



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

**GURU NANAK COLLEGE, SUKHCHAINANA SAHIB,
PHAGWARA**

**SUKHCHAINANA SAHIB, PHAGWARA, PUNJAB
144401**

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Guru Nanak College, Sukhchainana Sahib, Phagwara District Kapurthala, Punjab is situated in the vicinity of historic Sikh Temple known as Gurudwara Sukhchainana Sahib, built up in the sacred memory of Guru Hargobind Sahib, the sixth Sikh Guru. The idea to set-up the college originated in 1969 to commemorate the fifth birth centenary of Sri Guru Nanak Dev Ji, the founder of Sikhism and the college came into existence in 1970. The aim was to perpetuate the philosophy of Sri Guru Nanak Dev Ji, particularly enlightenment through knowledge and creating awareness to sensitize on crucial issues like protecting environment, saving natural resources, creating awareness by putting emphasis on meaningless rituals, false propaganda and eradication of social evils.

Presently, it has evolved as one of the premier co-educational institutions of the region, offering the students from all strata of society, qualitative access to learning opportunities, which in return enable them to address efficiently the increasingly complex challenges of a global world.

Situated amidst serene and pious surroundings, the college has a spacious and well laid out campus encompassing all the facilities required for imparting modern education in Commerce and Management, Humanities and Arts, Science, Computer Science and IT (Information Technology) upto Graduation and Post-Graduation levels. In order to make the teaching learning process a fulfilling and enriching experience, the college has sufficient number of smart classrooms, well-equipped laboratories (Computer-Science, Accounting, Languages, Physics and Chemistry), a centrally air conditioned well-stocked library, book-bank, seminar-halls, auditorium, multi-purpose sound-proof hall, Guru Hargobind Sports Stadium, indoor courts, modern equipments for body-building and conditioning centre.

In the arena of sports, the college has carved a niche for itself. Our students have performed exceedingly well and brought laurels to the institution in Football, Wrestling, Judo, Athletics, Boxing, Volleyball, Cricket, Badminton and Shooting in the Inter-College, Inter-versity, State and National level tournaments. To channelize the multidimensional facets of students' personality various clubs and societies like N.C.C., N.S.S., Red ribbon Club, Youth Welfare Club, Guru Gobind Singh Study Circle and different Subject Societies / Associations remain vibrant throughout the year. The institution has a strong student support mechanism in which we cater to the needs of the needy and deserving students by imparting them financial assistance, scholarships and free books. The college provides an ideal platform to the students by ensuring their maximum participation in varied culture events like Youth-Festival and State and National level festivals, thus bringing to the fore their latent creative talents.

Vision

Vision: The vision of the institution is to perpetuate the philosophy of Sri Guru Nanak Dev Ji to equip and enlighten human resources with meaningful quality education and thus, create awareness among all sections of society at affordable cost of education leading to a scientific, progressive, vibrant and humanistic `India.

Thus, the college came into existence as a multi-faculty, Post-Graduate, co-educational institute in 1970 to

bring this educational transformation to cater primarily the rural, economically backward and under privileged (SC/ST/Minorities and Migrants) sections of society. The vision in nutshell was to equip the youth with humanistic qualities and strengthen and empower them.

Mission

Mission: The mission of the college is based on the ethics of Sri Guru Nanak Dev Ji - 'Nam Japna' (recitation and to dwell on the name of true lord, which will ultimately provide true knowledge), 'Kirat Karna' (Importance and dignity of self-work) and 'Vand Shakna' (sharing of your resources with others) as a base. To promote quality education and research was the mission of the founders of this college so that the under privileged students especially girls can excel in academics, sports, co-curricular and extra curricular activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Splendid 52 years history of the institution and has gained repute as a secular institution imparting quality education.
2. Managing Committee is known in the region which strives consistently for the cause of poor and down trodden and runs various sister educational institutions.
3. Visionary and idealistic management is committed to serve students of rural area in the field of education at very affordable cost.
4. Best accessible location, connected by roads to all the villages around.
5. Lush green campus in the vicinity of Gurudwara Sukhchainana Sahib.
6. Away from the hubbub of city life.
7. Four streams with 13 programs and 357 courses.
8. Good results with distinctions and university merit positions.
9. Good infrastructure with smart classrooms, labs, ICT enabled 2 seminar halls, gym, hostel and auditorium.
10. Academically brilliant, experienced, diligent, committed and dedicated faculty.
11. Notable Alumni who are the real ambassadors of the institution.
12. Steady support and faith of all the stakeholders.
13. Vocational subjects to enhance skill expertise.
14. Eco friendly practices of the institution.
15. Decentralization of work and administration.
16. Rich digital central library with plethora of books, journals, Koha and Inflibnet having its own blog.
17. Establishment of football academy, which is registered with Punjab Football Association and has produced state / national level players.
18. Hostel facility for players.
19. Value added diploma courses.
20. Effective and strong mentor mentee relationship.
21. 24 hour power backup.
22. Heritage Centre for promotion of Punjabi culture.
23. Effective audits; financial, academic, green and administrative.
24. Transport facility at nominal rates for girl students.
25. Regular salary and healthy service conditions for staff.

26. Liberal scholarships and freeships for needy/underprivileged and meritorious students.
27. Excellent extension activities to highlight environment concerns, social issues, soft skills to educate and make students part of nation building.

Institutional Weakness

1. Decrease in full time grant in aid posts from State Government.
2. Less number of CARE listed publications.
3. Affiliating university policy resulting in not allowing the faculty members to become research guides.
4. Need to bring more vocational and add-on courses.

Institutional Opportunity

1. Financial Support from NRI Punjabis
2. Formation of Research cell for research promotion
3. The college, due to its location, good strength of students, well maintained play grounds, indoor games facilities and having a residential sports academy has the opportunity to contribute in a big way for the upliftment of games and sports.
4. The college has significant achievements in the domain of extra curricular activities and being located in the heart of Punjab can excel significantly in these activities by strengthening facilities at the campus and obtaining services of professional trainers.

Institutional Challenge

1. Tendency of youth to migrate abroad after 10+2.
2. Low unit cost of education offered by constituent colleges.
3. Lack of Govt. support to maintain infrastructure and best of the teaching faculty.
4. Lack-lustre recruitment policy of Punjab Government for faculty.
5. Imprecision in post matric scholarship scheme for SC/ST students in Punjab.
6. Rapid growth of large number of private universities in the region. The institution is located in a comparatively small city, which has nine degree colleges within the radius of five kilometers and nine resident universities within the radius of 45 kilometers

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution is affiliated to Guru Nanak Dev University, Amritsar and curriculum of all programs is designed by the parent university and effectively delivered at the institutional level. Guru Nanak College, Sukhchainana Sahib is recognized in the town for its multidimensional accomplishments. It is very student centric institution. Faculty members represent the institution in University Academic Council and Board of Studies meetings. They put their suggestions to redesign, reshape and revise the courses. The faculty members strive hard to impart education as per the demand of present scenario, which can play vital role in holistic development of students' personality. ICT enabled innovative and efficient methods are used for giving instructions to students.

Well planned and well documented method is adopted for curriculum delivery. Weekly lesson plans are framed by faculty members under the able guidance of HOD's. Teachers' workload is also allocated by HOD's and given to the Registrar for time table preparations by keeping in view their subject specialization. Teaching methodology is a balance of traditional chalk and talk method and modern innovative ICT enabled pedagogy.

Academic Calendar is prepared every year under the able guidance of IQAC and by following university norms.

Mid semester Tests are conducted for internal evaluation of the students. Seminars, workshops and quiz are also part of internal evaluation. The institution is committed to the cause of gender sensitivity, environment sustainability, human values and professional ethics. These cross cutting issues are discussed in classes through curriculum as well as class discussions.

The institution has strong feedback system through Google forms which involves students, parents, teachers and alumni. This helps to check the bequeath effectiveness of curriculum delivery and organizing co-curricular activities.

Teaching-learning and Evaluation

The institution chalks out its plan in such a way that value based and skill oriented education can be provided to students to make them globally competent candidates. Efforts are being put in continuously to make the teaching learning process effective by adopting efficient teaching learning process. The institution basically caters to the students of rural background by offering them courses in Commerce, Humanities, Non-Medical and Computer Science streams. Students from urban area also get admission here.

The admission process of all programs is lucid, clear and impartial. It is done by following the rules regulations and calendar of the parent university i.e. GNDU. Students from city as well as villages around come to seek admission in the institution. College has Divyang students also on its rolls who are given special care at every step. Mentor mentee ratio has been kept feasible by following favorable conditions. Mentors are continuously interested in providing every type of help to mentees, whether psychological, emotional or academic.

Regular class tests and mid-semester tests are conducted for identifying slow learners and advanced learners. Students are free to approach faculty members in their free periods and after full break. Students' requirement of books and notes is catered time to time. A good number of needy and meritorious students are helped with text books every year. In order to follow outcome based education, the program outcomes and course outcomes are available for every student in the departments and displayed on college website. College ensures innovative methodology based on experimental and participative learning methods. ICT enabled smart classrooms, labs and seminar halls are available for teachers to impart effective education to students. Students are encouraged to use the latest techniques to have their skills honed as per global requirements. Every year a good number of students go to foreign universities for further education. College has history of producing students with distinctions and merit positions.

