



## YEARLY STATUS REPORT - 2021-2022

| <b>Part A</b>  |   |
|--|---|
| <b>Data of the Institution</b>                       |   |
| <b>1.Name of the Institution</b>                     | GIANI KARTAR SINGH MEMORIAL<br>GOVERNMENT COLLEGE |
| • Name of the Head of the institution                | DR. BIKRAM SINGH VIRK                             |
| • Designation  | PRINCIPAL   |
| • Does the institution function from its own campus? | Yes   |
| • Phone no./Alternate phone no.                      | 01886222024                                       |
| • Mobile no  | 9814441141  |
| • Registered e-mail                                  | gctandaurmur@gmail.com                            |
| • Alternate e-mail                                   | waliashaifali@gmail.com                           |
| • Address  | G.K.S.M. GOVT. COLLEGE TANDA<br>URMAR             |
| • City/Town  | TANDA URMAR                                       |
| • State/UT   | PUNJAB  |
| • Pin Code   | 144204  |
| <b>2.Institutional status</b>                        |   |
| • Affiliated /Constituent                            | AFFILIATED  |
| • Type of Institution                                | Co-education                                      |
| • Location   | Urban   |

|   |   |                |                             |               |             |
|---|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status  | UGC 2f and 12(B)  |                |                             |               |             |
| • Name of the Affiliating University  | PANJAB UNIVERSITY CHANDIGARH  |                |                             |               |             |
| • Name of the IQAC Coordinator  | PARVINDER KAUR  |                |                             |               |             |
| • Phone No.   | 01886222024   |                |                             |               |             |
| • Alternate phone No.   | 9417825907  |                |                             |               |             |
| • Mobile  | 8427998731  |                |                             |               |             |
| • IQAC e-mail address   | gctandaurmur@gmail.com  |                |                             |               |             |
| • Alternate Email address   | waliashaifali@gmail.com   |                |                             |               |             |
| <b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="http://gctanda.ac.in/downloads/NAAC/aqar/AQAR-Finally-Submitted-Report-Session-2020-21.pdf">http://gctanda.ac.in/downloads/NAAC/aqar/AQAR-Finally-Submitted-Report-Session-2020-21.pdf</a> |                |                             |               |             |
| <b>4. Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:   | <a href="http://gctanda.ac.in/downloads/NAAC/calendars/revised-academic-calendar-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/calendars/revised-academic-calendar-2021-22.pdf</a>               |                |                             |               |             |
| <b>5. Accreditation Details</b>   |   |                |                             |               |             |
| Cycle   | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1   | B+  | 76.15          | 2006                        | 02/02/2006    | 30/01/2011  |
| Cycle 2   | B   | 2.40           | 2015                        | 01/05/2015    | 30/04/2020  |
| <b>6. Date of Establishment of IQAC</b>   |   |                | 15/09/2005                  |               |             |
| <b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty   | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| NIL   | NIL   | NIL            | NIL                         | NIL           |             |
| <b>8. Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |

|   |                           |  |
|---|---------------------------|--|
| <ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>   | <a href="#">View File</a> |  |
| <b>9.No. of IQAC meetings held during the year</b>  | <b>1</b>                  |  |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>  | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | <a href="#">View File</a> |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>No</b>                 |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>  |                           |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                           |  |
| .1)Strengthening of the Academics. 2)Ensuring the pupil's overall development. 3)To create a cleaner and greener environment. 4)Main initiatives to support students and instructors learning and teaching online. 5)The initiatives for WiFi connectivity on college campuses. |                           |  |
| <b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>   |                           |  |
|   |                           |  |

| Plan of Action   | Achievements/Outcomes   |
|--|---|
| <p data-bbox="181 237 673 309"><b>N.S.S. Activities in the premises of college</b></p> | <p data-bbox="799 237 1452 1691">The N.S.S. unit of the college worked hard to achieve its goals . On 6 April,2022 students of N.S.S. and B.Sc. Agriculture made a visit to vermicompost unit to observe how they can enhance the quality of their land. On 13 April,2022 a seminar was conducted by Political Science Department on B.R. Ambedkar's contribution to Indian society. Various activities were done by N.S.S. students like Poster Making and Slogan Writing on the occasion of Swachhta Abhiyaan. On 20 April ,2022 under the scheme of EBSB formation N.S.S. students participated in seminar on Eco-culture of Andhra Pradesh. On 2 June,2022 N.S.S. students attended a lecture to alleviate mental stress during the exams by Prof. Rubin. On 29 April,2022 a dustbin display was executed by our team in the lawns and at different places. In the month of June a seminar was also organized for N.S.S. students on the role of parents in exams. On 10th June,2022 death anniversary of Giani Kartar Singh was observed in which N.S.S. students cleaned the Smadh of Giani Kartar Singh.</p> |
| <p data-bbox="252 1727 600 1758"><b>N.C.C. Activities</b></p>                          | <p data-bbox="799 1727 1452 2056">Our College is running successfully both the wings for boys and girls. On 23 Jan,2022 two cadets of N.C.C. were selected for Republic Day Parade. On 1 Feburary,2022 tree plantation drive was organized by N.C.C. and Red Ribbon Club in</p>   |

|  |   |
|--|---|
|  | campus. .   |
| <b>Azadi ka Amrit Mahtosav</b>   | An online poetry competition was held on Guru Teg Bahadur by department of Punjabi. To commemorate 75th Independence Anniversary, a slogan writing competition was held by Red Ribbon Club.   |
| <b>Cultural and Co-curricular Activities</b>                                 | In Zonal Youth festival our students came out with flying colours. Heritage quiz, Indian Classical Music got first prize. Fine Arts department and Music department also got prizes. On 4 August, 2021 a drug campaign was held under Buddy Program. On 4 August, 2021 Guru Teg Bahadur birth Centenary was celebrated by Punjabi department. On 18 June, 2021 voter awareness camp was held by SVEEP incharge in which students were motivated to use their right of vote. |
| <b>The college Magazine</b>  | A college magazine gives an excellent opportunity to the budding young writers of the college to hone their creative skills. The college takes out Tarika Mandal regularly. In this session too, college published its Tarika Mandal under the able leadership of Principal Dr. Bikram Singh Virk.  |
| <b>13. Whether the AQAR was placed before statutory body?</b>                | <b>Yes</b>  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul> |   |
| <b>Name</b>  | <b>Date of meeting(s)</b>   |
| <b>Nil</b>   | <b>05/11/2022</b>   |

**14. Whether institutional data submitted to AISHE**

| Year    | Date of Submission |
|---------|--------------------|
| 2021-22 | 09/12/2022         |

**15. Multidisciplinary / interdisciplinary**

GKSM Government College is a multidisciplinary college offering courses at Undergraduate and Postgraduate level in three streams:

**Humanities :**

- BA
- BA (Hons.) in English and Political Science

**Masters Programme**

- :Political Science

**Sciences and Information Technology:**

- B.Sc. Medical B.Sc Non-Medical
- P.G.D.C.A.
- B.Sc. Agriculture

**Commerce:**

- B.Com. B.Com Hons.

**This year three skill development certificate courses:**

- Office Automation and E- Governance,
- Certificate course in Mushroom Cultivation and
- Creative writing and Content Development are being run in the college under Jagat Guru Nanak Dev Punajb State open University.

**16. Academic bank of credits (ABC):**

Academic bank of credits will be adopted and implemented by our college when Panjab University, Chandigarh provides directions to implement the same.

**17. Skill development:**

The two skill-based programmes at our college are PGDCA and B.Sc Agriculture. For those who desire to pursue a career in the IT

sector, a Post Graduate Diploma in Computer Application is a specialized program. Students enrolling in the course have a wide range of professional options to choose from. They may work as web developers, web designers, computer language programmers, computer programmers, software developers, ethical hackers and many others.

Graduates of B.Sc Agriculture programs might find employment in both the public and private sectors as Block Development Officers (BDO) and Agriculture Development Officers (ADO) etc. Those who are interested in continuing their education after completing B.Sc. can choose from a number of government and private universities, M.Sc. programs, which include opportunities for pursuing research and teaching.

#### **18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Our college offers Punjabi, Hindi and Sanskrit languages and Philosophy subjects like for the promotion of integration of Indian Knowledge system. In Philosophy and Sanskrit the students are introduced to and taught various Indian philosophical schools such as Yoga, Samkhya, Vaisheshika, Charvaka, Jainism, Buddhism, Nitishatkam, Aprikshitbarkam, Srimadbhagvadgeeta, Raghuvansham etc. The medium of the teaching in the college is Punjabi, Hindi and English. Many different activities are carried out under the programs like Ek Bharat Shrestha Bharat, Atamnirbhar Bharat with the collaboration of N.C.C unit for promotion of Indian traditions, culture and values. Under the program Ek Bharat Shrestha Bharat our college collaborated with Andhra Pradesh (Govt Degree Rajampeta college). Under this initiative activities focusing on culture and other facts of life of Andhra Pradesh were organised.

