarithmic and exponential functions. They learn to analyze analyze procedure and their graphs as informed by limits and derivatives.
- Students are given the instructions to find solutions to problems and proofs of theorems that meet vigorous standards based on content, organization and coherence, argument and support, and style and mechanics.
- As students become adept in laboratory experiments, they procure knowledge to analyze, classify and characterize different chemical compounds.
- By learning the fundamentals of chemicals and doing practical in laboratories, students become able to display the applications of Chemistry in different spheres of life viz. kitchen chemistry, medicines, agriculture etc.
- Students come to understand the formulations of various drugs, detergents, shampoos etc.
- Students come to learn that electronics and Communication deal with electronic devices and software interfaces. It helps in improving productivity in multifarious sectors like oil, energy, agriculture, and telecommunication media including television, radio and computers.
- Astronomy is a combination of Physics, Chemistry and Mathematical principles/rules. It deals with detailed study of the physical, chemical and dynamic properties of celestial objects. It also deals with the phenomena over and above earth's atmosphere. There is associated study of calculations of orbits, gravitational forces, satellites, meteors, galaxies, comets, stars, planetary objects, planets, satellites etc. In Astrophysics, students come to explore and ensure properties/nature of the astronomical objects with the help of laws of Physics and Chemistry.

Program Specific Outcomes:

- Students can pursue post-graduation in any subject i.e. Physics, Mathematics and Chemistry.
- They can go for higher studies in foreign countries or chase B.Ed., M.A., MBA OR LLB.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://gncphagwara.com/downloads/programme_outcomes.pdf
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

Our institute is affiliated to Guru Nanak Dev University, Amritsar and we rigorously adhere to curriculum offered by the parent university. The institute offers UG courses in humanities, commerce, non-medical and IT. Apart from this PG courses are offered in commerce, punjabi and computer science (M.Com., M.Sc., M.A., PGDBM, PGDMM, PGDCA). The Program outcomes, Program specific outcomes are evaluated by the institution and are communicated to the students through orientation programs and tutorial lectures. It has been observed that pass percentage of students is increasing progressively. We regularly take feedback from all the stakeholders and try to take needful steps to see the better outcomes.

1. The Program Outcomes and Courses Outcomes are evaluated by the institute and related to students through orientation programs, discussions and lectures.
2. After the measuring the attainment of POs and COs, it was observed that the interest of students was more inclined towards commerce. For that reason we introduce B.Com. Financial Services in the year 2019.
3. Moving on the same path, a diplomacourse in computer maintenance was introduced in the year 2018
4. For measuring the level of attainment, every year feedback from stakeholders is collected and efforts are done to take necessary steps as per the given suggestions.

5. Internal exam results are evaluated in meetings with HODs and Head of the institute.
6. Semester wise evaluation report is prepared and discussed in IQAC meetings.

Commerce Outcomes:

1. Every year students clear CPT exam and pursue CA.
2. In the year 2021 M.Com. students Loveleen Tandon at Deloitte Haskins and Sells LLP as Assistant Manager.
3. Our students pursue MBA after clearing B.Com. and get placed at reputed positions. One of our students Angad Gurdev Singh is a Manager at IDFC First Bank and Pankaj Jain took training as Assistant Manager.
4. Students have developed enterpreneurship are successfully contributing in the operation of business.
5. Their knowledge of basic skills like analysis of economic problems, accounting, marketing and finance helps in different subject related professions.

Arts Outcomes:

1. Arts students seek admission in foreign universities to pursue higher studies.
2. They pursue PG courses and join various departments in teaching arena.
3. They develop the quality of team work and learn to solve social issues.
4. Students have come with Community Engagement and Global Understanding.
5. Students show good communication skills.
6. Ethical values are inculcated among students.

IT Outcomes:

1. After completing BCA or M.SC. the students join as technical trainees or computer operators.
2. They become software developers and handle technological challenges.
3. They solve computational problems, system networking knowledge helps in using innovative ideas.

Science Outcomes:

1. The students understood the fundamentals of science education.

2. The built up progressive and succesful career in academics and industry.
3. They develop sense of scientific responsibilities, social and environment awareness.
4. Some of out students pursue M.Sc. in Physics, Chemistry orMathematics.
5. Some of the students join as science teachers after doing B.ed.