Evaluation method is very clear and accurate. Any grievance related to examination is redressed by following the norms prescribed by the parent university. Internal assessment is limited in university curriculum. For this, mid semester tests, projects and seminars are evaluated. Feedback from different stakeholders is derived every

year and action is taken.

Research, Innovations and Extension

To promote research among the faculty members, Guru Nanak College tries to provide a platform to its faculty and students where they can share their ideas and offers them an environment where their research capabilities can grow and positively contribute towards the institution and society.

To imbibe the tradition of research among faculty members, a Research Development Cell has been constituted to facilitate various research activities. Computer Labs, Language Lab, Accounting Lab, Physics and Chemistry Labs and Library are available during college hours for research purposes. Different softwares like SPSS, Sigma Plot, R are installed for statistical analysis. Teachers are encouraged to attend various state, national and international level conferences. To attend such events, two leaves are provided to faculty members. Two teachers in 2016-17 and one faculty member in 2020-21 attended Faculty Orientation Program and Refresher Course.

Different workshops / seminars are organized in the college for regular updation of knowledge among faculty members. A national level seminar was conducted in 2018, where different participants across the state participated and presented 25 papers in the seminar.

To promote research, an edited book entitled "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" was released. 20 scholars across the region contributed with their articles and research papers.

To nurture research among students, various activities are conducted on continuous basis. For this reason, class seminars are arranged to cultivate the seed of research in students. To encourage their work, their articles and manuscripts are published in college magazine 'Jagjot'.

Extension activities in the neighborhood communities are organized for youth development and sensitizing students towards social causes and issues impacting positively on the minds of youth. For this purpose, various activities are organized with the local units of NSS, NCC, Red Ribbon club and Youth Welfare club.

Two villages namely Palahi and Gounspur have been adopted for tree plantation and drug abuse prevention. During times of Covid-19, students voluntarily guided the rural netizens about use of masks and sanitizers and also distributed the same among people. NSS and NCC unit organized a blood donation camp with the local unit 'Hindustan Blood Donors Club' Regd in 2019.

Infrastructure and Learning Resources

Guru Nanak College, Sukhchainana Sahib, Phagwara is spread in 8.038 acres having greenery all-round with variety of flora and fauna. It has 9949.94 Sq. mts. covered area with classrooms, labs, staffroom, department rooms, library, seminar halls, auditorium etc.

College has 47 well ventilated, well maintained classrooms and seminar halls, 6 well equipped laboratories, one auditorium. College library is rich with 26,000+ books and a good number of journals and e-journals with Inflibnet facility. Some of the departments have their own libraries and book banks.

The college has added a feather in its cap by establishing its sports academy. It is a nursery of footballers. Every year, some of them are chosen for university team. This year, two football players were chosen for 'Santosh Trophy'. Apart from this, students are encouraged to take part in indoor games as well. Every year students participate in University Youth Festival and Intercollege Competitions and achieve good positions.

The college is equipped with latest Hi-Tech technologies. The whole campus falls under 24x7 surveillance through CCTV cameras so that girl students can facilitate secure environment. Department Heads are instructed to ensure maintenance of their blocks and lab equipments. Cleanliness of whole campus is monitored by office staff.

College fulfills its social responsibility by sharing the campus and infrastructure with local administration and various NGOs. Every year, local branch of Innerwheel Club organizes different activities including health checkup camps. The institution offers its services to local administration by providing campus resources during elections. Seminar halls & auditoriums are provided to Nehru Yuva Kendra, IMA and local unit of Innerwheel Club etc.

Student Support and Progression

The student support system of college is very efficient and it puts available resources to ingenious use. The institution guides and helps the students to apply and avail scholarship from government schemes. Players and meritorious students are provided with fee concession. Apart from this generous scholarships are also provided to meritorious, needy and deserving students under philanthropic trusts.

The institution does not leave any stone unturned to work for student progression. It strives consistently to instil in them capacity building and skill enhancement. As per the calendar of the institution, different programs enriching their personality, communication skills and soft skill are organized throughout the year. Apart from this, motivational lectures, workshops, induction programs and community development drives are organized to sprout responsibility and leadership qualities in them. For girls students, self defense programs and expert lectures on health and hygiene awareness sensitize them for self grooming. Sanitary Napkin Vending Machine and Incinerator are there in washroom area for girl students. Career Counseling Cell helps the students to choose their career by organizing lectures and counseling sessions for them. A significant number of our graduates and postgraduates progress to higher education in reputed Institutions abroad and in India and are well placed in administrative, teaching, banking, insurance, accountancy profession and industry. Many students are successful entrepreneurs.

Governance, Leadership and Management

In accordance with its vision to provide state of the art teaching-learning environment to the students at affordable cost, the institution has adopted a democratic and participatory mode of governance involving active participation from all the stakeholders. The governing body of the college delegates authority to the principal, who in turn shares it with different levels of functionaries of the college. Recommendations and suggestions are invited from all the stakeholders through time to time meetings for effective planning and implementation of teaching-learning program. IQAC plays a pivotal role in planning and monitoring the quality of teaching learning process through constant meetings with all the stakeholders. Regular feedback is taken and action taken report is duly maintained by IQAC for strategical improvements in various aspects of institutional

operations and procedures. Student council meetings are also arranged at regular intervals to address student-related issues. For strategic development and execution of its policies, the college has formed different committees and societies.

The college governance and system is marked by transparency, inclusivity and accountability. Academic and green audits are got conducted by the institution on regular basis. Internal and external financial audits are also conducted by competent authorities regularly. There is a well developed system for mobilization of funds from different funding agencies like voluntary organizations and philanthropic individuals and agencies to maintain thorough transparency in financial matters. The institution has implemented various welfare schemes for the teaching and non-teaching staff members.

Institutional Values and Best Practices

Guru Nanak College, Sukhchainana Sahib, Phagwara being a co-educational institution is committed to provide equal educational opportunities for both male and female students. The institution aims to instil gender sensitivity among pupils through various awareness programmes. Proper guidance or counselling is given to students about issues related to gender equality. Female students are guided about their social, economic and legal rights through various seminars and extension lectures.

The College believes in the philosophy of first Sikh Guru Sri Guru Nanak Dev Ji that teaches to respect and live in harmony with the environment. Many green activities are organized by the college inside and outside the campus. Tree plantation is a regular practice in nearby villages by the NSS and NCC units of the college. Environmental awareness programmes are regularly conducted. The institution maintains the quality of the green initiatives by undertaking green audit.

For better management of the waste, waste segregation is done at source. A pit has been maintained where degradable waste is disposed off which comes out as manure for plants and trees in the campus. Plastic bags are strictly prohibited in the campus. Vehicles are pooled by the staff in order to avoid extra usage of fuel that causes pollution. Even staff members offer lift to the students living in their area to reduce the amount of carbon emission. Lush green lawns, landscaping with trees and plants and other green initiatives have been taken to ensure a verdant and clean campus.

The institution provides an inclusive environment by celebrating various festivals, national and international commemorative days. Different clubs and societies organize cultural, academic and social programmes to imbibe a sense of social responsibility among students. They are sensitized to their fundamental rights and duties by organizing various seminars and workshops.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Guru Nanak College, Sukhchainana Sahib, Phagwara
Address	Sukhchainana Sahib, Phagwara, Punjab
City	Phagwara
State	Punjab
Pin	144401
Website	www.gncphagwara.com

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Gurdev Singh Randhawa	01824-271607	9914200615	01824-	gncollegephg@gmail.com
IQAC / CIQA coordinator	Seema Kapoor	01824-	9814665055	01824-	seema65055@rediffmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-04-1970

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Punjab	Guru Nanak Dev University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	26-02-1973	View Document
12B of UGC	26-02-1973	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sukhchainana Sahib, Phagwara, Punjab	Urban	8.038338	9949.94

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Senior Secondary Exam	English,Hindi,Punjabi	750	164
UG	BCom,Commerce	36	Senior Secondary Exam	English,Hindi,Punjabi	675	81
UG	BCom,Commerce	36	Senior Secondary Exam	English,Hindi,Punjabi	180	56
UG	BSc,Science	36	Senior Secondary Exam	English	180	5
UG	BSc,Computer Science	36	Senior Secondary Exam	English	180	0
UG	BCA,Computer Science	36	Senior Secondary Exam	English	180	90
PG	MA,Arts	24	Graduation in any stream	Punjabi	120	4
PG	MCom,Commerce	24	B.Com. BBA	English,Hindi,Punjabi	120	16
PG	MSc,Computer Science	24	Graduation with computer science	English	60	1

PG Diploma recognised by statutory authority including university	PGDBM,Commerce	12	Graduation in any stream	English,Hindi,Punjabi	50	7
PG Diploma recognised by statutory authority including university	PGDM,Commerce	12	Graduation in any stream	English,Hindi,Punjabi	50	0
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduation in any stream	English	40	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				18			
Recruited	1	0	0	1	0	0	0	0	5	8	0	13
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	1	1	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	3	0	0	3
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				19
Recruited	14	3	0	17
Yet to Recruit				2

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	4	1	0	5
Yet to Recruit				1