#### **19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):**

Understanding learning objectives is essential, as is being able to distinguish them from LEARNING OUT, which is accomplished through curriculum design. Consequently, OBE is a technique that aims to enhance students learning experiences by achieving learning outcomes through curriculum design. The college faculty aims at delivering the course content in such a way that enables students to achieve their objectives both throughout the course of study and upon completion of the program. The goal is to develop students holistically so that they can become useful assets for the country, going beyond the classroom model.

| <b>20.Distance education/online education:</b>   |                           |
|--|---------------------------|
| <p>Our college only offers standard programs like B.A, B.Sc, PGDCA and M.A. Our institute does not provide any course through distance learning. Due to an unexpected lockdown brought on by the COVID-19 epidemic, the full academic year 2020-2021 was taught online..E-content was made available to students in sufficient amounts to aid in their knowledge. Both Online as well as offline testing were used for the mid-term evaluation. Additionally an online format was used for the University's semester exam. Also a number of extra curricular activities were conducted online.</p> |                           |
| <b>Extended Profile</b>  |                           |
| <b>1.Programme</b>   |                           |
| 1.1  | <b>382</b>                |
| Number of courses offered by the institution across all programs during the year   |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| <b>2.Student</b>   |                           |
| 2.1  | <b>1102</b>               |
| Number of students during the year   |                           |
| File Description   | Documents                 |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |
| 2.2  | <b>388</b>                |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year   |                           |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| 2.3  | <b>328</b>                |
| Number of outgoing/ final year students during the year  |                           |



| File Description   | Documents                 |
|--|---------------------------|
| Data Template  | <a href="#">View File</a> |
| <b>3.Academic</b>  |                           |
| 3.1<br>Number of full time teachers during the year                      | <b>48</b>                 |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| 3.2<br>Number of sanctioned posts during the year                        | <b>49</b>                 |
| File Description   | Documents                 |
| Data Template  | <a href="#">View File</a> |
| <b>4.Institution</b>   |                           |
| 4.1<br>Total number of Classrooms and Seminar halls                      | <b>41</b>                 |
| 4.2<br>Total expenditure excluding salary during the year (INR in lakhs) | <b>220910</b>             |
| 4.3<br>Total number of computers on campus for academic purposes         | <b>52</b>                 |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our college is affiliated to Panjab University, Chandigarh so we follow the Academic Calendar designed by it. We undertake following measures for effective delivery of the university curriculum at college level:

- There is a timetable committee which prepares the timetable as per workload for the academic session.
- A Comprehensive teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practicals.
- The Principal addresses the newly admitted students at the beginning of every session. This program orients the students about the facilities available, code of conduct and discipline and extra curricular activities.
- The faculty members devote quite a few lectures to the introduction of curriculum.
- Periodical meetings of Heads of the Departments are held with the Principal to review and discuss the curriculum delivery.
- Intra departmental meetings for the review of the teaching, planning, unit test, seminars etc. are also conducted.
- Assignments, seminars and projects are given to the students under the supervision of the faculty according to the syllabus.
- ICT is used for effective teaching by the teachers of certain departments.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- This year three skill development certificate courses- Office Automation and E- Governance, Certificate course in Mushroom Cultivation and Creative writing and Content Development are being run in the college under Jagat Guru Nanak Dev Punjab State open university.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, internship schedule and dates for semester-end examinations. Our College follows the calendar issued by the university strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). Every department prepares its calendar. The

department calendar comprises syllabus division, guest lectures, class tests, industrial visits, other co- curricular and extra curricular activities. The internal assessment of the students is sent to the university by the teachers on the basis of their performance in the unit tests, assignments, projects, quizzes and their regularity in the classroom. Department heads closely supervise and monitor the completion of the syllabus as per the plan prepared by the department. Syllabus coverage for CIE is decided in advance and faculty members adhere to it. Internal assessment test(IA), assignments and seminars are part of Continuous Internal Evaluation(CIE) of students.

The Principal through the academic council meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university the institute incorporates the necessary changes accordingly.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

**1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

22

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

3

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded          |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

154

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

## 1.3 - Curriculum Enrichment

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

The college is affiliated to Panjab University and has to follow the syllabus framed by the university. Working within these limitations, the college does its best to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. It is mandatory for all the under graduate students to clear the paper "Environment, Road safety Education, Violence against Women/ Children and Drug Abuse" before they are awarded their degree by the university. A Woman Safety Cell is very much in place in the college to address the problems and grievances of the girl students.

The college also promotes environmental protection through tree plantation and cleanliness campaigns undertaken by the NSS unit within the college from time to time. A dustbin display this year was held in the college campus by the units of NCC and NSS.

The college also makes efforts for integration of ethical and human values through extra-curricular activities. Poster making competition on the topics of AIDS, drugs, blood donation awareness were organized this year by the department of Fine Arts and Red Ribbon club. A signature campaign was launched by SVEEP on the topic "Vote for Better India". Anti-drug week was observed in the college under Buddy Program. Punjabi Maah was celebrated in the college.

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | <a href="#">View File</a> |

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

4

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses  | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |

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

111

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

D. Any 1 of the above

| File Description  | Documents   |
|---|---|
| URL for stakeholder feedback report   | <a href="http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management | No File Uploaded  |
| Any additional information  | No File Uploaded  |

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

### C. Feedback collected and analyzed

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf</a> |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of students admitted during the year

1102

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | No File Uploaded          |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

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

798

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

### 2.2 - Catering to Student Diversity

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

The departments assess the learning levels of students in two ways at the time of the commencement of the program. Students enrolled in the departments are identified as slow and advanced learners based

on the degree of marks obtained. Advanced learners and slow learners are also identified as per their responses in the classroom as well as the performance in the unit test and internal examinations. Following activities are done by teachers for slow learner students, individual counselling, extra time, group discussion session, internal examination process, encouragement in NSS, sports and cultural activities, extra library books/book bank etc. Advanced learners are provided advanced notes, seminar sessions, participative learning sessions, group discussion sessions, extra library books in order to enhance their confidence level and develop their overall personality.

The departments also use monitoring and mentoring to keep track of slow learners progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching is taken up, if required. Tutoring by peers, senior students and mentors is offered. Corrected assignments and answer scripts are shared with each student and discussed to enable students to recognize their problem areas and improve. Faculty makes it a point to be patient and accessible to students personally, over the phone, mail and social apps.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1102               | 48                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 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

Teaching learning methods adopted by the faculty members include lecture method, interactive method, project based learning, computer



based assisted learning, experiential learning etc. at time lessins are tiught PowerPoint presentations to make learning intresting.

**Lecture method:**The conventional method is commonly adopted by all teachers. This method facilitates the teacher to interpret, explain and revise the content of a text for better understanding of the subject by the learners.

**Interactive method:**The faculty members make learning interactive with students by motivating student participation in group discussion, role play, subject quiz, news analysis, discussion, and questions and answers on current affairs.

**Experiential learning:** The department communicates the following experiential learning practices to improve creativity and cognitive levels of the student- industrial visit, project work, field work, experiments in science labs.

**Participatory learning:** In this type of learning, students participate in different activities such as seminars, group discussions, projects and skill based add on courses. Students are encouraged to participate in activities where they can use their specialised technical or management skills.

**Problem solving methods:** The institute is providing innovative student centric methods such as workshops, seminars, guest lectures, peer learning groups, project-based learning, poster presentation, public speaking to encourage participative, problem-solving and experiential learning.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

Teachers routinely combine technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following ICT tools are used by the Institution.

1. Projectors- 04 projectors are available in different classrooms/labs
2. Desktop computers - Arranged at Computer Labs and Faculty cabins all over the campus.
3. Printers- They are installed at labs, in the office.
4. Photocopier machines - There is photostat machine available in the campus.
5. Scanners- Multifunctional printers are available at all prominent places.
6. Seminar Rooms-Two seminar halls are equipped with all digital facilities.
7. Online Classes through Zoom, Google Meet.
8. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.
9. Seminar and Conference rooms are also used for various competitions , regularly organized for students.
10. Recordings of video lectures are made available to students for long term learning.
11. Teachers also share the lectures made by them on YouTube .

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

48

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

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

48

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

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

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

6

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

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

#### 2.4.3.1 - Total experience of full-time teachers

737

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

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

Transparency initiatives at institutlevel:

The college follows the modalities of internal assessment as prescribed by Panjab University, Chandigarh with which it is affiliated. The internal assessment was made by the teacher on the basis of assignment and class tests. This year assignments were given to the students through offline as well as online modes like WhatsApp, google meets, emails and by discussing them with students both in classrooms and telephonically as the semester teaching was in blended mode due to Covid-19 pandemic.

Mid semester tests were conducted in offline mode, the answer sheets were evaluated by the teachers and discussed with the students in the classes. The teachers also discussed the question paper in detail with the students and gave them necessary tips to improve their performance in in university examinations.

This time the odd semester examinations were conducted online and even the semester tests were conducted in offline mode. University notices and circulars related to the examinations and other related information are circulated by the faculty in their respective online forums as well as displayed on the college notice board and departmental notice board.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

The college has a mechanism to deal with the internal examination related grievances. The grievances of the students regarding marking/evaluation are addressed by the concerned teachers. The answer sheets of such students are assessed by the faculty once again in the presence of the student. Sometimes, the HOD may have to intervene and get the sheet marked by another course teacher.

All the discrepancies regarding external examination are resolved by the college in the following manner:

(a) Before Examination:

Common grievances of students before the examination are late application form filing, non-receipt of admit card of examinations or wrong entries in the same. In all cases, grievances are communicated to University Examination Section and resolved at the earliest.

(b) Theory Examination

The college instantly reports to Controller of Examinations of the University, if there are any grievances regarding question paper of any subject. Grievances regarding question papers include questions asked out of syllabus, typing errors, etc.