The attainment of program outcomes are calculated by using university examination results. The results are analyzed and conveyed to IQAC. Following is the weightage of marks as per their final programresult:

Program Total Students Above 60% Above 50% Below 50 % Result
 Late or not attempted B.A. 31 7 10 - 12/2 B.Com. 31 17 8 1 5
 BCA 13 11 - - 2 B.SC. Non-Medical 4 2 - - 1/1 M.Com. 7 6 - - 1
 M.A. Punjabi 1 - - - 1 PGDBM 3 3 - - - MSc. Computer Science 3
 3 - - -

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

91

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	http://result.gndu.ac.in/download/gazzetes.asp

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)

http://www.gncphagwara.com/downloads/igac/student_satisfactory_survey_2020-21.pdf

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

NIL

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

1. Initiatives for creation and transfer of knowledge has been done by conducting workshop for the students of B.Com financial services. Ms. Neha Bansal, college alumni, conducted one day workshop on " Tally ERP .9" as "Resource Person" for the students of B.Com on 28.01.2021 in the college premises. The workshop was very informative and useful for the students as the Tally software is frequently used for accounting work in small and large companies/firms while preparing Journal Ledger and Balance Sheets.

2.The objective of Tranfer of knowledge from industry was achieved by Industrial Visit for B.Com Final year students. Industrial visit to M/S HonestBricks was arranged . This visit gave practical knowledge about the working of the industry and practical insights were given to the students about the settlement of accountbooks.

3. The students of M.Sc. Computer Science prepare project reports. These project reports were submitted to the university for their assessment.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

NIL

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****NIL**

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year****20**

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

1. NSS department has conducted various activities in the neighbourhood community.

- **Mission Fateh program was launched by the state government for sensitiizing people about symptoms of corona and precautions taken during pandemic.**
- **Plantation during monsoon was lauched for awareness among students about environment and its protection with the help of tree plantation.**
- **Fit India program was conducted on August 2015 and October 2021 for the awareness about health among youth. Students performed Yoga and various indoor activities at**

their homes due to restrictions imposed by the government during Covid-19.

- Participation by NSS volunteers in the survey under UNICEF "Pride of Punjab".

2. NCC Unit of the college organised various activities with local unit of the armed forces.

- Students participated in online quiz on COVA App
- An awareness campaign was organised on "Aatam Nirbhar Bharat" with 8, PB.BN NCC to prepare them for contribution towards nation in future.
- NCC day was celebrated on 26 November 2020 by planting minimum 1 sapling in the neighbourhood.
- Students were prepared for BEE and CEE certificate exam (written and practical) at Lyalpur Khalsa College, Jalandhar on 07 and 11 March 2021.

3. Red Ribbon Club conducted various activities under the Youth Services Department Kapurthala and Hoshiarpur.

- A public and social awareness campaign was organised on "Aids and Blood Donation" e-certificates were given by the department.
- Online quiz was organised for Anti-Drug / Aids awareness program by the department of Youth Services, Punjab.
- International Youth Day was celebrated on August 12, 2020 under the Red Ribbon Club Program, due to the situation of Covid-19 a webinar was conducted.

File Description	Documents
Paste link for additional information	http://gncphagwara.com
Upload any additional information	View File

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

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

18

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

3.4.3 - 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

3.4.3.1 - 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

18

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

180

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)	View File

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

2

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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.

The college has adequate facilities for academic activities. There are well maintained 47classrooms including15smart classrooms for the effective teaching and learning of

students.. The college has a committee for maintenance and upkeep of infrastructure. most of the departments maintain departmental library with proper stock and issue register. The department of English has a well equipped Language Lab where the classes of spoken English and phonetics are held for the students. The department of IT has two fully air conditioned labs with 84 computers for the students as well as for the faculty. The college has appointed trained and expert technical staff who maintains the IT facilities of the institution. Computers are password protected and used only for academic purposes. Laptops are provided to the departments for usage in smart classrooms. The college has two science laboratories physics and chemistry. Laboratory log books are maintained for the use of equipments, instruments required during practical classes are issued against ID cards of the students. The maintenance of the laboratories falls under the supervision of lab attendant. The outdated equipment and chemicals are disposed off as per the rules. Stock registers are well maintained and checked by the teacher incharge and are verified by the Principal. Safety measures and important instructions pertaining to the use of equipments inside the laboratories. Fire extinguishers are placed outside laboratories for emergency purposes. The commerce department of the college has well maintained accounting lab where the latest softwares related with the commerce are introduced to the students.

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.

The institution has enough infrastructural facilities for cultural activities and sports which it keeps on updating constantly. The college has a well lightened and ventilated multi purpose auditorium hall having the capacity of 1000 people. Two multipurpose seminar halls are exists in the college campus. To promote sports among the students, college runs Jagat Singh Palahi Football Academy which is a nursery of National level players. This academy is registred with Punjab Football Association. The college has a Cricket Ground, Football Ground, Volleyball Court, Shooting Range. Besides the

outdoor grounds college has one indoor Badminton Court. The institution runs well equipped and well maintained conditioning unit for the players.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.gncphagwara.com/activities.php

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

19

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)

30,507/-

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)