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	5	0	9
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	3	3	0	6

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	8	0	10

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	228	1	0	0	229
	Female	166	0	0	0	166
	Others	0	0	0	0	0
PG	Male	4	0	0	0	4
	Female	17	0	0	0	17
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	6	0	0	0	6
	Female	3	0	0	0	3
	Others	0	0	0	0	0
Diploma	Male	15	0	0	0	15
	Female	1	0	0	0	1
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	57	51	54	59
	Female	43	47	49	60
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	28	26	27	30
	Female	29	37	34	38
	Others	0	0	0	0
General	Male	141	194	252	241
	Female	78	104	107	138
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		376	459	523	566

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>National Education Policy aims to provide quality education so that our humans can become competent global citizens. College adopts this vision fully but being an affiliated institution, it copiously follows the curriculum and guidelines prescribed by Guru Nanak Dev University, Amritsar. On its own level, the institution chalks out pedagogy on the key principles of NEP, which guide to follow technological innovations in teaching and learning. Institution aims to introduce new vocational courses which encourage critical thinking, creativity and make one reach logical decision. College has some interdisciplinary courses as compulsory and electives. Institute is proactively working to implement the suggestions</p>
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	given in NEP under university curriculum.
2. Academic bank of credits (ABC):	Since, Guru Nanak College, Sukhchainana Sahib, Phagwara is an affiliated institution, it depends upon the working, guidelines and instructions rendered by the parent university. Faculty members represent the college in the meetings of Academic Council and Board of Studies and give suggestions as per the vision of NEP. It is all university endeavor to offer online repository for all academic result. Detailed Marks Cards and degrees are issued by the university to the college from where students can procure them when required. In routine, degrees are conferred upon students in convocation functions. For monitoring ABC, proper technical support system is to be created.
3. Skill development:	Realizing the necessity and importance of skill development among students, the institution aims to introduce more vocational courses and programs. Already the college runs Functional English, Functional Punjabi and Tax Procedure and Practices for creating work ready manpower. DCM, BCA, BSC. (IT), M.SC., AND B.Com (Financial Services) enhance their creativity, logical thinking and skills (both soft and hard). In order to strengthen industry linkage, students of some programs undertake projects and training in business houses. Time to time workshops and induction programs are organized in the campus to train the students in accordance with National Occupational Standards. PG Diplomas in technology and management lead them to professional skills.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The institution offers management and humanity programs in three Indian languages i.e. Hindi, Punjabi and English, as per the choice of the students. It encourages learning of National Language Hindi by giving choice as elective course. Punjabi as regional language of Punjab residents, is taught as compulsory course in all under graduate programs and is offered as elective course also. Functional Punjabi enhances the communication skills of learners. PG course in Punjabi gives a peep into Indian State Culture and language through study of different genres. Students understand the cultural values of Indian system not by permeating the literary works but by witnessing Heritage Bhawan and Heritage fare of college. They also experience

	<p>different expert lectures and face to face rendezvous with invited scholars.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The institution runs thirteen programs across humanities, commerce, science and information technology. All these programs offer outcome based education. Institution has displayed program outcomes, course outcomes and program specific outcomes on website and in departments. All the courses are designed by the parent university to develop and strengthen cognitive powers. Learning outcomes of Environmental Studies and Drug Abuse ensure social, environmental and personal responsibilities.</p>
<p>6. Distance education/online education:</p>	<p>Surging cases of Covid-19 in the dawn of 2020 brought a new change in education which suspended face to face classes and all the institution worldwide turned to online mode of education by seeking the shelter under technology, which broke the geographical barriers, creating easy interactions of experts and students from distant places. Education system has adopted it as new normal which is clear in our new education policy. Lock-down has provided excessive experience to non technological experts also. So access to online resources by experts and students is not a constraint anymore. In Guru Nanak College, Sukhchainana Sahib, Phagwara also technology has been upgraded by introducing new equipments and further aims to enhance and boost online education.</p>

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
351	351	293	287	302
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
13	13	12	11	12

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
376	459	523	566	791
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
724	724	724	724	724

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
95	162	175	204	268

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
16	18	15	19	12

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 47

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
42.13	63.52	97.61	77.28	96.75

4.3

Number of Computers

Response: 123

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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 and displayed on notice board as well as uploaded on website after getting the due sanction from the Principal.
5. Students are given website link of GNDU syllabus in the classes and also made to write the books under curriculum and pattern of Question Paper.
6. Free books are distributed to needy and meritorious students. This year around 244 students were given help of books.
7. 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.
2. Faculty members engage themselves in teaching during their free periods for weak or advance learners.

C. Labs:

1. Two well equipped computer labs and language lab with latest softwares and internet facility, Physics & Chemistry labs and Accounting lab are utilized for practical curriculum delivery.
2. 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 Inlibnet 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 departmental libraries to cater to the academic need of students in their subjects.

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.

F. Teaching Aids:

1. For effective teaching, college has 19 ICT enabled classrooms and seminar halls.
2. For workshops, seminars, group discussions and quizzes, two audio visual halls have been provided to cater to the needs of the students.
3. For practical training, students are taken on excursions, industrial visits and field visits.

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 leaves 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 in 2021.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

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 needful is 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, question papers are set as per the pattern mentioned by parent university.
5. For the conduct of CIE, 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 university exams as given by Guru Nanak Dev University, Amritsar.
2. Exams are conducted under the supervision of experts 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 halls and exams are 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 marksheets or correction in marks.
8. It also assists students by providing every help related to re-evaluation process.
9. For conferring degrees on convocation, 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 is conducted every year by the institution in transparent way.

File Description	Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
Response: 46.15	
1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.	
Response: 6	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years											
Response: 0											
1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.											
<table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		2020-21	2019-20	2018-19	2017-18	2016-17	0	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17							
0	0	0	0	0							
File Description	Document										
List of Add on /Certificate programs	View Document										

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years	
Response: 0	
1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise	

during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The institution strictly follows the curriculum given by parent university. The university introduced two courses, Environmental Studies and Drug Abuse to integrate crosscutting issues relevant to environment and sustainability, human values for holistic development of students and hence impart value education to 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 multifaceted development of students.

1. Gender sensitivity:

- Girl Students are regularly sensitized by organizing talks on health issues.
- On regular basis, girl students are encouraged to participate in various competitions on institution level and also on university level.
- 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.
- Sanitary Napkin Vending Machine and Incinerator have been installed in girls' washrooms and Mamography camp was organized in the campus.
- Every year, maximum number of female students are endowed with scholarships.

2. Environment and Sustainability:

- 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 verdant campus with a good variety of flora and fauna.
- Students and teachers are directed to switch off lights and fans before leaving the classes.
- A compulsory core course on Environment studies is included in all UG programs.
- Every year Environment Day, Earth Day, Ozone Day and Water Day are celebrated in collaboration with NSS unit of the college.
- 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:

- 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. This way students are ardently encouraged to improve their thinking ability, creativity, innovation, personality and soft skills. They learn leadership qualities, team work and adaptation.
- 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.
- 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.
- "Guru Gobind Singh Study Circle", a religious unit of the college teaches them the importance of human values in life.
- 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.
- Under Community Development Program, teachers and students visit villages to make the students understand the basics of education.
- NSS unit of the institution works with full zeal and ardor to facilitate the establishment of casteless and classless society along with promoting a spirit of brotherhood and social work.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 1.07

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)	
Response: 28.99	
1.3.3.1 Number of students undertaking project work/field work / internships	
Response: 109	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni	
Response: A. All of the above	
File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:
<ol style="list-style-type: none"> 1.Feedback collected, analysed and action taken and feedback available on website 2.Feedback collected, analysed and action has been taken 3.Feedback collected and analysed 4.Feedback collected 5. Feedback not collected
Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 60.88

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
376	459	523	566	791

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
950	950	890	890	840

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 25.88

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
158	161	165	187	266

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The institution assesses the learning level of the students in different ways at the time of commencement of the program. The tutors of respective classes of UG & PG extend valid support in classifying the students with reports based on observation and regular class tests. The induction programs for freshers at college and departmental level help monitoring the future progress of the students.

1. For 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. Advanced learners are encouraged to participate in different competitions organised by other departments as debates, GDs or Quiz programmes.
5. Special classes, seminars and workshops are organised to increase their knowledge, skills and guide them for future career opportunities.
6. Academic achievements of the students are extremely motivated and highly praised. Students are honored by the college authorities in the form of cash prizes and scholarships.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 24:1

File Description	Document
Any additional information	View Document

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

Response:

Student centric methods are adopted in the college to enhance students' involvement as a part of

participative learning and problem solving methodology as debates, seminars, quizzes, aptitude tests, team work etc. Students are taken on industrial visits to give them a peep into the functioning of entrepreneurs. Guest lectures, workshops, PPT presentations, seminars include 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 organized to supplement the teaching process and provide exploratory and fact finding learning.
3. Free internet access in the library, 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 and leadership qualities in the students. Through Red Ribbon Club, students learn art of living and working in a team. These activities enhance decision making power by boosting their confidence.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT enabled tools can be used to support effective teaching-learning. 17 classrooms, computer labs, accounting lab and seminar halls are ICT enabled with projectors and the campus is enabled with high speed Wi-Fi connection. The faculty at college use various ICT enabled tools to enhance the quality of teaching-learning like laptops, projectors, LCD (in computer Lab-II). Teachers use 'Google Classroom' which is a Learning Management System offered by Google. It is used to manage and post course related information- learning material, quizzes, lab file submissions and evaluations, assignments, etc.