(c) After Result Declaration

If any student has objection regarding his university result , he/she comes to College Registrar for the same. College Registrar addresses their issues. If students are not satisfied about their marks, he/she may apply for revaluation to the university. In other cases like absentees' case, the application of student is forwarded to university for re-examination of the student.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

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

**PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES**

### Mechanism of Communication:

The programme outcomes are communicated to the first year students at the commencement of the programme. At least five hours are spent by the teachers for introducing the subject to the students. Learning Outcomes of the programme and courses are observed and measured periodically. The importance of the learning outcomes has been communicated about to the teachers in every IQAC Meetings and staff meeting. The students are also communicated about the Programme Outcomes, Programme specific outcomes and course outcomes through Tutorial Meetings. Programme outcomes depend upon the nature of course and subject concerned. The programme Specific Outcomes are also closely related to the content of the syllabus.

| File Description  | Documents   |
|---|---|
| Upload any additional information                       | <a href="#">View File</a>   |
| Paste link for Additional information                   | <a href="http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/">http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/</a> |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded  |

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

1. The Programme Outcomes and Course Outcomes are mentioned by the affiliating University. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects.

2. The copies of the syllabi are kept in the department. However, the students can download the syllabus from the Website of Panjab University.

3 Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students.

It is also given in the syllabus of each subject.

4 Following are the evaluation processes of PO, PSO and CO. for post-graduate courses

- (i) Seminar presentation.
- (ii) Short Quizzes or objective type questions.
- (iii) Home assignments/tutorials/ Extension Work.
- (iv) Project work if provided in syllabus.

5. For under-graduate courses

- (i.) Unit test each semester.
- (ii) Black-board presentation
- (III) Quizzes or objective type questions, if needed.
- (iv) Field /Project work if provided in syllabus.
- (v) The examinations and result of university also measure the of attainment of CO, Po and PSO.
- (vi) Learning outcomes are discussed and closely analysed by the Principal and members of the Faculty during the periodic meetings in order to improve upon them in an effective manner.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional information | <a href="http://gctanda.ac.in/NAAC/other/Syllabi/2021">http://gctanda.ac.in/NAAC/other/Syllabi/2021</a><br>-22/ |

### 2.6.3 - Pass percentage of Students during the year

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

305

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="http://gctanda.ac.in/downloads/NAAC/other/Academic-Results/Academic-Result-Session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Academic-Results/Academic-Result-Session-2021-22.pdf</a> |

## 2.7 - Student Satisfaction Survey

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

<http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

**3.1.2.1 - Number of teachers recognized as research guides**

NIL



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

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

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

0

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

## 3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for innovations following are some examples of them.

1. Human resource development- The college faculty comprises permanent teachers recruited by PPSC. To address the shortage of teaching staff, the college hires guest faculty through an elaborate selection process that involves careful scrutiny of applications. The faculty members are always encouraged to present papers at national and international seminars. They have an easy access to Wi-Fi connectivity. Many of them are pursuing their and M. Phils and Ph.Ds.

2. Performance based assessment system (PBAS) - This system encourages faculty members to enhance their teaching, research and administrative skills. As per UGC guidelines, the API score of the teachers forms the base of their promotion. Members are encouraged to undergo professional development programmes, to organize and

participate in conferences, seminars and workshops.

### 3. Some other initiatives include:

The students are also encouraged to do a thorough job while delineating their projects and field work that are part of their coursework.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

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

**NIL**

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

### 3.3 - Research Publications and Awards

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

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

**0**

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

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

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

**NIL**

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

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

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

**8**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

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

The college creates community awareness and responsibility towards society among its students through extension activities, including the National Service Scheme (NSS) and National Cadet Corps (NCC)

units. NSS volunteers address cleanliness, tree planting, and water conservation on campus. The NCC unit develops the qualities of leadership, patriotism, discipline, and selfless services among the students by organizing activities like tree planting and road safety awareness.

This year under the Buddy programme, an online webinar was conducted on drug abuse and illicit trafficking. A poster making competition was organised jointly by the department of Fine arts and red ribbon club on the topic of AIDS. A dustbin display was organised in the college by the units of NCC and NSS to spread awareness about cleanliness in college. A signature campaign was organised in the college by SVEEP under the Vote for better India programme. A lecture on reducing stress before exams was delivered under the scheme 'Ek Bharat Shresth Bharat'. All these activities not only helped in developing confidence among students but also generated awareness among them regarding the society that they live in and their responsibility towards it.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

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

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

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

5

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

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

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

93

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.5 - Collaboration

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

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

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

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

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

0

| File Description   | Documents        |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | No File Uploaded |
| Any additional information   | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate physical and academic facilities to run different programs. The college campus area is 43 acres. The various departments in Arts, Commerce and Science streams are located in the separate blocks. The classrooms, laboratories and seminar halls are well equipped along with Internet facility. Besides the building, the college has spacious playgrounds for sports activities. The college has cultivated an atmosphere providing the importance to extra curricular and support services organized by departments of National Service Scheme and National Cadet Corps. The college campus is well maintained with clean and neat atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. The college is well equipped with physical and technology enabled infrastructure that

supports the existing academic programmes and administration to run smoothly.

Well-furnished 23 classrooms.

02 ICT enabled conference hall .

02 ICT enabled laboratories.

Spacious seating arrangements with the quality furniture.

Cleanliness, light and ventilation facilities are maintained in the classrooms and laboratories.

Black Boards, White Boards and Green Boards are available in the classrooms.

A well-furnished computerized administrative office along with ICT enabled office of the Principal.

Well-equipped 07 Laboratories i.e. Chemistry, Botany, Physics, Zoology, Computer Science, Geography and Agriculture. This year the college added a brand new computer dept. with two big laboratories.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

The institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium etc. We give its details below:

1. SPORTS FACILITIES College encourages sports activities. The college has huge playground, a stadium and an indoor gymnasium. A number of players have played district, university, state and even national level games. The college provides facilities for indoor games as well as games. Some of the outdoor games are:

Football,

Athletics,

Gatka,

Cross country,

Shooting.

Badminton

Weight lifting

Boxing

Wushu

Cultural PROGRAMS To conduct cultural activities in the college, there is a cultural committee. This committee makes arrangement for training the students to take part in various competitions of debate, rangoli, painting, mehendi, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc. The preparation for music items is carried out in the Music Departments of the college.

List of equipment in the Music room

Harmonium

Manual and Electronic Tabla

Manual and Electronic Taanpura

Sitar

Pakhavaj

Dholak

Plate tarang

Pipe Tarang

Nagara

Swarmandal



**.Gymnasium**

There is an indoor gymnasium in the campus. Our athletes and gymnasts spend long hours practice under the supervision of their teachers and coaches.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

06

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded          |

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

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

220910

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | No File Uploaded          |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded          |

## 4.2 - Library as a Learning Resource

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

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

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

E. None of the above

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

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

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

0.11230

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Audited statements of accounts   | No File Uploaded          |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded          |

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

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

63

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | No File Uploaded          |

#### 4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. There are 2 digitally equipped laboratories, 01-digitally equipped conference hall and 01-digitally equipped Podium Hall available in the college. A well equipped 01computer lab is also functioning in the college. The college building and the library are facilitated with the Wi-Fi connectivity. There is open access of Wi-Fi connectivity to all students and the staff members of the college. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed. Following are some basic facilities for updation of its IT facilities. Computers are formatted on regular basis. Antivirus is regularly installed in computers. This year too, the college upgraded its IT facilities and purchased six new computers and new WiFi connections

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

**4.3.2 - Number of Computers**

52

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| List of Computers                 | No File Uploaded          |

**4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS**

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded          |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

220910

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts  | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

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

**The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities**

**A. Classroom management:** Classroom, being the most primary and important work space, is managed properly and carefully. The spacious classrooms of the college are well equipped. Cleaning and maintenance of the classrooms are done on a regular basis. Timely repairs and replacements are carried out. Various Committees are formed time to time for the maintenance and upgradation

**B. Laboratory :** As the College has five Science departments, the Laboratory policy forms the core in the working of the institution. The laboratories have several instruments and equipment, the same are maintained through Committees.

1. The fire extinguishers are provided in laboratories to control the accident.

2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

**C. Library :** For overall smooth functioning of the library, it is divided into two main sections:-

#### Reference Section

**Reading Section:** The library of the college has its own mechanisms and system in place to make purchases based on the courses offered check on the facilities to be provided for the students and the staff.

**D Sports:** Sports committee looks after the maintaining the sports grounds and the equipments and also for the purchase of the sports equipments.

**E Computers:** the maintenance and purchase of the computers is carried out on regular basis by the purchasing committee.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

442

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

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

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

0

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

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

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to Institutional website   | <a href="http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf</a> |
| Any additional information  | No File Uploaded  |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

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

685

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

160

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

4

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | No File Uploaded          |
| Upload any additional information                            | No File Uploaded          |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

15

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

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



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

0

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

**5.3 - Student Participation and Activities**

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

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

24

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

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

The important events of the institution such as the annual day, prize distribution ceremony, youth festival, teeyan celebration, publication of college magazine and annual sports meet etc. are

carried out successfully with the help of students and faculty members. Sports activities such as weight lifting, ghatka, athletics, badminton, boxing are organised at the institutional level with the help of students and faculty members. Cultural activities like youth festival and teeyan celebration include folk dances, folk songs and various activities like on the spot painting, still life, cartooning, rangoli competition are organised with the support of student council and staff members. Such activities boost and encourage students to take part in inter college competitions both cultural and sports. Annual college magazine was published under the name Tarika Mandal with the help of various students (as sub editors) and faculty members (editors) from different streams.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

6

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | No File Uploaded          |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

## 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

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**6.1 - Institutional Vision and Leadership**

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

The College follows its vision and mission to servestudents better. The governance of the college matches the vision and the mission of the collge. Our vision and mission are as follows:

**Mission**

To impart character-oriented and career-oriented value education, suitable to the needs of society, helpful in promoting creativity and a sense of social responsibility and in creating a positive attitude towards life leading to all-round development of the students.