Library facilities are open to the students from 9 am to 4 pm. Maintenance and utilization of library resources are done strictly following the library rules. Annual stock taking of the library resources is duly carried out and the reports are submitted to the principal. The librarian is ably assisted by the support staff, (a restorer, a cleaner and a library clerk) for the efficient and smooth running of the library. Visitor record of the students and staff is maintained on daily basis. Before taking the roll number slips students have to ensure return of books "No Dues" from the library is mandatory. The library is marked as "Silence Zone". The college library has adopted KOHA 2019 version 17.11 software. The library also has OPAC facility that is used with the help of IP Address along with this, the library owns its Personal Blog also which is accessible for 24/7 for books searching facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	gnclib.blogspot.com

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

C. Any 2 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)	View File

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)

67,329/-

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
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

223

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 upgrades the IT facilities including Network, Internet and WiFi in college campus. The college upgrades IT infrastructure frequently in order to have effective teaching learning process. Feedback and suggestions are taken from the students as well as from the faculty for improvement in infrastructure and actions accordingly. The college has appointed trained and expert technical staff which maintains IT facilities of the institution.

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

4.3.2 - Number of Computers

123

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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)

21,81,342/-

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
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 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 N-list 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. Library services are up-graded every year by introducing new softwares. 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. Laptops have been provided to departments for usage in smart classroom. 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 e-waste. Sports: Regarding the maintenance of indoor facilities like badminton court, gym, sports in-charge 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. CCTV cameras, installed on the campus, keep a close eye on discipline in the college. There are technicians, masons, plumbers and carpenters deputed

by the management who ensure the maintenance of classrooms and related infrastructure. 3 full time gardeners look after the maintenance of verdant campus and every year a good number of saplings are planted to maintain ecological balance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://www.gncphagwara.com/iqac.php

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

9

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

76

File Description	Documents
Upload any additional information	View File
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	A. All of the above
File Description	Documents
Link to Institutional website	http://www.gncphagwara.com/activities.php
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
4	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
4	
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)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All 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	View File
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

4

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

12

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	View File

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

NIL

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

32

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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)

Institution facilitates students' representation and engagement through liabilities to represent in various administrative, co-curricular and extracurricular activities by making them members and office bearers of different clubs and societies. They enthusiastically attend all the meetings of different committees and participate in organising different functions and competitions. Following is the list of committees having students' representation and engagement.

1. English Literary Society
2. Punjabi Sahit Sabha
3. Business Club
4. IT Club
5. Student Council
6. Youth Welfare Club
7. Red Ribbon Club
8. Guru Gobind Singh Study Circle
9. NSS Unit
10. NCC Unit
11. IQAC (Alumni Involvement)

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/activities.php
Upload any additional information	View File

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

20

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)	View File

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 institute organises different functions and programs to meet and greet students who has passed out from this institute and take pride in it by being the members of Alumni Association.
- The management supports such programs and institute proudly admits that the present Presidents. Jatinder Pal Singh Palahi, General Secretary S. Harmandar Singh and Secretary S. Hardial Singh are the Alumni of the institute.
- The institute offers placement to meritorious students in administrative and teaching arena. S. Baljit Singh, S. Jaspreet Singh, Ms. Rajni Sharma, S. Jatider Singh Khalsa are working as non-teaching employees and Prof. Anmol (commerce), Prof. Parminder Kaur (chemistry) and Prof.

Ranjit Kaur (Punjabi) are the passouts of this institute.

- Distinguished and eminent Alumni are regularly invited as expert speakers for extension lectures and workshops.
- In the year 2002, NRI Alumni of college donated a bus for girl students.
- Alumni CA Deepak Gupta, every year adopts the needy students in memory of his mother Late Smt. Neelam Gupta.
- In 2018-19 NRI Alumni Amrik Wahid and Hardeep Singh Ghuman adopted a needy girl student.
- The institute welcomes the suggestion of Alumni in order to improve the system further.
- The Alumni also provides counseling to students for employment.
- Alumni are active members of IQAC.
- They also assist the Placement Cell, offer MOU and employment to students. Our Alumni Maninder Singh Sagoo, Director 'Brain Box Corporations', every year visits the campus for placement of students.
- Kindly see the scanned copies of documents uploaded:

File Description	Documents
Paste link for additional information	https://www.facebook.com/groups/gncphagwara/?ref=share
Upload any additional information	View File

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

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 the moral and ethical development of students. Keeping up with the vision and mission statement, the college takes up following initiatives:

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, self-discipline, 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 on different occasions. Some collegiate activities give opportunities to students to deepen their understanding of social responsibility. The students participate in the 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 self-governance as in activities such as clubs and societies. Sports activities are promoted for their self-reflection, 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 off-campus adventure trips

arranged by GNDU under the Youth Welfare Department. Trips are generally organized by students under the supervision of teachers.