- Apart from using blackboards and other traditional methods teachers are using ICT enabled tools.
- Teachers use Power Point presentations for engaging learners by adding visual impact and thus improving their focus.
- During pandemic, the online learning environment is designed using Zoom and Google Meet platform to train students in problem-solving activity.
- To teach mathematical subjects in online mode, teachers tend to use various ICT enabled tools and cameras to make them understand numericals in lucid way.
- For a better understanding of literature, students are shown the available films or plays on prescribed novels or dramas.
- The institution has 26 teachers on roll and almost all of them are using ICT tools as teaching methods.
- Laptops have been provided to departments to promote research and encourage inventive use of ICT enabled tools.

- There are 17 ICT enabled classrooms with Wi-Fi approach.
- College Central library also offers an open access to books and learning materials with enlist facility.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 25:1

2.3.3.1 Number of mentors

Response: 15

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 84.21

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 64.38

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
9	10	10	13	9

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6.31

2.4.3.1 Total experience of full-time teachers

Response: 101

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The method of internal assessment helps the teachers to evaluate performance and skills of the students. Internal assessment leads to a hike in interest of the students towards learning and attending the classes. It motivates the students to take active participation in various co-curricular and extra-curricular activities resulting in their overall personality development. The seminar presentations improve 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 students showing poor

performance 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 discussions, unit tests, assignments, seminars, regularity in classes, 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-sheets in regular classes and responses 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	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

- 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.In case of any grievance, the students can contact their subject teacher, Head of the Department, Registrar or Principal as per their requirement.
- 3.For mid-semester tests, students generally don't 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 of 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 forms and can get photocopy of their answer sheets 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	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

There is a well defined and structured mechanism for attaining and procuring the PO and CO in the institution. The IQAC of the college in its meetings, plans and follows systematic strategy for the success of the above said outcomes. Direct evaluation is done on the basis of performance of the students in mid semester tests conducted by the institution and final semester examinations conducted by the parent university. CO attainment is judged through the projects, practicals, seminars and viva-voce examination. Routine evaluation is done by regular tests in the classroom. All the tests conducted in the classrooms or on college level, follow the same pattern prescribed by the parent university. This way students get prepared for the final examination and perform better. CO attainment in terms of creative thinking of the students is evaluated by PPTs, project files, seminar files with original ideas. Indirect attainment is evaluated through exit survey methodology. A qualitative evaluation is done on the attainment of COs for the courses by the faculty after course completion. The observations are reported to IQAC and discussed for the future actions.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

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

Response:

The course content for undergraduates and post -graduate programs is designed and provided by the parent university i.e. Guru Nanak University, Amritsar. The college adopted outcome based education as reference point to formulate graduate attributes and qualification descriptors. This enables students, parents and employers to understand the nature and level of learning outcomes. The aim of outcome based education is to maintain international standards comparability of learning outcomes and academic standards to ensure global competitiveness as per vision and mission of college. POs have been taken from the education policy of India keeping in view the articulations of essential learning outcomes associated with programs of study. COs were calculated from courses content given by the parent university. The faculty in consultation with HOD's has framed COs and POs, corresponding to meticulous knowledge level of each course which was later approved by academic council and IQAC of the college.

The POs and COs are communicated to the students and teachers through different means:

Syllabus: The courses of all the programs have well defined syllabus COs, which are uploaded on college website. The hard copy of course content and COs is also available in library and departments for the reference of faculty and students.

Website: The CO-PO document is available on college website and students can access the same on university website.

Department: COs-POs are available in departments for students' and faculty access. The POs and COs are discussed by the HOD's with all the faculty members so that they can plan the teaching lesson according to it.

Library: The CO-PO information is available in library for students and faculty.

Mentoring Group: COs and POs are regularly discussed in mentoring groups and students are made aware of the outcomes.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 77.15

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
70	132	114	140	162

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	146	150	189	237

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	4	4	4

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

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

Response:

To cultivate the culture of research among faculty and students, the college has established Research Development Cell.

Research Development Cell: To imbibe the tradition of research among faculty members, teachers are encouraged to attend various state, national and international level conferences. To attend such events, 2 leaves are provided every semester to attend such events. Different workshops are organized in the college for regular updation of knowledge among faculty members. Different labs and libraries are open during working hours for research purposes. Different softwares like SPSS, Sigma Plot, R are installed for statistical analysis. The Cell has conducted one national seminar and edited a book to promote research among faculty.

Initiatives for creation and transfer of knowledge have been taken by conducting various workshops for the students of B.Com, B.Com (Financial Services) and M.Com. in the last five years. 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. Tally software is frequently used for accounting work in small and large companies / firms while preparing journal ledger and balance sheets. Dr. H.S. Sidhu, SEBI trainer and former executive director of Delhi and Ludhiana stock exchange provided insights of stock market in his workshop "Financial Planning, Saving and Investment". Various workshops organised by the institution prove to be very informative and useful for the students.

To transfer knowledge from industry to academia and to bridge the gap between the two, industrial visits for B.Com / M.Com final year students are arranged every year. These visits gives practical knowledge about the working of the industry.

File Description	Document
Upload any additional information	View Document

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

Response: 17

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	1	7	7

File Description	Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

3.3.1.2 Number of teachers recognized as guides during the last five years

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.63

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	2	2	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 2

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 last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	3	3	2	7

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

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 last five years.

Response:

Extension activities in the neighbourhood communities are organized for youth development and sensitizing students towards social causes and issues resulting in positive impact on the minds of new generation. For this purpose, various activities are organized with the local unit of NSS, NCC, Red Ribbon Club and Youth Welfare Club.

Under Swachh Bharat Abhiyan, two villages are adopted for tree plantation and drug abuse prevention. During times of Covid-19, students voluntarily participated in awareness drives to educate rural people

about the use and importance of masks as well as sanitizers. They sensitized people about the Corona Virus prevention measures and even distributed masks to them. NSS and NCC unit organized a blood donation camp in collaboration with the local unit Hindustan Blood Donors Regd. in 2019. NSS volunteers participated in yoga camps, so that the knowledge of yoga can be spread among rural people. Food Park was founded in 2021 and is being maintained by Student Council for in-house staff.

Participation of students in various activities organized by different clubs and societies:

- Free distribution of masks, soap cakes and sanitizer bottles.
- Distribution of sanitary pads
- Tree Plantation drives
- Blood Donation Camps
- Eco friendly celebration of festivals

NSS department conducts various activities in the neighbourhood community. Mission Fateh program was launched by the State Government for sensitizing people about symptoms of Corona Virus and precautions to be taken during pandemic. Tree plantation drives are launched for spreading awareness among students about environment and its protection. Fit India program was conducted in August 2015 and October 2021 to create health awareness among youth. During Covid-19, students were made to participate in various indoor activities like yoga at their homes due to restrictions imposed by the Government. Participation by NSS volunteers in the opinion survey under the banner 'UNICEF Youth Engagement Program'.

NCC unit of the college organises various activities in collaboration with local unit of the armed forces. Students participated in online quiz competition on COVA App. An awareness campaign was organised under "Aatam Nirbhar Bharat" with 8, PB BN NCC to prepare them for the task of nation building. NCC cadets celebrate NCC day on November, 26 every year by planting saplings in the vicinity of the college. Students were prepared for BEE and CEE certificate exam (written and practical) at Lyallpur Khalsa College, Jalandhar on 07 and 11 March 2021.

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" and 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.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 18

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	2	4	0

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 83**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
28	20	10	12	13

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 37.53**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 last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
200	300	150	150	110

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document
Any additional information	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
16	0	0	0	0

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 6

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	1	1	1

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

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Criterion 4 - 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.