**Vision**

Achieving excellence in education and helping students in the flowering of their latent talents and abilities.

The vision and mission statements of the college are communicated to students, staff and other stakeholders through the college prospectus and magazine.

**Objectives**

The following are the goals and objectives of the institution:

1. Focusing on quality education.
2. Cultivating critical and analytical thinking among students.
3. Enabling the students to be physically fit and mentally alert.
4. Equipping the learner with social sensitivity and responsibility.
5. Inculcating core values.
6. Instilling a quest for excellence.

The college being an affiliated college, the curriculum designing authority is the university. The Principal holds meetings with senior members of the faculty in the beginning of the session to frame the policy for effective implementation of the curriculum provided by the affiliating university. Due consideration is given to the academic calendar regarding unitization of syllabi, teaching, house tests, monthly tests etc.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The academic staff council, which is comprised of the principal, vice principal and other senior staff members ensures effective decentralized and participative structure in our college. Powers are then delegated to the relevant bodies from there. The important decisions relating to the welfare of the college are made by this council, which serves as the governing body. The academic staff council and a well-defined committee system are used by the college principal. These make the system transparent and governable in accordance with the demands of the college. The university provides the academic calendar, which the institution uses. It includes information on admission dates, course schedules, semester exam dates, and inter-college sporting events. The head of department oversees all activities related to his department. The person in charge of the time-table provides time-table, which is strictly followed by the college staff.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college envisages a strategic plan which focuses on the all-round development of our college. We planned projects like white-wash of the college building and sign boards. Solar light panels were also installed. With the help of forest department, beautification of entrance road was completed and road shoulders were sealed with interlock tiles. Other projects included paint and polish of college site plan, revamping of college notice boards, plantation drive to beautify college campus, compilation of the new Computer Block with the help of RUSA grant. All these projects were completed well in time. Our institutional strategic plan includes construction of 3 parking sheds for students, construction of a library room, construction of around 570 metres of boundary wall and a new indoor gym. All these projects are to be completed in the near future.

Apart from the above-mentioned plans, the institution has been using the most recent teaching methodologies, such as virtual lessons delivered via smart boards, for intellectual development. and using electronic information to provide hybrid teaching. Our college has initiated short-term courses in the current academic session to make learning more experiential and prepare students for industry. Additionally, expert seminars are planned to inform pupils of the most recent advancements in business. The sports department of the college has been actively working with the students and has brought laurels to the institution on many occasions.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded          |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | <a href="#">View File</a> |

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

The college has a well-framed hierarchical organisation to help the institution work towards setting targets and ensure effortless implementation of the specified targets.

- College follows service rules, conduct rules and procedure under DPI colleges, UGC and Panjab University Chandigarh.
- The Principal of the institute, staff council and IQAC supervise academic departments, committees, offices and different cells established in the college.
- Principal as the head of the administrative committees and teaching learning process pays much attention to administration and functioning of academics. Heads of all the departments and the office superintendent help the principal in this process.
- Our College library has 47000 books, subscribes to 6 newspapers and a number of magazines. It has a large spacious reading hall for students and a different reading room for the faculty members.
- Anti Ragging cell, Discipline Committee, Proctorial Committee work for smooth functioning of the institute. The objective of these committees is to ensure that no violation of rules takes place within the college campus and towards addressing and handling grievances if any.
- Non-teaching staff includes administrative personnel (dealing with establishment, Fees, examination, accounts and Employee Records), Senior and Junior Lab Attendants and class IV staff work together with great zeal. They ensure consistent and harmonious coordination with teaching bodies and students.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the institution webpage | <a href="http://gctanda.ac.in/downloads/NAAC/other/College-Comittees/Institutional-Bodies-6.2.2-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/College-Comittees/Institutional-Bodies-6.2.2-2021-22.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance and  
Accounts Student Admission and Support  
Examination**

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning)Document   | No File Uploaded          |
| Screen shots of user inter faces   | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

The College offers a variety of welfare programs for its teachers, non-teaching employees and support workers. More information on these programs is provided below: For both teaching and non-teaching personnel

1. For all regular government workers, G.I.S., G.P.F., gratuities, and pensions
2. For all Regular Government workers, a fixed medical allowance and a mobile allowance
3. Employees are covered under EPF Scheme.
4. Provision of casual leave, Duty leave, Maternity leave, Compensatory leave, Earned Leave and Medical leave.
5. Medi-claim Health Services for an employee and his/her family.
6. Facility of refundable and non-refundable loan for the employees from GPF account.

Other facilities:-

1. Free parking facility for two wheelers and four wheelers inside the campus.

2. Fitness zone and Gymnasium.

3. Wi Fi Facility.

4. Well-furnished Staff Room and Departmental Rooms.

5. Well-equipped labs with instruments available for practical subjects.

6. Wheat allowance for non-teaching staff.

Covid Pandemic Facilities:-

1. Work from home/ online classes.
2. Paid Quatantine Leaves to COVID affected employees.
3. Sanitisation of classrooms.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

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

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

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

0



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

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

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

6

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

The institute follows a well-framed appraisal system for the faculty, both teaching and non-teaching, structured by the government itself. It strictly follows the UGC Regulations on minimum qualifications for the apponiment of teachers and Academic Staff at college level. All regular appointments are made by government of punjab on the recommendation of Punjab Public Service

Commission. Performance appraisal is prominently done on the basis of feedback received from the students as well as from the forms filled by the faculty. The faculty fills up a self-appraisal form based on PBAS as per UGC guidelines at the beginning of the session and submit it to the coordinator of IQAC. The Principal writes the ACRs of all the permanent members of the staff. Promotions are based on the PBAS perfoma for UGC Career Advancement Scheme (CAS) that is based on the API score. The faculty members are informed by the principal, well in advance of their promotion. Contractual , part-time and guest faculty staff is appointed according to the norms of UGC, their performance is continuously screened and examined by the principal himself. Apart from teaching, the institute undertakes a wide range of activities, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.4 - Financial Management and Resource Mobilization

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

The college has a mechanism for internal and external audit to ensure financial compliance. The college assures resource mobilization through PTA and HEIS funds. The rest of the funds/salaries/grants are provided by the state government. The college prepares budget for the salaries of the teaching and non-teaching staff. The budget is allocated to the college by the state government. Electricity bill/sewerage bill and other miscellaneous bills are paid through the treasury. All the work that is done in the college is done through the proper channel i.e proper committees are formed for this purpose. Similarly, expenditure done from PTA/HEIS funds is also done by following proper rules and procedures. Certain grants are given to the college by NRIs and old students of the college. These grants are got audited through an approved CA. The government also conducts internal as well as external audit of the expenditure/grants in the college on its own.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

5943800

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Our institution has a very well-managed and transparent planning system for the mobilization of various funds received from different resources in the form of tuition fees, grants from government and funds from non-governmental bodies (PTA, HEIS).

These funds are used for sports and cultural activities. Funds are also provided to meet infrastructural requirements while starting new projects and programmes in the college.

Funds of college are also utilized for :-

1. Purchase of Books, Stationery and Apparatus
2. Sports
3. Salary of Employees.
4. Infrastructure including IT, Library and Laboratories.

5. Making the Campus Eco- Friendly.

6. Improving The College Building.

7. Seminars, Workshops, Lectures and other Events organised by the college.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 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

Our institution has a proper IQAC Cell. This cell of the college works towards improving and maintaining the quality of education. Regular meetings are held to institutionalize quality assurance strategies and promote skill development for both faculty and students. Social services like blood donation and NSS programme concerning drug addiction, legal literacy, Swachh Bharat etc. have been promoted. The grants received from RUSA and equity component have been used wisely for the construction and renovation and for library books and furniture.

The institution has started 3 different Skill Oriented Certificate and Diploma courses under Jagat Guru Nanak Dev State open University, Patiala and a total of 154 students have been enrolled. Teams of teachers have been sent to the nearby areas in various Government and Private Senior Secondary Schools to increase the enrollment of the students during the session 2021-22. The Annual Sports Meet and Annual Prize Distribution Function are held in the college premises. It motivates the students to excel in academic, sports and cultural activities. Guided by the Department of Higher Education (Punjab), our college organised an "Alumni Meet" of old students of the college, who are working as school teachers in the catchment area. Its aim was to increase enrollment of the students in the institution.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

Our college has established the IQAC cell, which works towards ensuring quality education and inculcating culture among the students and staff. The teaching-learning process, structure and methodologies of operations and learning outcomes at regular intervals through IQAC have been reviewed and initiatives have been taken to improve the teaching learning methodologies. To accomplish the academic goals, the faculty is encouraged to attend Refresher courses, Orientation Faculty Development Programs and Seminars.