5. Extra co-curricular 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 the majority of the students of the college are from economically weaker sections of society and can't afford the high fees, college helps them in every possible way. We provide them with textbooks to study. All the out of class activities is connected in creative ways to academic instructions.

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/mission_vission.php
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 follows a democratic and participatory mode of governance wherein all stakeholders participate actively in its administration. The governing body delegates authority to the Principal, who in turn shares it with different levels of functionaries in the college. Different committees are formed for the strategic and effective functioning of the institution. Autonomy is given to the Heads of different departments, convenors of various committees, cells and associations in deciding and implementing the institutional policies. All the staff members are involved in various departmental activities to join hands with the Heads of the Departments. IQAC takes active initiatives for the inclusion of different stakeholders in the functioning of the college. There is a strategic schedule followed for communicating with different stakeholders. Recommendations and suggestions are invited from them before the policy-making. The information regarding admissions and other activities of the college is updated regularly on the

notice-board and website of the college. Staff meetings, meetings with different committees, IQAC meetings are conducted regularly and the suggestions given are implemented under the guidance of the Principal. Regular meetings are also organized with students, parents, alumni, and other stakeholders. The valuable suggestions and feedback provided by them are discussed in the management meetings and an action plan is made for their further execution. This year two meetings were held between IQAC and management and minutes of these meetings have been uploaded on the college website. This practice of participative management extends to the student body as well. The college actively engages the students in the functioning of the college by forming a Student Council and the officebearers that play an instrumental role in the decision and policy-making. In addition to it, each department has its own society with respective office bearers who pro-actively arrange and participate in various events of the college. The institution encourages shared leadership and entrusts all the stakeholders with enough authority to decide and execute activities on their own to bring up a culture of mutual respect and trust, which in turn reflects its thrust on its participatory ethos.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional strategy making process is a collaborative effort. It is not the sole undertaking of the administrative body and faculty members. The college invests a tremendous amount of time and effort in the form of holding meetings with various constituent groups to gain inputs for its strategic planning. One of the pivotal examples of the institutional strategic planning is reflected in the Green Audit initiative undertaken by the college. Environmental sustainability is becoming an increasingly important issue for the nation, the role of higher educational institutions in relation to environmental sustainability is more prevalent. The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. On this background it becomes essential to adopt the

system of the Green Campus for the institutes which will lead for sustainable development and at the same time reduce a sizable amount. A Green Audit got conducted by the institution to ascertain whether the practices of the institution are eco-friendly and sustainable - with the primary objective to prepare a statement on the green practices followed by the college. It included the assessment of the vegetative cover, waste management practices, water use efficiency and energy conservation strategies etc. The audit team monitored different facilities provided for staff and students at the college campus and identified the strengths and weaknesses of every environmental parameter within the campus. The outcome of this project came in the form of a well formulated Green Audit report. The observations, suggestions and recommendations encapsulated in this report play an important role in guiding the authorities to formulate a suitable policy to make a go-green campus with the optimum utilization of available resources. Green audit helps in the process of systematic identification, quantification, reporting, and analysis of various components of environmental diversity. Green audit is a useful tool for a college to determine how and where they are using the most energy or water or resources; the college can then consider how to implement changes and make savings. It can create health consciousness and promote environmental awareness, values and ethics. It provides staff and students better understanding of Green impact on campus.

The college also conducts academic audit every year to have an assessment of quality sustenance and growth parameters of the institution. it is done by an external peer team consisting of two members. Following the pattern of previous year, this time also department wise academic audit was done under supervision of Dr. S.S. Deol, Former Principal GHG Khalsa College Gurusar Sadhar, Ludhiana and Dr. R.S. Jhanji, Principal A.S. College, Khanna, member Senate and syndicate (Panjab University, Chandigarh). They evaluated the data, presented by various departments. The audit report of the year 2020-21 has been enclosed herewith.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 President, Managing Committee and the Principal form the nucleus of the administrative setup with the former being the final authority in all financial matters. They plan and chalk out all the policies regarding the growth and development of the institution. The Principal is vested with the decision making power for day to day running of the institution. He has in his team various departmental heads, the IQAC Coordinator, the Incharges of various committees and non-teaching faculty who assist him in discharging various administrative duties. Policy making is done mainly by the governing body which has 22 members. The Principal is an ex-officio member and there are two teacher-representatives from the faculty.

Service rules are guided by GNDU and DPI Education directives. The compliance of the appointment rules is also strictly adhered to the norms of GNDU and DPI.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
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

D. Any 1 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching:

The College provides a numbers of facilities for teaching faculty. The college has adopted the CPF scheme whereby the management contributes its share equal to the share of employees every month. 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. Faculty members who are the members of BOS are given duty leave to attend the meetings and syllabus restructuring workshops. Free internet facility is provided to all the staff members. College library login id is provided to all the faculty members so that they can have an easy access to INFLIB.NET even at their respective homes. Duty leaves are given to all the staff members for attending seminars, extension lectures etc. Free bus facility is available for the female teachers. First-aid facility is also provided for all the staff members.