Response:

In terms of infrastructure, the college has adequate facilities for academic activities. The institution has upgraded its classrooms and labs to facilitate teaching learning through modern tools and techniques. ICT enabled teaching not only makes a positive impact on the students but also makes teaching learning more interactive. Beyond all, it inculcates skills (computer programming, communication, problem solving, data science etc.) among the students. There are well maintained 47 classrooms including 17 smart classrooms and 2 seminar halls 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 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 for the maintenance of 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 i.e. physics and chemistry. Laboratory log books are maintained for the use of equipments, instruments required during practical classes. Books are issued against ID cards of the students. The maintenance of the laboratories falls under the supervision of lab attendants. The outdated equipments and chemicals are disposed off as per rules. Stock registers are well maintained and checked by the teacher-incharges and are verified by the Principal. Important instructions pertaining to the use of equipments are displayed inside the laboratories. Fire extinguishers are placed outside laboratories for emergency purpose. The Commerce Department of the college has well maintained Accounting Lab, where the latest softwares related to Commerce are introduced for the aid of students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution has enough infrastructural facilities for cultural activities and sports, which are updated from time to time keeping in view the requirements of the changing scenario. The college has a well lightened and ventilated multi-purpose auditorium, having the seating capacity of 1000 people. Two state-of-the-art seminar halls are used regularly for the purpose of extension lectures, seminars, quiz, debates and group discussions. To promote the culture of sports among the students, college runs Jagat Singh Palahi Football

Academy which is a nursery of National level players. This academy is registered with Punjab Football Association. The college has a Cricket Ground, Football Ground, Volleyball Court, Shooting Range. Besides the outdoor grounds, college has two indoor Badminton Courts. The institution runs well-equipped and well-maintained conditioning unit for the players. To perform cultural activities. The institution has an open air theatre for cultural activities like nukad natak etc. Different units of N.S.S., N.C.C., Guru Gobind Singh Study Circle, Red Ribbon Club, Youth Welfare Club remain rigorously endeavorous to provide a conducive and vibrant environment for the holistic development of the students.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 40.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 19

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 2.1

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.69	1.69	0.39	1.03	4.31

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college owns a rich central library with as many as 26000+ books, a good number of journals and e-journals to give the students and faculty members a perfect environ to enrich their existing repository of knowledge. It also subscribes to 11 newspapers and 10 magazines. It is highly spacious with the seating capacity of a good number of students. Library facilities are open to all 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 its efficient and smooth functioning. Visitor record of the students and staff is maintained on daily basis by taking their signatures at the time of entry and departure. Before taking the roll number slips, students have to ensure return of books got issues by them. "No Dues" from the library is mandatory for the clearance. 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. Alongwith this, the library owns its Personal Blog also which is accessible for 24x7. Online book searching facility has been made available by making it fully automated.

In the beginning of the session, new students are made aware of library use through Orientation Program. Time to time, different lectures and activities are organized to make the students aware about the usage of 'N-list' and location of their desired books.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.05

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.54	0.36	0.36	1.54	2.43

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document

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

Response: 29.34

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

Response: 115

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

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.

LAN facility

All the systems in the campus are on network through wired LAN and laptops through Wi-Fi. There are two computer labs, administrative block and commerce department which are interconnected with each other through LAN.

The college has 15 smart rooms in different departments equipped with Smart Boards and Projectors which the staff can utilize anytime to deliver their lectures. The college has two seminar halls with multimedia facility where students/teachers can deliver presentations.

- The institution also facilitates the lab technicians to handle the technical problems.
- Wi-Fi facility is available in the whole campus.
- Time to time when new subject contents need up-gradation, new systems are purchased and installed accordingly.

For students: There are 40 exclusive computers in Computer Lab I for undergraduate classes and 20 computers in Computer Lab II for Postgraduate classes with internet facility. There are 10 computers for standalone facility.

For faculty: There are 8 laptops with Wi-Fi connection are available in various departments such as computer department, administrative block, library, accounting lab.

Adequate licensed softwares like Microsoft Small Business server (SBS), Licensed microsoft server 2012, ten licensed window vista, 30 licensed window 8 (Professional), 10 licensed window 7(Professional), 2013 MS-office standard editions, 2012 Visual Studio (Professional) have been bought and are operational.

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 3:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 79.53

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

2020-21	2019-20	2018-19	2017-18	2016-17
34.43	52.04	57.35	73.35	77.73

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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.

Response:

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 a good number of books. Library services are upgraded 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.

Physics and Chemistry 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 from 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 departmental level, 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, labs and toilets. They are well equipped with mops, brooms and gloves. A suggestion box is maintained in which students as well as faculty can put their written 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. Three full time gardeners look after the maintenance of verdant campus and every year a good number of saplings are planted to maintain ecological balance.

It is a matter of pride that honorable President and Principal conduct periodic checks to ensure the efficiency and working conditions of the infrastructure. Sufficient in-house staff is employed in the campus to maintain hygiene and cleanliness. Each floor is assigned with a supporting staff member to clean the classrooms, staffrooms and laboratories after the full break. Dustbins have been placed in all the departments and at every floor so that litter can be managed properly.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 24.41

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
129	45	103	143	261

File Description

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

Document

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 24.41

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
129	45	103	143	261

File Description

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

Document

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 2.12

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	22	14	26

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 10.9

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	40	28	43

File Description	Document
Upload any additional information	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 132.63

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 126

File Description	Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 74.23

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	20	21	29

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	25	26	33

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 300

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
40	31	65	63	101

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Student Council of Guru Nanak College, Sukhchainana Sahib, Phagwara is formed to generate a link between students and administration. It involves the students in various activities representing democratic governance and gives chance to students to lead in various campus based activities to develop leadership skills. Food Park for in-house staff in the campus is maintained by student council.

Institution facilitates students' representation and engagement through liabilities to represent in various administrative, cocurricular 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. Youth Welfare Club
6. Red Ribbon Club
7. Guru Gobind Singh Study Circle
8. NSS Unit
9. NCC Unit
10. IQAC (Student & Alumni Involvement)

Students nominated as President, Vice President, Secretary, Joint Secretary and Executive members of different committees work vigorously throughout the session to organize cultural as well as co-curricular activities. The meetings of these societies and committees are convened periodically to plan activities etc. There is a criteria of set rules and regulations by which a fair selection of the office bearers is done.

Senior students, one from Commerce and one from Humanities (one boy and one girl) are part of the IQAC general body. They put their suggestions in decision making and policy formation activities of the IQAC. Time to time students are asked about the quality of food served in college canteen.

Anti Ragging Committee and Women Grievance Cell work in coordination with the Student Council and help in creating a decentralized and democratic setup. NSS volunteers maintain discipline, cleanliness and carry out projects in the true spirit for community development. The students organise Heritage Fair, fairwell parties, teachers' day, international women's day etc. to commemorate under the head "Celebration of different days". Students donate their text books of previous classes for needy students. Two student editors are chosen for each section of magazine where they contribute enthusiastically and work strenuously by collecting and editing data. This way they also learn the nuances of publication.

The Executive Members of different societies and committees ensure the prevalence of a healthy and congenial environment without any distinction of caste, race and religion.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 58

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

2020-21	2019-20	2018-19	2017-18	2016-17
26	52	59	95	58

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

GNC Alumni Association is registered and works rigorously to connect Alumni with their Alma matter. It

was registered on 24.04.2015 and has been working since then for the welfare of students. The institution is proud of its distinguished Alumni, who are placed on dignified positions as civil servants, administrators, managers, principals, CAs, sports persons, singers, theatre artists, NRIs and successful entrepreneurs. Ramanpreet Kaur of BCA is placed as software engineering in Birmingham, England. To name some well placed Alumni, Late Sube Singh (IRS), Ms. Jyoti Bala Mattu (PCS), Tirath Basra (Principal, Government college, Kapurthala), Angad Gurdev Singh (Manager, IDFC First Bank), Manpreet Johal (Manager Insurance sector), Sukhchain Singh Gadar (Bollywood and Pollywood, Executive Director), Varinder and Narinder Marwaha (Producer, Director), K.S. Makhan, Roop Lal Maqbool, Bhupinder Bisla and Sandeep Singh (Singers), Sandeep, Gurmukh (Theatre artists), Kulwinder Singh Rai (Manager, State Bank of India).

We are extremely proud of our Alumni Sh. Varindr Kumar, Ms Kanti and Jatinder who are working for Punjab police. Some of our students are selected in Indian Army.

- The institute organises different functions and programs to meet and greet students who have 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 President 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 arenas. S. Baljit Singh, S. Jaspreet Singh, Ms. Rajni Sharma, S. Jatinder 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.
- The alumni also help the students in training and placement. Director, Brainbox Corporate Solutions, s. Maninder Singh Sagoo who is our college alumnus, has signed MOU with the institution and organizes a placement drive in the college. A good number of our students have worked and have been working with his firm.
- The Alumni Association has evolved, over the years, into a dynamic and vibrant body contributing actively towards the developmental activities of the college.
- Kindly see the scanned copies of documents uploaded:

File Description	Document
Upload any additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description

Document

Upload any additional information

[View Document](#)

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Criterion 6 - 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

Response:

Vision: The vision of the institution is to perpetuate the philosophy of Sri Guru Nanak Dev Ji to equip and enlighten human resources with meaningful quality education and thus, create awareness among all sections of society at affordable cost of education leading to a scientific, progressive, vibrant and humanistic `India.

Mission: The mission of the college is based on the ethics of Sri Guru Nanak Dev Ji - 'Nam Japna' (recitation and to dwell on the name of true lord, which will ultimately provide true knowledge), 'Kirat Karna' (Importance and dignity of self-work) and 'Vand Shakna' (sharing of your resources with others) as a base. To promote quality education and research was the mission of the founders of this college so that the under privileged students especially girls can excel in academics, sports, co-curricular and extra curricular activities.