IQAC works on different quality parameters as follows:-

1. Promote industrial involvement in academic practices by organising industrial visits and guest lectures etc.
2. Conducting Quality Programs, Seminars, Webinars and guest lectures etc.
3. For the first year students of all the streams an introductory lecture is organised to make them familiar with the surroundings/culture of the institution.
4. The weak students are given special attention. The brilliant students are also encouraged to improve their capabilities.
5. The learning outcomes are duly checked by the examination committee and results of both MST and university are compiled for the assessment of various departments.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

**C. Any 2 of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded          |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **(a) Safety and Security**

1. Security checkpoints are provided at all campus entries and exits.
2. Rotational duty by all faculty members for discipline and security.
3. Strict implementation of Anti-Ragging measures and keeping the campus ragging free.
4. Awareness campaigns on women safety and gender sensitivity through street plays rallies and camps by Red Ribbon Club and NCC student volunteers.

(b) Counseling

1. Faculty counsel the students during mentoring regarding academic performance, career plans and personal issues
2. Guest lectures are arranged in our college to address health, stress or gender sensitization issues.
3. Placement Cells and Alumni Cell extend support in educating the girl students regarding career plans and entrepreneurship policies.
4. Students from the weaker sections of the equity initiative(RUSA), including girls and boys, will get financial aid.

(c) Common Room:

1. Girls waiting hall and rest room are provided in the campus.
2. Health Centre is available in the campus.
3. College canteen has separate space for girls to avoid inconvenience during working hours. Separate space and courts are provided for sports and games of girls and they are always encouraged.
4. Separate Lawns for girls and boys are provided in the campus.

| File Description                        | Documents   |
|---|---|
| Annual gender sensitization action plan | <p><u>Objective: To promote gender equality, inclusiveness, tolerance, harmony among the students and the staff leading to women empowerment. Measures initiated by the Institution for the promotion of gender equity during the last five years Our College has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status. Its unique work culture, healthy traditions and ethos have led to enrolment of the employees as per the</u></p> |

|   |  |
|---|--|
|   | <p><u>roaster. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern of our College. Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community.</u></p>   |
| <p>Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information</p> | <p><u>(a) Safety and Security a. Security checkpoints are provided at all campus entries and exits. b. Rotational duty by all faculty members for discipline and security. c. Strict implementation of Anti-Ragging measures and keeping the campus ragging free. d. Awareness campaigns on women safety and gender sensitivity through street plays rallies and camps by Red Ribbon Club and NCC student volunteers. e. Security guards are deployed at main gate and students with valid identity cards are allowed into the campus. f. The college campus is under surveillance with CC cameras installed at prominent locations. Sufficient lighting is provided in the campus during nights in case of extension of regular hours for placements or cultural activities g. Women faculty members accompany girl students when they participate in outdoor activities or tours. h. Internal Complaints Committee (ICC) interacts regularly with the girl students and resolves the issues addressed by them. i. The college ensures social security through Anti-Ragging Committee and Grievance Redressal Committee. j. The Disciplinary committee curbs indiscipline in the campus. k. A complaint box is arranged to receive grievances or suggestions from the students which are addressed by respective committees. (b) Counseling a. Faculty counsel the students during mentoring regarding academic performance, career plans and personal issues b. Head of the Department monitors the students and counsels the students regarding their psychological issues. c. Guest lectures are</u></p> |



arranged in our college to address health, stress or gender sensitization issues. Eminent persons from police department and constitutional members are invited to counsel the students regarding ragging, eve teasing and harassments during college events. d. Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems. e. On-line Grievance Redressal Committees for staff and students is available. f. Placement Cells and Alumni Cell extend support in educating the girl students regarding career plans and entrepreneurship policies. g. Health Counseling, Values Counseling, Career Counseling takes place periodically. h. Students from the weaker sections of the equity initiative(RUSA), including girls and boys, will get financial aid. (c) Common Room: a. Girls waiting hall and rest room are provided in the campus. b. Health Centre is available in the campus. c. College canteen has separate space for girls to avoid inconvenience during working hours. Separate space and courts are provided for sports and games of girls and they are always encouraged. d. Separate Lawns for girls and boys are provided in the campus. (d) Other Measures: Other measures of Gender Sensitization include - a. Curriculum and Coursework. b. Co-curricular activities. c. Appointment of staff basing on roaster.

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

**D. Any 1 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | No File Uploaded          |
| Any other relevant information | <a href="#">View File</a> |

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

1. Solid Waste: Solid waste like paper, glass, food residue and packaging material, regular different useless material, wood, metals, leather, cardboard and leaves etc. is collected in appropriate bins which is then disposed of in a low line area of the college campus.

2. Liquid Waste: Liquid Waste is mostly generated in our college as:

A. Septic tank effluents from various sanitary blocks, water used for washing and cleaning of utensils etc. from canteen.

B. Wastewater from laboratories using chemicals.

3.E-Waste management: When an electronic product is discarded after it has reached the end of its useful life, e-waste, or electronic waste, is created. Computer systems, servers, monitors, CDs, printers, scanners, copiers, calculators, fax machines, battery cells, and other outdated electronic devices are the most common types of e-waste. Vendors handle the disposal of e-waste.

4. Water recycling system: Using natural water conservation to raise the groundwater table. All rainwater that falls on the college buildings is directed there to be used to irrigate the grounds and lawns and replenish the subsurface water level.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | No File Uploaded          |

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

D. Any 1 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded          |
| Any other relevant information                    | <a href="#">View File</a> |

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | No File Uploaded          |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | <a href="#">View File</a> |

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**

**5.**

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | No File Uploaded          |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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

**Our institution is following the same policy as adhered by Punjab university Chandigarh. <https://csseip.puchd.ac.in/>**

**Inclusive Policy**

1. **Non-Discrimination:** Inclusive policies of the institution should protect individuals from discrimination based on factors such as race, ethnicity, gender, religion, disability, sexual orientation, and socioeconomic status. Various committees have been formed to make a regular check to ensure that such an incident will never occur.
2. **Equal Access:** College policies aim to ensure that all individuals have equal access to opportunities, resources, services, and benefits, regardless of their background.
3. **Participation:** Inclusive policies of our institution encourage the active involvement and participation of diverse groups in decision-making processes and social activities.
4. **Accommodation and Accessibility:** Institution policies should address barriers and provide accommodations to support the needs of individuals with disabilities or other special requirements.
5. **Social and Economic Equity:** Inclusive policies of our institution strive to reduce disparities in social and economic outcomes and work towards a more equitable distribution of resources.
6. **Education and Awareness:** Raising awareness about the importance of inclusion and implementing educational programs can be essential components of inclusive policy.
7. **Monitoring and Evaluation:** Regular assessment and monitoring of the impact of inclusive policies help identify areas for improvement and ensure accountability.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**Seminar on Move towards constitution :** The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof. Rajesh Kumar narrated the fundamental rights, Duties, Values and responsibilities of citizens as mentioned in Constitution of India.

**Plantation drive:** The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen.

**Voter Awareness program:** The College has also conducted a Voter awareness program for all the students and was sensitized about their constitutional powers of voting.

**Compulsory Subject:** Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations.

**Republic Day:** Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution..

**Independence Day:** Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

**Sweep program:** Under Sweep Program Slogan Competition program was organized at S.D. College Hoshiarpur on 09/10/2021 and college secured runners-up position in this competition.

| File Description  | Documents  |
|---|--|
| <p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p> | <p><u>Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof.Rajesh narrated the</u></p> |

fundamental rights, Duties, Values and responsibilities of citizens as mentioned in Constitution of India. He appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem The special lectures also focus on enlightening the students about their rights and duties being the responsible citizens of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. The college has also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

Any other relevant information

1. Seminar on Move towards constitution :  
The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof. Rajesh Kumar narrated the fundamental rights, Duties,

Values and responsibilities of citizens as mentioned in Constitution of India. He appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem. The special lecture also focus on enlightening the students about their rights and duties being the responsible citizens of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. 2. Plantation drive: The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. 3. Voter Awareness program: The College has also conducted a Voter awareness program for all the students and was sensitized about their constitutional powers of voting. 4. Compulsory Subject: Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. 5. Republic Day: Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. 6. Independence Day: Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution. 7. Sweep program: Under Sweep Program Slogan Competition program was organized at S.D. College Hoshiarpur on 09/10/2021 and college secured runners-up position in this competition.

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code**      **B. Any 3 of the above**



**of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

Sr.no. Department Topic Date of Event Objective Outcomes  
 1 Music and NCC Independence Day (Azadi ka Mahautsav) 15-08-2021 Homage to the sacrifice of the Martyrs on this Independence Day Promoted nationalism in the students  
 2 Red Ribbon Blood donation Day(Poster Making) 15-06-2021 Create awareness among the students about the blood donation Participants learned about the importance of blood donation  
 3 NCC Ek Bharat ShresthBharat 10/6/2021 Promote Patriotism among the students Students learned about the different regions of India  
 4 Youth welfare Department Alumni meet 12/3/2021 To engulfed old students with institution Solidify the bond of togetherness with old students and Alumni of institution  
 5 NCC Anti Drug Day 16-02-2021 Create awareness among the students about the bad effects of drugs Promoted the issue of anti drug campaign  
 6 Clutural Club Constitutional DayCelebration 26-11-2021 Create an awareness about importance of constitutional and fundamental duties

Participants are aware about importance of constitutional

7

Department of Political Science

Sweep program 09/10/2021 To create an awareness about importance of constitutional and fundamental duties Participants are aware about

importance of constitutional. 8 Physical Education Annual Athletic Meet 24/03/2022

Learn to Perform Better and Achieve Success In their Life.