Non-teaching:

The Provident Fund of the non-teaching staff is sent to Employees' Provident Fund Commissioner, Jalandhar so that non-teaching staff members can avail all the benefits covered under Provident Fund Scheme including monthly pension after retirement. College provides concessional education to the children of nonteaching staff. Funds are collected by the staff members for the help of the class IV employees onceremonious occasions. First-aid facility is provided to the members of non-

teaching staff. Loan facility is also provided to the class IV employees to carry out family responsibilities like arrangement of wedding, purchase of house/vehicle etc. Free lodging facility is provided to class IV employees within the college premises.

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

1

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)	View File

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

2

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)	View File

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

Appraisal is mainly done on the basis of feedback received from the student bodies. Service books of permanent faculty are updated from time to time as per the requirements of DPI

(Colleges). Best Employee Award is conferred on the best employee out of both teaching and non teaching faculty almost every year.

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

The institution conducts both internal and external audits regularly to ensure total transparency in financial matters . Internal financial audit is done by the Burser of the institution on regular basis. The management engages two chartered accountants every year to ascertain the accuracy of the financial statements given by the institution. They audit the income and expenditure, balance sheet and other matters related to finance. In addition to it, the external audit is also conducted by Accountant General, Punjab.Pre-Audit Cell DPI (Colleges) at the office of Director, College Higher Education, Punjab conducts financial audits for the various salary claims at the time of submission.This year no significant objections were raised by the external auditors.

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

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)

1,29,402/-

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)	View File

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

The mobilisation of financial resources is crucially significant for the growth of the institution. A centralised annual budget is planned every year for timely salary payments, maintenance work required for the college building, procurement of the teaching aids and other teaching material, upkeep of laboratories and college buses. The various methods of resource mobilisation are discussed in the meetings of the management. All government and non-government financial grants are utilised completely, keeping in mind the best interest of the stakeholders. The institution also reaches out to local organisations for empathetic patronage. It welcomes donations, memorial prizes and endowments from philanthropists, staff members, alumnae and guardians.

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

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 plays a significant role in maintaining and enhancing the quality parameter of the institution. The IQAC conducts regular meetings with all the stakeholders to chalk out its strategies and course of action. The minutes of all the meetings conducted by IQAC this year and action taken reports have been uploaded on the college website. The quality assurance initiatives undertaken by IQAC during this year are as following:

1. An edited book was published "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" to promote the research culture in the institution.

2. To organize Covid awareness campaign in rural areas a rally was organised on 27.11.2020 with staff and students in the vicinity of the college campus to sensitize people regarding personal hygiene, sanitization and mask wearing.

3. To sharpen and augment the grammatical skills of the rural students, two extension lectures on English Grammar were delivered by Dr. Seema Kapoor at Govt. Sen. Sec. school, Athouli and by Dr. Reena delivered at Govt. Sen. Sec. school, Soond on the topics "Building Blocks of English" and "Parts of Speech" respectively.

4. In order to strengthen small industry linkage and give practical exposure to the students regarding account maintenance and production, the commerce department students were taken to a visit to a Brick kiln at village Kotli, Phagwara.

5. A good number of saplings were planted in the campus in collaboration with 8 Punjab Battalion NCC on 26th November 2020 in order to protect the environment. Apart from this, hundred saplings were also planted in the college ground and following the advice of IQAC Chairperson faculty members are taking special care to be economic in the matters of energy consumption. Green audit report was prepared under the able guidance of Dr. P.S. Tyagi, Professor Agriculture, BBS University, Jalandhar and Former Principal Ramgarhia College, Phagwara.

6. Online feedback were collected from the stakeholders as a bid to make the process paperless and a step towards environment protection. This year feedback from students, parents, alumni and teachers was received through google forms and uploaded on college website.

7. Library resources have been strengthened by renewing N-List subscription and inclusion of a good number of books of Computer Science, Hindi, Punjabi, English to already abundant stock.

8. In hard times of Covid-19 pandemic, new cameras were bought by IT department and IT systems were upgraded to make the

teaching learning process smooth and lucid for students

9. A training program for both teaching and non teaching staff was arranged under the title "Storage and Data Management".

10. Following the pattern of previous year, this time also department wise academic audit was done under supervision of Dr. S.S. Deol, Former Principal GHG Khalsa College Gurusar Sadhar, Ludhiana and Dr. R.S. Jhanji, Principal A.S. College, Khanna, member Senate and syndicate (Panjab University, Chandigarh). They evaluated the data, presented by various departments.