Keeping up with the vision and mission statement, the college takes up following initiatives:

1. Deeply rooted in its tradition and heritage, the college has been able to reinvent its own identity through its vision and mission and by inspiring in our students the drive of seeking knowledge in all its ways and forms.
2. The college helps new students get off to a good start in academics. It makes efforts to transmit some important core ethical values into them that are central to the social-cultural context of the institution. Ethical values such as respect for fellow citizens, honesty, self-discipline, hard work, love of learning, and appreciation of diversity are suffused in every student turning them into responsible citizens of society. The college seeks to transmit these values through speeches/lectures on different occasions.
3. Religious and spiritual activities at college such as celebration of the festivals like GURPURAB, Diwali, etc. help to instil moral values pertaining to our culture and religion.
4. Students are given leadership education for character building by constituting different subject societies and encouraging them to become members and office-bearers. The entire gamut of activities arranged for the students through different clubs and societies help to develop the skills of planning, teamwork, leadership. The students participate in the Anti-drug Campaigns, Aids Awareness Camps, and Tree Plantation Drives etc. to sensitize the society in general. During the hard times of pandemic, the volunteers of student council distributed masks, soapcakes and sanitizer bottles in the nearby villages and made them understand the need of hygiene and cleanliness.
5. Tours and excursions are arranged every year to provide temporary respite from campus 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.
6. Extra and co-curricular activities are organized to hone the skills of students. The students enthusiastically participate in theatre, literary, fine arts, and music competitions. All these activities are aimed at encouraging the students to explore beyond the frontiers of the prescribed syllabus and

turn them into wellgroomed personalities.

7. 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 belong to economically weaker sections of society, we provide them with textbooks, fee-concessions and scholarships to help them in every possible way and paving the way for their bright future.

File Description	Document
Paste link for additional information	View Document

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

Response:

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, conveners 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 its office bearers 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	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

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. As environmental sustainability is becoming an increasingly important issue for the nation, the role of higher educational institutions in relation to environmental sustainability is more pertinent. 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 to sustainable development and at the same time reduce a sizable amount of environmental pollution. A Green Audit is conducted every year 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 monitors different facilities provided for staff and students at the college campus and identifies the strengths and weaknesses of every environmental parameter within the campus. The outcome of this project is encapsulated in the form of a well formulated Green Audit report.

The observations, suggestions and recommendations delineated 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 its positive 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 year 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	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document

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

Response:

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	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: D. 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

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

Response:

S.No.	Name of the Scheme	Beneficiary
1.	Loan in advance against salary	Teaching and Non-Teaching Staff
2.	Group insurance schemes	Teaching and Non-Teaching Staff
3.	ESI scheme	Teaching and Non-Teaching Staff
4.	CPF, Gratuity, leave encashment at the time of superannuation	Teaching and Non-Teaching Staff
5.	Medical facility and Health Centre during working hours and tie up with GEE BEE Hospital in case of any emergency	Teaching and Non-Teaching Staff
6.	Free internet facilities for teaching and non teaching	Teaching and Non-Teaching Staff
7.	Free transportation facility for female staff for teaching and non teaching	Teaching and Non-Teaching Staff
8.	Provision of Various leaves :casual leave, earned leave and medical leave in addition to maternity leave for female staff and faculty	Teaching and Non-Teaching Staff
9.	Food Park maintained by Student Council	For supporting staff
10.	Transportation facility for local and outstation assignments	Teaching and Non-Teaching Staff
11.	Fee concession to the wards of teaching and non-teaching staff.	Teaching and Non-Teaching Staff
12.	Holiday Home Facility at Dalhousie on the recommendation of head of the Institute	Teaching and Non-Teaching Staff
13.	Staff quarters for supporting staff inside the campus	Teaching and Non-Teaching Staff
14.	Free parking facility for two wheelers and cars	Teaching and Non-Teaching Staff
15.	Fitness Zone, Gym and Workout station	Teaching and Non-Teaching Staff
16.	Canteen facility	Teaching and Non-Teaching Staff

17.	Well-equipped and well-furnished staff rooms laced with modern amenities with a full time caretaker	Teaching Staff	
18.	Provision to apply for study leave to complete Ph.D under FIP schemes of various funding agencies	Teaching Staff	
19.	Adjustment of classes and leave to enable faculty to complete course work of pre-Ph.D.	Teaching Staff	

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	0	1	0

File Description	Document
Upload any additional information	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 28.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	14	4	0	4

File Description	Document
Upload any additional information	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The performance appraisal system of teaching staff follows the guidelines laid by GNDU.

To ensure execution of policies and programs of the institution in an effective mannrr, the college has established a well defined mechanism for performance appraisal of teaching and non teaching.

Performance Appraisal of Faculty

The faculty members fill up self appraisal forms as per UGC guidelines when the academic audit is being conducted. Analysis of students' feedback for teachers is also taken into consideration for the assessment of faculty. The institution has started the process of taking online feedback from the faculty members. This feedback is evaluated in the meetings of IQAC and management and necessary measures are recommended. The performance of the staff is analyzed in the meetings of the Governing Body. API score is also one of the appraisal systems for the performance enhancement of the teaching staff. It encourages the teachers to focus on their professional development and research work for the implementation of the

paybands and the appointment of the regular staff. The institution follows the practice of calculating API score. Service books of permanent employees 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. The principal holds regular meetings for result analysis and with each department and periodic feedback is taken by the students. The performance evaluation is done on the following parameters:

- Teaching Learning and Evaluation related activities.
- Professional development, co-curricular and extension activities.
- Research and academic contribution.
- Contribution towards college administration.

Appraisal of Temporary Staff:

The evaluation of the performance of the temporary and part time teachers is based on the self appraisal forms filled by the faculty along with the feedback of the students. The teachers who perform well are given monetary incentive in the form of increment in the salary and they also get recruitment in the next academic session.

Performance appraisal for non teaching staff:

Performance appraisal of non teaching staff is based on evaluation by Office Superintendent and administrative head of the non teaching staff. The Principal evaluates Annual Confidential Report (ACR) of the staff members and informal feedback received from the students regarding the working of the employee is also taken into account. Such feedback forms are basis of decision making policy of the management regarding promotions and increments in salary of the non teaching staff.

File Description	Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts both internal and external audits regularly to ensure total transparency in financial matters. Internal financial audit is done by the Bursar 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	Document
Upload any additional information	View Document

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

Response: 15.76

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.42	2.74	2.80	6.63	2.17

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

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 mobilization 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	Document
Upload any additional information	View Document

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

Response:

The quality assurance initiatives undertaken on the recommendation of IQAC during five years are as following:

2016-17

1. IT based infrastructure was strengthened by purchase of 16 high-tech computers and the work of multi-purpose sports stadium was completed.
2. New text and reference books were purchased.
3. Tutorial groups of the students were formed.
4. Four qualified regular teachers and one qualified employee in office were appointed.

2017-18

1. A National Seminar, " Migration Trends Among Youth: Study of Issues, Challenges and Consequences" was organised .
2. Sports Day was restarted to boost the participation of girls in sports activities.
3. Library services were strengthened by opting for INFLIBNET.
4. Library software 'KOHA' was introduced to digitize the library services
5. A good number of hard copy books were added to the previous collection.
6. A new course 'DCM' was granted sanction to be started from session 2018-19.

2018-19

1. A course B.Com (Financial Services) and three vocational subjects Functional English, Functional Punjabi and Tax procedure and Practice introduced from the session 2019-20.
2. Two Youth Festivals, One Zonal and One State Level hosted by the college.
3. A large number of trees were planted under 'Go Green Program'.
4. Economic help was rendered to poor and needy students through books and scholarships.
5. A special seminar was organised by Career Counselling Cell to enlighten students about Career in Banking and Insurance Sectors.
6. Green Audit got conducted.

2019-20

1. The college organized a football tournament from 5th to 8th February, 2020.
2. A lecture on "Gynecological Health Issues" was organized on 3rd February 2020.
3. A one day camp on cleanliness was organized. A Book Fair in collaboration with Taraksheel Society was organized.
4. Library services were upgraded by making it OPAC (Online Public Access Catalogue).
5. A blood donation camp was arranged in collaboration with Hindustan Welfare Blood Donors' Club (regd.).
6. The students of the college were taken on a visit to old age home, Virk, Phagwara.
7. Nutrition week was celebrated.
8. Three regular posts for Function English, Physical Education and Library were inducted .

9. A very interactive and motivational lecture was organized by IQAC under faculty development program.
10. A Souvenir was published showcasing the extended journey of 50 years by the college.
11. Green Audit got conducted.

2020-21

1. An edited book "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" was published.
2. A Covid awareness campaign was organised on 27.11.2020
3. 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.
4. 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.
6. Online feedbacks were collected from all the stakeholders.
7. Library resources have been strengthened by renewing N-List subscription and inclusion of a good number of books.
8. New webcams were bought and IT systems were upgraded.
9. A training program for teaching and non-teaching staff was arranged under the title "Storage and Data Management".
10. Academic audit was done under supervision of Dr. 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).
11. Green Audit got conducted.

File Description	Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives).

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. On the recommendation of IQAC

1. 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.
- The result of the students, year after year, are indicators of the initiatives taken by IQAC regarding the incremental improvement in the performance of the students.
- IQAC has also introduced the concept of mapping of POs and COs.
- The library services have been automated and strengthened by addition of INFLIBNET, KOHA, Library Blog and a number of books different subjects.
- Internal and external financial audits are also conducted to ensure total transparency in financial matters.
- In an effort to boost creative and innovative pedagogy, the students are taken for excursions to museums, villages, industries and other places of learning.