To inculcate the spirit of Sportsmanship.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

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

### Best Practice 1

#### OPEN GYM

Our Institution has an open gym in college which is a valuable and beneficial practice for students, staff as well as for the local community. Here are some reasons why an open gym can be considered a best practice:

1. Promotes Physical Fitness
2. Enhances Mental Health.
3. Fosters a Sense of Community
4. Provides Opportunities for Skill Development
5. Supports Academic Success

Overall, having an open gym in college is a best practice that can contribute to the holistic development of students by promoting physical fitness, mental health, community engagement, skill development, academic success, and overall well-being.

### Best Practice 2

#### Launch of new Vocational Certificate Courses

The following three Vocational Certificate Courses are being

launched in collaboration with Jagat Guru Nanak Dev Punjab Open University, Patiala during 2022-23 to impart Vocational Education to college students.

1. Certificate Program in Office Automation and E- Governance.
2. Certificate Course in Mushroom Cultivation.
3. Certificate Course in Creative Writing and Content Development.

10+ 2 Pass students in any stream and degree holder students can also take admission in these courses. Students can take this course while pursuing their degree for a low fee.

| File Description                            | Documents  |
|---|--|
| Best practices in the Institutional website | <a href="http://gctanda.ac.in/downloads/NAAC/other/Best-Practices/Best-Practices-Session-2021-22_-7.2.1-_.pdf">http://gctanda.ac.in/downloads/NAAC/other/Best-Practices/Best-Practices-Session-2021-22_-7.2.1-_.pdf</a>  |
| Any other relevant information              | <p><a href="#">Best Practice 1 OPEN GYM Our Institution has an open gym in college which is a valuable and beneficial practice for students, staff as well as for the local community. Here are some reasons why an open gym can be considered a best practice: 1. Promotes Physical Fitness: An open gym provides students with a dedicated space to engage in physical exercise and promotes a healthy and active lifestyle. Regular exercise has numerous benefits, including improved physical health, stress reduction, increased energy levels, and better overall well-being. 2. Enhances Mental Health: Exercise is known to have positive effects on mental health. By having an open gym on campus, students have access to a resource that can help them manage stress, reduce anxiety, and improve their mood. Regular exercise has been shown to boost endorphins, which are known as</a></p> |

### 7.3 - Institutional Distinctiveness

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

200 words

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

"IF DAUGHTER EDUCATED IT IS EQUIVALENT TO AN EDUCATIONAL INSTITUTION"

Motivating Parents for encouraging their daughters to pursue primary to higher education. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas & poor background, but they are not poor in talent, knowledge and humility. Our college staff identify their talent and encourage them as per our mission statement, 'our aim is to bring the girl students into the main stream of higher education'.

Cultural department provides them with an opportunity to participate in various cultural competitions of the university level, state level.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

Our college is affiliated to Panjab University, Chandigarh so we follow the Academic Calendar designed by it. We undertake following measures for effective delivery of the university curriculum at college level:

- There is a timetable committee which prepares the timetable as per workload for the academic session.
- A Comprehensive teaching plan is prepared by every department which includes the delivery of lectures, tutorials and practicals.
- The Principal addresses the newly admitted students at the beginning of every session. This program orients the students about the facilities available, code of conduct and discipline and extra curricular activities.
- The faculty members devote quite a few lectures to the introduction of curriculum.
- Periodical meetings of Heads of the Departments are held with the Principal to review and discuss the curriculum delivery.
- Intra departmental meetings for the review of the teaching, planning, unit test, seminars etc. are also conducted.
- Assignments, seminars and projects are given to the students under the supervision of the faculty according to the syllabus.
- ICT is used for effective teaching by the teachers of certain departments.
- The departments organize study tours, excursions, field projects and industrial visits for students' exposure to practical knowledge.
- This year three skill development certificate courses- Office Automation and E- Governance, Certificate course in Mushroom Cultivation and Creative writing and Content Development are being run in the college under Jagat Guru Nanak Dev Punjab State open university.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

Before the commencement of each semester, University notifies an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, internship schedule and dates for semester-end examinations. Our College follows the calendar issued by the university strictly and plans all its activities including the conduct of Continuous Internal Evaluation (CIE). Every department prepares its calendar. The department calendar comprises syllabus division, guest lectures, class tests, industrial visits, other co-curricular and extra-curricular activities. The internal assessment of the students is sent to the university by the teachers on the basis of their performance in the unit tests, assignments, projects, quizzes and their regularity in the classroom. Department heads closely supervise and monitor the completion of the syllabus as per the plan prepared by the department. Syllabus coverage for CIE is decided in advance and faculty members adhere to it. Internal assessment test (IA), assignments and seminars are part of Continuous Internal Evaluation (CIE) of students.

The Principal through the academic council meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of academic calendar by the university the institute incorporates the necessary changes accordingly.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

**C. Any 2 of the above**

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

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

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

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

22

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | No File Uploaded          |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

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

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

3

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded          |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

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

154

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

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

The college is affiliated to Panjab University and has to follow the syllabus framed by the university. Working within these limitations, the college does its best to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. It is mandatory for all the under graduate students to clear the paper "Environment, Road safety Education, Violence against Women/ Children and Drug Abuse" before they are awarded their degree by the university. A Woman Safety Cell is very much in place in the college to address the problems and grievances of the girl students.

The college also promotes environmental protection through tree plantation and cleanliness campaigns undertaken by the NSS unit within the college from time to time. A dustbin display this year was held in the college campus by the units of NCC and NSS.

The college also makes efforts for integration of ethical and human values through extra-curricular activities. Poster making competition on the topics of AIDS, drugs, blood donation awareness were organized this year by the department of Fine Arts



and Red Ribbon club. A signature campaign was launched by SVEEP on the topic "Vote for Better India". Anti-drug week was observed in the college under Buddy Program. Punjabi Maah was celebrated in the college.

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. | <a href="#">View File</a> |

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

4

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses  | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | <a href="#">View File</a> |
| MoU's with relevant organizations for these courses, if any                                  | No File Uploaded          |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |

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

111

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

|   |   |
|---|---|
| <b>1.4 - Feedback System</b>  |   |
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b> | <b>D. Any 1 of the above</b>  |
| <b>File Description</b>   | <b>Documents</b>  |
| URL for stakeholder feedback report   | <a href="http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf</a> |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management                           | <b>No File Uploaded</b>   |
| Any additional information  | <b>No File Uploaded</b>   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>   | <b>C. Feedback collected and analyzed</b>   |
| <b>File Description</b>   | <b>Documents</b>  |
| Upload any additional information   | <b>No File Uploaded</b>   |
| URL for feedback report   | <a href="http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/sssr/2021-22/feedback-2021-22.pdf</a> |
| <b>TEACHING-LEARNING AND EVALUATION</b>   |   |
| <b>2.1 - Student Enrollment and Profile</b>   |   |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>   |   |
| <b>2.1.1.1 - Number of students admitted during the year</b>  |   |
| <b>1102</b>   |   |
| <b>File Description</b>   | <b>Documents</b>  |
| Any additional information  | <b>No File Uploaded</b>   |
| Institutional data in prescribed format   | <a href="#">View File</a>   |
| <b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>   |   |

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

798

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

**2.2 - Catering to Student Diversity**

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

The departments assess the learning levels of students in two ways at the time of the commencement of the program. Students enrolled in the departments are identified as slow and advanced learners based on the degree of marks obtained. Advanced learners and slow learners are also identified as per their responses in the classroom as well as the performance in the unit test and internal examinations. Following activities are done by teachers for slow learner students, individual counselling, extra time, group discussion session, internal examination process, encouragement in NSS, sports and cultural activities, extra library books/book bank etc. Advanced learners are provided advanced notes, seminar sessions, participative learning sessions, group discussion sessions, extra library books in order to enhance their confidence level and develop their overall personality.

The departments also use monitoring and mentoring to keep track of slow learners progress. Along with teachers, some advanced learners are encouraged to mentor weak students and help them with explanation and notes. Revision classes and counselling sessions are held and additional teaching is taken up, if required. Tutoring by peers, senior students and mentors is offered. Corrected assignments and answer scripts are shared with each student and discussed to enable students to recognize their problem areas and improve. Faculty makes it a point to be patient and accessible to students personally, over the phone, mail and social apps.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1102               | 48                 |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 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

Teaching learning methods adopted by the faculty members include lecture method, interactive method, project based learning, computer based assisted learning, experiential learning etc. at time lessons are taught PowerPoint presentations to make learning interesting.

Lecture method: The conventional method is commonly adopted by all teachers. This method facilitates the teacher to interpret, explain and revise the content of a text for better understanding of the subject by the learners.

Interactive method: The faculty members make learning interactive with students by motivating student participation in group discussion, role play, subject quiz, news analysis, discussion, and questions and answers on current affairs.

Experiential learning: The department communicates the following experiential learning practices to improve creativity and cognitive levels of the student- industrial visit, project work, field work, experiments in science labs.

Participatory learning: In this type of learning, students participate in different activities such as seminars, group discussions, projects and skill based add on courses. Students are encouraged to participate in activities where they can use

their specialised technical or management skills.

**Problem solving methods:** The institute is providing innovative student centric methods such as workshops, seminars, guest lectures, peer learning groups, project-based learning, poster presentation, public speaking to encourage participative, problem-solving and experiential learning.