File Description	Documents
Paste link for additional information	http://www.gncphagwara.com/iqac.php
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

The IQAC continuously reviews the teaching-learning process and sets the quality benchmarks for various academic and administrative activities of the institution. It follows a strategic schedule for upgrading the developmental activities and timely and efficient accomplishment of academic goals.

- The institution chalks out its academic calendar as per university guidelines before the beginning of every academic year. It contains a list of various activities to be conducted throughout the year as well as the tentative schedule for mid-semester and terminal semester examinations.
- Course subject choices are taken from the faculty members as per their area of specialisation in their respective subjects prior to the commencement of each semester.
- Based on the options given by faculty, the head of the departments distribute the workload to each faculty member.
- The time table committee prepares the time table keeping into consideration the subjects allotted to the faculty.

- An orientation program is arranged for the first year students of all streams in the beginning of each semester.
- Regular class tests and mid-semester tests are duly planned and conducted.
- Results of these tests are reviewed in the meetings of IQAC wherein the academic performance of each and every student is evaluated.
- Various methodologies are planned to support weak students and encourage the bright ones. Regular updates about their performance in tests are provided to the students and their parents.
- Faculty members identify the list of weak students of their respective courses so that steps could be taken for the improvements of their score in next exams.
- Extra classes are arranged for the weak students and every kind of motivation is provided to them to make them come at par with their merit and distinction holders.
- This year the result of the students are an indicator of the initiatives taken by IQAC regarding the incremental improvement in the performance of the students.

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://gncphagwara.com/downloads/AnnualReport2020_21.pdf
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)	No File Uploaded

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

The institution ensures safe, secure and healthy teaching learning atmosphere for females. Sensitization is done through lectures and tutorial periods. All types of facilities have been provided to female students and staff.

1. There are separate washrooms for girl and boy students.
2. Sanitary napkin vending machine and incinerator are installed in girls' washroom area.
3. CCTV surveillance supports the authorities to keep a check on activities of boy and girl students.
4. Discipline is maintained in the campus by deputing teachers in free periods on discipline duty to provide sense of security to the girl students.
5. Girl students are not allowed to leave the campus before full brake without the prior permission of HOD, that too in case of emergency.
6. Unwanted entry is restricted in the campus as security guard checks the I Card randomly.
7. Female sweeper is appointed for female washrooms.
8. Common room is maintained in the college for girl students to rest and dine during free periods.
9. Four buses ply on roads to Pick and drop the girl students.
10. Girl students are always encouraged to participate in cultural and academic activities.
11. Every year they are given liberal scholarships and free

books. In the year 2020-21, 119 girl students were helped by providing free books.

12. 24 girl students were helped by giving scholarships under various schemes.

File Description	Documents
Annual gender sensitization action plan	http://gncphagwara.com/downloads/igac/minutes_of_meeting_31_03_2021.pdf
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	http://gncphagwara.com/downloads/specific_facilities_provided_for_women_14032022.pdf

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 college is very particular in management of degradable and non-degradable waste.

- 1. The institution believes in the theory of ,“Reduce, Reuse and Recycle” the waste.**
- 2. Separate dustbins are being used for solid and liquid waste.**
- 3. Collected waste is dumped at the back of playground, where it is converted into manure for the purpose of plant food.**
- 4. Our motto is to make the campus plastic free. Students**

are advised to use metal or glass lunch boxes.

5. In the staffroom and offices, steel and glass utensils are used.
6. This year students took pledge on 08.12.2020 by giving the slogan "Say No to Plastic"
7. Every year, NSS unit of the college organizes a camp under "Swachh Bharat Abhiyan". Under this banner, the volunteers clean the campus and surrounding area.
8. E-wastage is disposed off through scrap dealers from Hoshiarpur who have their contacts with e-waste management bodies

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

B. Any 3 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

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

E. None of the above

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).

Every year, the institution initiates to provide an environment of by organizing camps, competitions and workshops.

1. During orientation of new students, they are introduced with the culture and environment of the institution, which follows the philosophy of first sikh Guru, 'Guru Nanak Dev Ji' - "Nam Japo, Kirat Karo, Vand Chako" means Pray, Work and Eat by sharing. On this day juniors meet their seniors and develop a sense of bonding with each other.
2. Well maintained Virasati Bhawan (Heritage House) is a place in the campus, where students are taken for visit and given a peep into their rich culture.
3. NCC students participate in Independence and Republic Day parades on local and state level.
4. Students celebrate Deepawali eve Holi and Lohri Festivals.
5. They celebrate Teachers' Day to facilitate and honour the ancient saying, " Gurur brahma Gurur Vishnu gurur devo maheshwaraI Gurur sakshat param Brahma Gurur Devo maheshwaraII.
6. Different sports and cultural activities are organized every year to promote harmony. Various days like; Yoga day World Environment Day, Voters' day, Tobacco day, Aids Day are celebrated in the college, which establishes positive interaction among people of different races, communities, cultural background and language.
7. Institution has code of conduct for students, written in prospectus and ID card which every student has to follow

irrespective of their culture, religion linguistic and communal socio-economic diversities.