2. IQAC plays an instrumental role strategising administrative planning and implementation. The academic audit was conducted and a follow up of it was maintained at internal and external level. Under this program:

- The heads of departments submit self-assessment reports of academic performance of their departments in proforma designed by IQAC.
- Academic flexibility, teaching learning and evaluation, infrastructure available with the department, faculty profile, student profile, learning resources are the quality parameters considered in audit.
- This process has brought substantive improvement in academic performance of various departments.

3. In an effort to update teaching methodologies and skills according to the requirements to the changing times, the IQAC has recommended e-teaching learning and evaluation process. For this, the following

initiatives were undertaken during Covid-19 times.

- WhatsApp groups were formed for sending important information and providing guidance to the students.
- Blended learning (offline & online) was implemented.
- Online learning through various online platforms like Google Meet, Google Classrooms, Zoom, Youtube was provided to the students.
- Assessment measures were adopted through online tests and assignments.
- WhatsApp groups of faculty and staff have been created for sending e-notices.
- Faculty members were encouraged to boost their participation in conferences and seminars.

4. Incremental improvements made by IQAC for the preceding five years with regard to quality and post accreditation quality initiatives:

- IT based infrastructure was strengthened by purchase of 16 high-tech computers and the work of multi-purpose sports stadium was completed.
- Eleven qualified regular teachers and one qualified employee in office were appointed.
- A National Seminar, " Migration Trends Among Youth: Study of Issues, Challenges and Consequences" was organised .
- Library services were strengthened by opting for INFLIBNET.
- Library software 'KOHA' was introduced to digitize the library services
- A new course 'DCM' was granted sanction to be started from session 2018-19.
- A course B.Com (Financial Services) and three vocational subjects Functional English, Functional Punjabi and Tax procedure and Practice introduced from the session 2019-20.
- Two Youth Festivals, One Zonal and One State Level hosted by the college.
- Green Audit got conducted.
- Library services were upgraded by making it OPAC (Online Public Access Catalogue).
- A Souvenir was published showcasing the extended journey of 50 years by the college.
- An edited book "Pandemic of Covid-19 and Its Challenges: A Multidisciplinary Approach" was published.
- Academic audit was done under supervision of Dr. 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).

File Description	Document
Upload any additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**

4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

To ensure gender- equity in education, the institution provides fair and equal opportunities for both male and female students. The institution adheres to this idea by providing safe, secure and healthy teaching-learning atmosphere especially to female students. All types of facilities have been provided to female students and staff. There are separate washrooms for girl and boy students. Female sweeper is appointed for female washrooms. Sanitary napkin vending machine and incinerator are installed in girls' washroom area. A separate rest room facility is provided for the female staff. Common room is maintained in the college for girl students to rest and dine during their free periods.

Safety and security of the girls is one of the major concerns of the institution. 24x7 security cameras are installed at all strategic locations. It helps authorities to keep a check on activities of boy and girl students. Discipline is maintained in the campus by deputing teachers in free periods on discipline duty to provide sense of security to the girl students. Unwanted entry is restricted in the campus as security guard checks the ID Card randomly. Self- Defense training programmes are organised by the institution to instil in female students a feeling of fearlessness and make them confident to protect themselves in times of danger. Women's Grievances Cell, solely dedicated to the issues related to women exists in the college.

Health and Hygiene counselling is provided to students by arranging lectures and health talks at regular intervals. Health check- ups as well as screening tests are carried out to spread health awareness among female staff and students. Women from the nearby villages are also benefitted by such practices. Under Community Development Program, visits are made by the staff and students to nearby schools to sensitize the students on the issues of dowry, sexual harrasment, child abuse, importance of women education etc.

Various competitions, seminars, campaigns and skill development programmes are organised to motivate girl students to become self- dependent in terms of finance. Every year girls are endowed with liberal scholarships and free books are distributed to promote gender equity.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant

- 3. Wheeling to the Grid**
- 4. Sensor-based energy conservation**
- 5. Use of LED bulbs/ power efficient equipment**

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

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 in a pit 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. 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.
7. E-wastage is disposed off through scrap dealers from Hoshiarpur who have their contacts with e-waste management bodies.

File Description	Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: A. Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts

- 4. Assistive technology and facilities for 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**

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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 500 words).

Response:

The institution is committed to provide an inclusive environment in the campus as it goes with the core philosophy of "Sarbat da Bhala" which literally means "may everyone prosper". Every year, various contests, camps and workshops are organised to maintain an all embracing atmosphere for newcomers.

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 Chhako" means Pray, Work and Eat by sharing. On this day, juniors meet their seniors and develop a sense of bonding with each other.

Institution has a definite code of conduct for students, written in prospectus which every student has to follow irrespective of their culture, religion, linguistic and communal socio-economic diversities.

Different sports and cultural activities are organized every year to promote harmony and team spirit. Deepawali, Holi and Lohri festivals are celebrated with zeal and fervour to inculcate in learners a sense of unity and belongingness.

NCC students participate in Independence and Republic Day parades on local and state level.

They celebrate Teachers' Day following the ancient dictum, "Gurur Brahma, Gurur Vishnu, Gurur Devo Maheshwara, Gurur Sakshat Parbrahma, Tasmai Shri Guruve Namah". Various days like Yoga day, World Environment Day, Voters' day, Tobacco day, Aids Day are celebrated in the college, which establish the tradition of a positive interaction among learners of different races, communities, religions and languages.

Well maintained Virasati Bhawan (Heritage House) is housed in the campus, where students are given a peep into their rich culture and heritage to develop a sense of belongingness with their cultural roots.

A number of scholarships are offered, for example, Bhai Rupinder Singh Rupi Scholarship, Gilco Charitable scholarship, Suhagwati Khairati Ram Aggarwal Scholarship, S.H.S. Hayer Scholarship Fund, Scholarship by Innerwheel club, Late Smt. Neelam Gupta Memorial Scholarship etc. Book bank facility is granted to needy and meritorious students to bridge gaps between the students from unequal backgrounds.

To address the societal needs and make the students empathetic towards the problems faced by the people, regular visits are made to the old age homes, orphanages and villages in vicinity. During these visits, efforts are made to redress the problems of the deprived ones and establish rapport with the village council members, school teachers and villagers. The college organizes social works like cleanliness drives, plantation programmes, awareness programmes on public health, sanitation and health issues of women.

Two villages, Palahi and Gounspur have been adopted under village adoption scheme to build a strong relationship with the people of neighbouring villages. Under Community Development Program, lectures are arranged by the college where students deliver lectures in neighbouring schools to help school students get better understanding of the basics of their subjects.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The college through various activities and events make students realize their social responsibilities and help them become responsible citizens. 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 various contests. Through such practices, students are made aware about their constitutional rights as well as duties.
2. Tree Plantation is a regular routine of various clubs and societies. Food park has been maintained in the campus to support the class IV employees. College has adopted two villages Palahi and Gounspur to maintain their ecological balance and sensitizing the villagers for their rights and duties. A park named 'Guru Har Rai Park' is maintained in the village Palahi by N.S.S. volunteers.
3. Environmental Science as a qualifying subject teaches the students their duty towards environment and makes them aware of the various threats to the world ecology 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 intoxicating drugs available and used by youth. They learn the harmful effects of these drugs which include loss of cognitive and physical powers. They are also taught about the causes of infectious diseases like HIV and Hepatitis. Our students follow the motto "Say no to Drugs". Every year students are made to pledge to participate in the fight against drug abuse under the banner of 'Fight Against Drug Abuse Program'.
5. Blood Donation Camps are organized at regular intervals to inculcate a feeling of empathy and generosity among students.
6. Considering their duty during the Covid-19 pandemic, the students of the college visited nearby 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. Extension lectures are arranged to acquaint the students with the basic traffic and road safety rules.
9. NSS volunteers participate in various door to door health awareness campaigns.
10. Every year, debates and declamation contests are organized to sensitize the students towards their

rights and duties.

11. Book exhibitions and street plays are organized at regular basis in the college campus.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: A. All of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

To promote the idea of 'Unity in diversity', various cultural and communal festivals are celebrated in the campus. All the national festivals are celebrated every year with great zeal and fervour to inculcate the feeling of belongingness towards the country. Every year, students from different clubs and societies come forward and organize diverse cultural, academic and social programs. The students themselves anchor the programs and prepare speeches to share their thoughts and suggestions on these days.

NCC and NSS units of the college play a very constructive role in inculcating a sense of duty and responsibility towards the nation. Lt NCC unit invites army personnels to share their experiences to promote patriotic feelings among the students. NSS volunteers organize various days like Constitution Day, Aids Day, Voters' Day, UNO Day to address prevailing social issues.

Deewali festival is celebrated with full enthusiasm and ardor by organizing a series of competitions.

On Teacher's Day, Students' Council organizes a show containing different activities to express their gratitude for their teachers and pay tribute to our Late President, Dr. Radhakrishnan who was an erudite scholar and academician par excellence.

To commemorate the birth anniversary of first Sikh Guru "Guru Nanak Dev Ji", an eminent scholar is invited to shed light on the philosophy and teachings of Guru Sahib. Before pandemic, college had the tradition of arranging 'Langar' (community food) for staff and students.

Punjabi Saptah (Punjabi Week) is marked with celebrations from 1st November to 7th November by hosting a number of cultural and linguistic events.