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| Link for additional information   | Nil                       |

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

Teachers routinely combine technology with traditional mode of instruction to engage students in long term learning. College uses Information and Communication Technology (ICT) in education to support, enhance, and optimize the delivery of education. The following ICT tools are used by the Institution.

1. Projectors- 04 projectors are available in different classrooms/labs
2. Desktop computers - Arranged at Computer Labs and Faculty cabins all over the campus.
3. Printers- They are installed at labs, in the office.
4. Photocopier machines - There is photostat machine available in the campus.
5. Scanners- Multifunctional printers are available at all prominent places.
6. Seminar Rooms-Two seminar halls are equipped with all digital facilities.
7. Online Classes through Zoom, Google Meet.
8. PowerPoint presentations- Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors.

9. Seminar and Conference rooms are also used for various competitions , regularly organized for students.

10. Recordings of video lectures are made available to students for long term learning.

11. Teachers also share the lectures made by them on YouTube .

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="#">View File</a> |

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

#### 2.3.3.1 - Number of mentors

48

| File Description   | Documents                 |
|--|---------------------------|
| Upload, number of students enrolled and full time teachers on roll | <a href="#">View File</a> |
| Circulars pertaining to assigning mentors to mentees               | <a href="#">View File</a> |
| Mentor/mentee ratio  | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

48

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

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

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

6

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template) | <a href="#">View File</a> |

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

##### 2.4.3.1 - Total experience of full-time teachers

737

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

#### 2.5 - Evaluation Process and Reforms

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

**Transparency initiatives at institutlevel:**

The college follows the modalities of internal assessment as prescribed by Panjab University, Chandigarh with which it is affiliated. The internal assessment was made by the teacher on the basis of assignment and class tests. This year assignments were given to the students through offline as well as online modes like WhatsApp, google meets, emails and by discussing them with students both in classrooms and telephonically as the semester teaching was in blended mode due to Covid-19 pandemic.

Mid semester tests were conducted in offline mode, the answer sheets were evaluated by the teachers and discussed with the students in the classes. The teachers also discussed the question paper in detail with the students and gave them necessary tips to improve their performance in in university examinations.

This time the odd semester examinations were conducted online and even the semester tests were conducted in offline mode.

University notices and circulars related to the examinations and other related information are circulated by the faculty in their respective online forums as well as displayed on the college notice board and departmental notice board.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

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

The college has a mechanism to deal with the internal examination related grievances. The grievances of the students regarding marking/evaluation are addressed by the concerned teachers. The answer sheets of such students are assessed by the faculty once again in the presence of the student. Sometimes, the HOD may have to intervene and get the sheet marked by another course teacher.

All the discrepancies regarding external examination are resolved by the college in the following manner:

(a) Before Examination:



Common grievances of students before the examination are late application form filing, non-receipt of admit card of examinations or wrong entries in the same. In all cases, grievances are communicated to University Examination Section and resolved at the earliest.

#### (b) Theory Examination

The college instantly reports to Controller of Examinations of the University, if there are any grievances regarding question paper of any subject. Grievances regarding question papers include questions asked out of syllabus, typing errors, etc.

#### (c) After Result Declaration

If any student has objection regarding his university result , he/she comes to College Registrar for the same. College Registrar addresses their issues. If students are not satisfied about their marks, he/she may apply for revaluation to the university. In other cases like absentees' case, the application of student is forwarded to university for re-examination of the student.

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Any additional information      | <a href="#">View File</a> |
| Link for additional information | Nil                       |

## 2.6 - Student Performance and Learning Outcomes

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

### PROGRAMME OUTCOMES, PROGRAMME SPECIFIC OUTCOMES, COURSE OUTCOMES

#### Mechanism of Communication:

The programme outcomes are communicated to the first year students at the commencement of the programme. At least five hours are spent by the teachers for introducing the subject to the students. Learning Outcomes of the programme and courses are observed and measured periodically. The importance of the learning outcomes has been communicated about to the teachers in

every IQAC Meetings and staff meeting. The students are also communicated about the Programme Outcomes, Programme specific outcomes and course outcomes through Tutorial Meetings. Programme outcomes depend upon the nature of course and subject concerned. The programme Specific Outcomes are also closely related to the content of the syllabus.

| File Description  | Documents   |
|---|---|
| Upload any additional information                       | <a href="#">View File</a>   |
| Paste link for Additional information                   | <a href="http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/">http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/</a> |
| Upload COs for all Programmes (exemplars from Glossary) | No File Uploaded  |

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

1. The Programme Outcomes and Course Outcomes are mentioned by the affiliating University. At the beginning of every semester/year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects.

2. The copies of the syllabi are kept in the department. However, the students can download the syllabus from the Website of Panjab University.

3 Further, the faculty of every subject explains the course objectives, evaluation pattern, marking scheme etc. to the students. It is also given in the syllabus of each subject.

4 Following are the evaluation processes of PO, PSO and CO. for post-graduate courses

(i) Seminar presentation.

(ii) Short Quizzes or objective type questions.

(iii) Home assignments/tutorials/ Extension Work.

(iv) Project work if provided in syllabus.

5. For under-graduate courses

(i.) Unit test each semester.

(ii) Black-board presentation

(III) Quizzes or objective type questions, if needed.

(iv) Field /Project work if provided in syllabus.

(v) The examinations and result of university also measure the attainment of CO, Po and PSO.

(vi) Learning outcomes are discussed and closely analysed by the Principal and members of the Faculty during the periodic meetings in order to improve upon them in an effective manner.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional information | <a href="http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/">http://gctanda.ac.in/NAAC/other/Syllabi/2021-22/</a> |

### 2.6.3 - Pass percentage of Students during the year

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

305

| File Description   | Documents   |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Paste link for the annual report   | <a href="http://gctanda.ac.in/downloads/NAAC/other/Academic-Results/Academic-Result-Session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Academic-Results/Academic-Result-Session-2021-22.pdf</a> |

### 2.7 - Student Satisfaction Survey

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

<http://gctanda.ac.in/downloads/NAAC/sss/2021-22/feedback-2021-22.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

#### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

#### 3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

##### 3.1.2.1 - Number of teachers recognized as research guides

NIL

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

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

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

0

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

### 3.2 - Innovation Ecosystem

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

The institution has created an ecosystem for innovations following are some examples of them.

1. Human resource development- The college faculty comprises permanent teachers recruited by PPSC. To address the shortage of teaching staff, the college hires guest faculty through an elaborate selection process that involves careful scrutiny of applications. The faculty members are always encouraged to present papers at national and international seminars. They have an easy access to Wi-Fi connectivity. Many of them are pursuing their M. Phils and Ph.Ds.

2. Performance based assessment system (PBAS) - This system encourages faculty members to enhance their teaching, research and administrative skills. As per UGC guidelines, the API score of the teachers forms the base of their promotion. Members are encouraged to undergo professional development programmes, to organize and participate in conferences, seminars and workshops.

3. Some other initiatives include:

The students are also encouraged to do a thorough job while delineating their projects and field work that are part of their coursework.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

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

**NIL**

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

### 3.3 - Research Publications and Awards

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

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

**0**

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

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

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

**NIL**

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

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

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

8

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.4 - Extension Activities

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

The college creates community awareness and responsibility towards society among its students through extension activities, including the National Service Scheme (NSS) and National Cadet Corps (NCC) units. NSS volunteers address cleanliness, tree planting, and water conservation on campus. The NCC unit develops the qualities of leadership, patriotism, discipline, and selfless services among the students by organizing activities like tree planting and road safety awareness.

This year under the Buddy programme, an online webinar was conducted on drug abuse and illicit trafficking. A poster making competition was organised jointly by the department of Fine arts and red ribbon club on the topic of AIDS. A dustbin display was organised in the college by the units of NCC and NSS to spread awareness about cleanliness in college. A signature campaign was organised in the college by SVEEP under the Vote for better India programme. A lecture on reducing stress before exams was

delivered under the scheme 'Ek Bharat Shresth Bharat'. All these activities not only helped in developing confidence among students but also generated awareness among them regarding the society that they live in and their responsibility towards it.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

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

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

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

5



| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template) | <a href="#">View File</a> |

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

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

93

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.5 - Collaboration

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

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

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of related Document   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Details of Collaborative activities with institutions/industries for research, Faculty | <a href="#">View File</a> |

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

0

| File Description   | Documents        |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | No File Uploaded |
| Any additional information   | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate physical and academic facilities to run different programs. The college campus area is 43 acres. The various departments in Arts, Commerce and Science streams are located in the separate blocks. The classrooms, laboratories and seminar halls are well equipped along with Internet facility. Besides the building, the college has spacious playgrounds for sports activities. The college has cultivated an atmosphere providing the importance to extra curricular and support services organized by departments of National Service Scheme and National Cadet Corps. The college campus is well maintained with clean and neat atmosphere. A spacious garden with pavements and pavers in the campus is developed for students' service. The college is well equipped with physical and technology enabled infrastructure that supports the existing academic programmes and administration to run smoothly.

Well-furnished 23 classrooms.

02 ICT enabled conference hall .

02 ICT enabled laboratories.

Spacious seating arrangements with the quality furniture.

Cleanliness, light and ventilation facilities are maintained in the classrooms and laboratories.

Black Boards, White Boards and Green Boards are available in the classrooms.