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	View File

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

In order to sensitize students and employees of the institution to the constitutional obligations, which include values, rights, duties and responsibilities of the citizens, different seminars and extension lectures are organized throughout the year.

1. Constitution Day is celebrated every year by organizing Debate or Declamation Contests.
2. Tree Plantation is a regular routine of various clubs and societies. College has adopted two villages Palahi and Gounspur to maintain their ecological balance and sensitizing the villagers for their rights and duties.
3. Environmental Science as a qualifying subject teaches the students their duty towards environment and to make them aware about the threat to the world due to rising population and climate change.
4. At graduation level students study Drug Abuse as a qualifying subject in which they are taught about the variety of drugs available and used by youth. They learn the harmful effects of these drugs which include loosening of cognitive powers and physical powers. They are also taught about the causes of infectious diseases like HIV or hepatitis. Our students follow the motto "Say no to Drugs".
5. This year, due to Covid-19, we could not organize Blood Donation Camp.
6. Considering their duty, the students of the college visited Gounspur and Mehli villages for distributing masks, sanitizer bottles and soaps to the netizens under the banner "Covid-19 Campaign".
7. Under the banner "Swacchh Bharat Abhiyan", one day camp is organized by NSS volunteers to give the message of

cleanliness and healthiness.

8. Every year debates and declamation contests are organized to sensitize the students towards their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.gncphagwara.com/
Any other relevant information	https://www.gncphagwara.com/activities.php#

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
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

1. All the national festivals are celebrated every year with great zeal and fervour to inculcate the feeling of

inclination towards country, culture and festivals. Every year students come forward through different clubs and societies and organize cultural, academic and social programs. The students themselves anchor the programs and prepare speeches to share their thoughts on these days.

2. NCC cadets invite army personnel to share their experiences and to motivate the students to contribute in building the nation.
3. NSS volunteers organize various "Days" like Constitution Day, Aids Day, Voters's Day and address prevailing social issues.
4. Deewali festival is celebrated with full enthusiasm by organizing series of competitions which give the students feeling of responsibility towards celebration.
5. On Teacher's Day student council puts up a show to express their gratitude for their teachers and salute the great Dr. Radhakrishnan.
6. To commemorate the birth anniversary of first sikh guru "Guru Nanak Dev Ji", an eminent scholar is invited to shed light on the philosophy of Guru Sahib.
7. Punjabi Saptah (Punjabi Week) is marked with celebrations from 1st November to 7th November with cultural and linguistic events.
8. Apart from these. many events and guest lectures are organised to instil a sense of national pride and gratitude towards sacrifice of great leaders of our country like Bhagat Singh, Rajguru and Sukhdev. On the day of their martyrdom the boys wear turbans following their pattern.

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	No File Uploaded
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.

Best Practice I

Title of the Practice: Publication of an edited book on Covid-19 entitled "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" Published by New Delhi Publishers, New Delhi.

Covid-19 pandemic is a public health emergency of international concern. It has posed new challenges to the global research community. With the help of academic research, there is a need for better understanding of Covid-19 and its socio-economic as well as political impacts. To dissect each one of these impacts, an edited book has been published under the patronage of the President S. Jatinderpal Singh Palahi and the principal Dr. Gurdev Singh Randhawa. Shri Sube Singh, IES gave his valuable guidance for preparing this book. It is published in English language. Dr. Seema Kapoor, HOD English played a key role as an editor in the process of compilation and editing of this book.

The main objective of this book is to assess the impacts it made on various sectors:- health, education, employment, economy etc. and how it disrupted and affected the life of an individual, growth of a country and socio-economic fabric of the global society. It aims to highlight the potential areas of human research which were impacted by Covid-19. The original or unpublished papers/articles were invited from academicians and research scholars on issues related to the ongoing pandemic. It features a total number of 29 research papers/articles by 36 contributors.

The book provides a comprehensive picture of :-

1. Better understanding of the disease and its effects on public health.
2. Impacts of Covid-19 on livelihood of the people.
3. Several effects that Covid-19 has brought about on the environment and climate.
4. Disruptions faced by Indian as well as world economy.
5. Shifting trends in the field of education and work culture.
6. Effects on human psychology and mental health.