International Womens' Day is celebrated every year to make girl students aware about their educational, social as well as legal rights. Self-Defense program is organized where they are taught to protect themselves in the hour of need. To make the girl students sensitized towards their basic health and hygiene, expert medical officers are invited to give hearing to their problems and redress them.

To spread environmental awareness, days like Environment Day, Ozone Day, Earth Day etc. are celebrated by organizing poster making, rangoli and slogan writing competitions etc..

Apart from these, many events and guest lectures are organised to instil a sense of national pride and gratitude towards the sacrifice of great patriots of our country.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

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.

Goal: The main objective of this book is to assess the impact Covid-19 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.

Context: This work will immensely help in the advancement of academic research. It will serve as an opportunity for faculties, researchers and practitioners to reconsider and reimagine the existing socioeconomic, 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.

Practice: 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, Head, Department of English played a key-role as an editor in the process of compilation and editing of this book. 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.

Problems encountered and resources required: Language editing proved to be a difficult task. To deal with this, an editorial board was constituted. The board consisted 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

Best Practice II

Title of the Practice:- Publication of Souvenir in celebration of the 50th anniversary of the college

Goal: To commemorate the 550th birth anniversary of Sri Guru Nanak Dev Ji, the institution published a souvenir showcasing its extended journey of 50 glorious years. It encompassed the achievements made and the milestones covered by the institution during the 50 years of its chequered growth.

Context: The souvenir has been published to mark the golden Jubilee Year of the college. Published in regional language, the souvenir traverses the 50 years march of the college through a colorful panorama. The complete details of the faculty right from its establishment to present day have been given along with their photographs. It has emerged as an excellent reference source for the students to get a peep into the history of the college.

The Practice:- A memorabilia was published in the session 2019-20 to commemorate the 550th incarnation of Sri Guru Nanak Dev Ji on the occasion of the 50th anniversary of the college. The souvenir features the traditions and culture and the treasured memories of the institution through vibrant color scheme and photographic arrangement. From page 1 to page 9 are messages of eminent personalities. Pages 10 to 25 are adorned with the pictures of the staff, surroundings, special guests, achievements of the scholars including each and every activity organized by the college. Pages 26 to 28 contain information about each cell of the college in written as well as pictorial form. Pages 31 and 32 offer a panoramic view of various programs organized in the college campus. Page 33, details about the collaborators of the institution. Pages 34 and 35 provide information about all the educational institutions that come under the aegis of 'Guru Hargobind Education Council', Palahi. Page 3 cites the achievements of the college, published in various newspapers.

Evidence:- The unveiling ceremony was headed by Union Minister of State for Commerce and Industry, Som Prakash. In addition to this, the chairman of Jagat Singh Palahi Memorial Trust and son of the late Mr. Jagat Singh Palahi, Mr. Jagtar Singh Bains came from Canada to attend this ceremony. The President of the College Management Committee, Mr. Jatinderpal Singh Palahi, on behalf of the college Management Committee congratulated the college faculty on the completion of this noteworthy task and expressed his gratitude to Mr. Som Prakash on being a part of this memorable occasion.

Problems encountered and resources required:- Publishing any Souvenir is not a simple task. To do this task a committee was constituted under the able guidance of Dr. Swinder Singh, Head, Commerce Department. This committee, with its diligence and dedication, explored the 50 years' old history of the college and gathered valuable information. The most difficult and challenging task was the way to compress the maximum amount of information into a limited number of pages.

File Description	Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

It is a well known fact that sports has a significant place among the curricular and extra-curricular activities. Sports activities help the students in developing physical skills, teamwork spirit, and stronger time management skills. These activities also boost their fitness and give them an opportunity to explore their strengths in the field of sports. The institution holds a distinctive position in the field of sports, especially football. The institution has its own football team and a football academy, 'S. Jagat Singh Palahi Football Academy' after the name of founder chairman of the college, Late Sardar Jagat Singh Palahi, that is registered with Punjab Football Association (PFA), an organ of All India Football Federation (AIFF). The college football team participates in all inter- college and inter-university tournaments whereas S. Jagat Singh Palahi Academy takes part in various district/state/national level contests organised by All India Football Federation. In the session 2016-17, the college renovated its sports stadium. The College also has a sports hostel which provides free accomodation and healthy diet to the student players. At present, 25 boys are staying at the hostel.

Under the able guidance of the Coach, Mr. Avtar Singh, retired Deputy Commandant BSF, the football academy is doing exceptionally well.

* A student named Harjinder Singh from the college football team played in All India Inter University Competition in the session 2016-17

* The academy bagged second position in 30th Phagwara Football Cup in the session 2016-17

* Group B winner in 13th JCT Division II, Football League, 2016-17 and promoted to 30th JCT Punjab State League.

* The team stood First in 17th S. Charanjit Singh Bassi All India Open Football Tournament, Phagwara in the session 2016-17

* The academy bagged second position in 14th JCT Punjab State Division II Football League in the session 2017- 18

* Won third position in the 10th All India Satluj Football Tournament, Kharar in the session 2017- 18

* Group B winner in 16th JCT Division II, Football League, 2019-20 and promoted to 33th JCT Punjab State League.

* The team bagged third position in inter- college, Guru Nanak Dev University Championship in the session 2019- 20

* A Football Tournament dedicated to the 550th birth anniversary of Sri Guru Nanak Dev Ji was organised by the academy in the session 2019- 20.

Following teams participated in this tournament:

1. Guru Nanak Dev University Amritsar

2. Panjab University Chandigarh

3. Punjabi University Patiala

4. Sant Baba Bhag Singh University

5. Jagat Singh Palahi Football Academy

6. International Football Club Phagwara

7. S.A.S.J Football Club Phagwara

8. Doaba Football Club Mehtianna

In the final match, S. Jagat Singh Palahi Football Academy defeated Guru Nanak Dev University, Amritsar, and got a cash prize of Rs 31,000 and a trophy.

* Three players named Damanpreet Singh, Shamsheer Singh and Jashandeep Singh were selected for Khelo India Youth Games under 21, 2020 and the team won Gold medal.

* Two student players named Jashandeep Singh and Damanpreet Singh participated in Khelo India University Games, 2020.

* Two students, Damanpreet Singh and Jashandeep Singh were selected and played in All India Inter University Football Championship, 2019-20.

- * Stood Group Runners-Up in 34th JCT Punjab State Super League (Tier II), 2020-21 and qualified for Tier- 1, 35th JCT Punjab State Super Football League.**
- * Stood second in 1st JCT Punjab Youth League in the session 2020-21**
- * Stood second in 35th JCT Punjab State Super Football League, 2021-22**
- * Stood First in Inter- College, Guru Nanak Dev University Football Championship in the session 2021-22**
- * Winner of Phagwara Football Cup, 2021-22**
- * Four students named Jashandeep Singh, Tarun Salathia, Jang Bahadur and Shamsher Singh were selected for Santosh Trophy North Zone.**
- * Three students palyed in 75th National Football Championship, Hero Santosh Trophy 2021-22.**
- * Five students, Jashandeep Singh, Tarun salathia, Jang Bahadur, Shamsher Singh and Manjot Singh played at interversity level in All India Inter Univeristy Level Football Championship 2021-22.**

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

1. Guru Nanak College, Sukhchainana Sahib, Phagwara has its distinctive place among all the institutions of area as it offers opportunities to students of rural as well as urban city area in academics as well as sports. Our students have brought laurels to the college in different spheres.
2. In order to promote sports culture, college football team is registered with PFA since 2014. It is a nursery of national level players. It has shown tremendous progress with the passage of time. We are further planning to expand the arena of sports by including other sports disciplines as well.
3. The institution further plans to introduce more vocational courses to provide wider choice to our students.
4. We are further planning to strengthen the placement cell of the college and industry linkage.
5. In future, more infrastructural facilities will be created for the students.
6. During Covid-19, our students distributed masks, soaps and sanitizer bottles to local people and sensitized them towards hygiene and cleanliness.
7. The institution regularly helps local government and NGOs by sharing its resources, infrastructure and campus for their use because we follow sharing is caring.
8. The college adheres to the philosophy of peace, harmony and sustainability and impart value based education to students not only theoretically but also practically.

Concluding Remarks :

The institution was established in 1970 and has its inception on the 500th birth anniversary of Sri Guru Nanak Dev Ji. Its mission is based on the ethics of First Sikh Guru, Sri Guru Nanak Dev Ji - 'Nam Japna' (recitation and to dwell on the name of true lord), 'Kirat Karna' (Importance and dignity of self-work) and 'Vand Shakna' (sharing of your resources with others). Its foundation was laid to impart education and to shape human personality according to the teachings of great Sikh Guru Sri Guru Nanak Dev Ji. Following the vision of its founders, it caters to the needs of the youth of the area aspiring to pursue higher education at highly affordable and subsidized cost, particularly the under privileged section of society. A number of distinctions and merit positions in university examination, distinguished achievements in sports alongwith remarkable feats of our students in extra curricular and co-curricular activities are a testimony to the continuous and sustainable track record of the institution.

Initiated with a meagre strength of students, the institution has continuously marched forward on the road towards progression by adopting new strategies with changing times and not loosing touch with our deep rooted traditions and values.