Language editing proved to be a difficult task. To deal with this, an editorial board was constituted. The board consists of following members:

1. Prof. Parmjit Singh, HOD Computer Science
2. Dr. Inderjit Kaur, HOD Punjabi

3. Dr. Manpreet Kaur, HOD Commerce
4. Dr. Shamika Kumar, Assistant Professor in Economics
5. Dr. Reena, Assistant Professor in English
6. Dr. Yadwinderjit Singh Bhatia, Assistant Professor in History

This work will immensely help in the advancement of academic research. It will serve as an opportunity for faculty, researchers and practitioners to reconsider and reimagine the existing socio-economic, health as well as educational structures. This exercise will not only document the difficulties people face during this crisis but will also help in anticipating the future course of human civilisation.

Best Practice II

Title of the practice- "Use of ICT tools to equip teaching during Covid-19 crisis"

The Covid-19 resulted in educational institutions shut all across the world. Teachers had no other option but to change their classrooms to online spaces where they had to use digital technologies to facilitate their students' learning. The virtual mode of teaching-learning is not a new phenomenon altogether but teachers have been complacent about it. In this pandemic situation, teachers had to implement online methods at short notice. It wasn't easy to change teaching methodologies overnight and develop content that not only covered the curriculum but also engaged the students. To meet this challenge, the college organised an orientation lecture wherein Prof. Paramjit Singh Marwah, Head IT department introduced teachers with virtual modes of teaching. He delivered a detailed lecture on the functioning of apps designed specifically for online teaching such as Zoom, Google Meet, Google Classroom, Microsoft Teams etc. He also gave a demonstration on conduct of online class. Teachers learnt how to use these apps and their various features, such as; scheduling meetings, screen sharing with students, preparing Google docs and other e-learning material etc. The college ensured the availability of proper digital tools and Wi-Fi connections. All labs (Computer, Language, Accounting and Science) were open for teachers. IT department purchased new web cameras to ensure the better communication among teachers and students. Teachers tried their level best to engage students and make them participate in teaching-learning process. Following

methodologies were adopted by the teachers:

1. Online lectures were designed in such a way that they were more creative, interactive and student centered. 2. Teachers made use of various formats for lecture delivery--- videos, audios, live lectures etc. 3. Teachers complemented the lectures with virtual meetings, video chat and so on to get immediate feedback and maintain connection with the students. 4. After the online lecture, students were given the assignments for the practice of the topic. These assignments were submitted in the form of Word files, PDFs or images. 5. Teachers maintained the attendance record of students and remained in touch with those who faced connectivity issues during online class and provided them with learning materials.

Initially it seemed an unattainable goal to carry out curriculum via virtual mode of teaching but teachers with their resilience and commitment towards students made it happen. Covid-19 crisis proved to be a new phase for online mode of education. This mode of education despite its challenges came with following benefits:

1. It offered a great deal of flexibility in terms of time and location. 2. E- learning resources enabled teachers to customise their procedures and processes according to the needs of the learners. This way, it broadened the horizon of the course content. 3. Online mode of education allowed teachers to design flexible lectures for students' better understanding. 4. Apps used for online teaching allowed lectures to be recorded for students to watch at a time convenient for them. 5. Online mode of education put a positive impact on the performance of the students. The college recorded excellent results in the session 2019-20 by securing 7 merit positions and 9 distinctions.

File Description	Documents
Best practices in the Institutional website	http://www.gncphagwara.com/downloads/igac/best_practices_2020_21.pdf
Any other relevant information	Nil

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

The institution stand distinctive in the area of catering to the need of students living in rural areas.

1. Every year liberal fee concession is given to the students coming from rural background.
2. Various trusts, namely Bhai Rupinder Singh RupiTrust, Gilco Charitable Trust, Mata Suhagwanti Charitable Trust, Harbhajan Singh Hayer Trust run under college banner and provide scholarships to needy and deserving students.
3. Free text books are provided to students for following the curriculum. In the year 2020-21, 244 students were helped by giving books.
4. Students are guided to avail minority group scholarship from government.
5. The institution runs Jagat Singh Palahi Football Academy to channelize the energy of rural youth in right direction so that they may stay away from drugs.
6. Our Alumni from rural areas go abroad for higher studies.
7. College provides opportunities to village students to participate in various cultural and academic activities at local, state or national level.
8. Taking a step in this direction, our teachers Dr. Seema Kapoor and Dr. Reena Vij visited government schools for extension lectures and made the students understand the basics of grammar in very lucid way.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Invitation to NAAC inspection peer team for second cycle accreditation so that we can work on guidelines given by the team for further improvement.
2. To work for better quality in education to meet the post covid period challenges.
3. To work more effectively through Career Counseling Cell for the better placement opportunities.
4. Further, enhance Community Development Program by organizing extension activities through NCC, NSS, Subject societies, Business Club, Guru Gobind Singh Study Circle, Red Ribbon Club, Youth Welfare Club and such other

platforms.

NAAC