A well-furnished computerized administrative office along with ICT enabled office of the Principal.

Well-equipped 07 Laboratories i.e. Chemistry, Botany, Physics, Zoology, Computer Science, Geography and Agriculture. This year the college added a brand new computer dept. with two big laboratories.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

The institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium etc. We give its details below:

1. SPORTS FACILITIES College encourages sports activities. The college has huge playground, a stadium and an indoor gymnasium. A number of players have played district, university, state and even national level games. The college provides facilities for indoor games as well as games. Some of the outdoor games are:

Football,

Athletics,

Gatka,

Cross country,

Shooting.

Badminton

Weight lifting

Boxing

Wushu

Cultural PROGRAMS To conduct cultural activities in the college, there is a cultural committee. This committee makes arrangement for training the students to take part in various competitions of debate, rangoli, painting, mehendi, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation etc. The preparation for music items is carried out in the Music Departments of the college.

List of equipment in the Music room

Harmonium

Manual and Electronic Tabla

Manual and Electronic Taanpura

Sitar

Pakhavaj

Dholak

Plate tarang

Pipe Tarang

Nagara

Swarmandal

.Gymnasium

There is an indoor gymnasium in the campus. Our athletes and gymnasts spend long hours practice under the supervision of their teachers and coaches.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

06

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | No File Uploaded          |

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

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

220910

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload audited utilization statements   | No File Uploaded          |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded          |

#### 4.2 - Library as a Learning Resource

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

| File Description   | Documents                   |
|--|-----------------------------|
| Upload any additional information  | No File Uploaded            |
| Paste link for Additional Information  | Nil                         |
| <b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b> | <b>E. None of the above</b> |
| File Description   | Documents                   |
| Upload any additional information  | No File Uploaded            |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)  | No File Uploaded            |
| <b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>   |                             |
| <b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>                                    |                             |
| 0.11230  |                             |
| File Description   | Documents                   |
| Any additional information   | <a href="#">View File</a>   |
| Audited statements of accounts   | No File Uploaded            |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)   | No File Uploaded            |
| <b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>       |                             |
| <b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>  |                             |
| 63   |                             |

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | No File Uploaded          |

### 4.3 - IT Infrastructure

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

There are different digital technological facilities available in the college. There are 2 digitally equipped laboratories, 01-digitally equipped conference hall and 01-digitally equipped Podium Hall available in the college. A well equipped 01computer lab is also functioning in the college. The college building and the library are facilitated with the Wi-Fi connectivity. There is open access of Wi-Fi connectivity to all students and the staff members of the college. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed. Following are some basic facilities for updation of its IT facilities. Computers are formatted on regular basis. Antivirus is regularly installed in computers. This year too, the college upgraded its IT facilities and purchased six new computers and new WiFi connections

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

52

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | <a href="#">View File</a> |
| List of Computers                 | No File Uploaded          |

#### 4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | No File Uploaded          |

#### 4.4 - Maintenance of Campus Infrastructure

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

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

220910

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Audited statements of accounts  | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

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

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities

A. Classroom management: Classroom, being the most primary and important work space, is managed properly and carefully. The spacious classrooms of the college are well equipped. Cleaning and maintenance of the classrooms are done on a regular basis. Timely repairs and replacements are carried out. Various Committees are formed time to time for the maintenance and upgradation

B. Laboratory : As the College has five Science departments, the Laboratory policy forms the core in the working of the institution. The laboratories have several instruments and equipment, the same are maintained through Committees.



1.The fire extinguishers are provided in laboratories to control the accident.

2. General Instructions to students regarding the safe and secure usage while in the laboratory are displayed in each lab.

C.Library :For overall smooth functioning of the library.it is divided into two main sections:-

#### Reference Section

Reading Section: The library of the college has its own mechanisms and system in place to make purchases based on the courses offered check on the facilities to be pronded for the studuentsand the staff.

D Sports: Sports committee looks after the maintaining the sports grounds and the equipments and also for the purchase of the sports equipments.

E Computers: the maintaence and purchase of the computers is carried out on regular basis by the purchasing committee.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

442

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

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

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

0

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

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

**A. All of the above**

| File Description  | Documents   |
|---|---|
| Link to Institutional website   | <a href="http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf</a> |
| Any additional information  | No File Uploaded  |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

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

685

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

160

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

C. Any 2 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded          |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

4

| File Description   | Documents                 |
|--|---------------------------|
| Self-attested list of students placed                        | No File Uploaded          |
| Upload any additional information                            | No File Uploaded          |
| Details of student placement during the year (Data Template) | <a href="#">View File</a> |

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

15

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

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

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

0

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

**5.3 - Student Participation and Activities**

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

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

24

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

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

The important events of the institution such as the annual day, prize distribution ceremony, youth festival, teeyan celebration, publication of college magazine and annual sports meet etc. are

carried out successfully with the help of students and faculty members. Sports activities such as weight lifting, ghatka, atheletics, badminton, boxing are organised at the institutional level with the help of students and faculty members. Cultural activities like youth festival and teeyan celebration include folk dances, folk songs and various activities like on the spot painting, still life, cartooning, rangoli competition are organised with the support of student council and staff members. Such activities boost and encourage students to take part in inter college competitions both cultural and sports. Annual college magazine was published under the name Tarika Mandal with the help of various students (as sub editors) and faculty members (editors) from different streams.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/Skills-Enhancement-initiatives-taken-by-the-institution/Co-Curricular-and-Extracurricular-Activities-5.3.2-session-2021-22.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

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

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

6

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | No File Uploaded          |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

### 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

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

E. <1Lakhs

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The College follows its vision and mission to servestudents better. The governance of the college matches the vision and the mission of the collge. Our vision and mission are as follows:

#### Mission

To impart character-oriented and career-oriented value education, suitable to the needs of society, helpful in promoting creativity and a sense of social responsibility and in creating a positive attitude towards life leading to all-round development of the students.

#### Vision

Achieving excellence in education and helping students in the flowering of their latent talents and abilities.

The vision and mission statements of the college are communicated to students, staff and other stakeholders through the college prospectus and magazine.

## Objectives

The following are the goals and objectives of the institution:

1. Focusing on quality education.
2. Cultivating critical and analytical thinking among students.
3. Enabling the students to be physically fit and mentally alert.
4. Equipping the learner with social sensitivity and responsibility.
5. Inculcating core values.
6. Instilling a quest for excellence.

The college being an affiliated college, the curriculum designing authority is the university. The Principal holds meetings with senior members of the faculty in the beginning of the session to frame the policy for effective implementation of the curriculum provided by the affiliating university. Due consideration is given to the academic calendar regarding unitization of syllabi, teaching, house tests, monthly tests etc.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

The academic staff council, which is comprised of the principal, vice principal and other senior staff members ensures effective decentralized and participative structure in our college. Powers are then delegated to the relevant bodies from there. The important decisions relating to the welfare of the college are made by this council, which serves as the governing body. The academic staff council and a well-defined committee system are used by the college principal. These make the system transparent and governable in accordance with the demands of the college. The university provides the academic calendar, which the institution uses. It includes information on admission dates, course schedules, semester exam dates, and inter-college sporting events. The head of department oversees all activities related to his department. The person in charge of the time-table provides



time-table, which is strictly followed by the college staff.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college envisages a strategic plan which focuses on the all-round development of our college. We planned projects like white-wash of the college building and sign boards. Solar light panels were also installed. With the help of forest department, beautification of entrance road was completed and road shoulders were sealed with interlock tiles. Other projects included paint and polish of college site plan, revamping of college notice boards, plantation drive to beautify college campus, compilation of the new Computer Block with the help of RUSA grant. All these projects were completed well in time. Our institutional strategic plan includes construction of 3 parking sheds for students, construction of a library room, construction of around 570 metres of boundary wall and a new indoor gym. All these projects are to be completed in the near future.

Apart from the above-mentioned plans, the institution has been using the most recent teaching methodologies, such as virtual lessons delivered via smart boards, for intellectual development. and using electronic information to provide hybrid teaching. Our college has initiated short-term courses in the current academic session to make learning more experiential and prepare students for industry. Additionally, expert seminars are planned to inform pupils of the most recent advancements in business. The sports department of the college has been actively working with the students and has brought laurels to the institution on many occasions.

| File Description                                       | Documents                 |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded          |
| Paste link for additional information                  | Nil                       |
| Upload any additional information                      | <a href="#">View File</a> |

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

The college has a well-framed hierarchical organisation to help the institution work towards setting targets and ensure effortless implementation of the specified targets.

- College follows service rules, conduct rules and procedure under DPI colleges, UGC and Panjab University Chandigarh.
- The Principal of the institute, staff council and IQAC supervise academic departments, committees, offices and different cells established in the college.
- Principal as the head of the administrative committees and teaching learning process pays much attention to administration and functioning of academics. Heads of all the departments and the office superintendent help the principal in this process.
- Our College library has 47000 books, subscribes to 6 newspapers and a number of magazines. It has a large spacious reading hall for students and a different reading room for the faculty members.
- Anti Ragging cell, Discipline Committee, Proctorial Committee work for smooth functioning of the institute. The objective of these committees is to ensure that no violation of rules takes place within the college campus and towards addressing and handling grievances if any.
- Non-teaching staff includes administrative personnel (dealing with establishment, Fees, examination, accounts and Employee Records), Senior and Junior Lab Attendants and class IV staff work together with great zeal. They ensure consistent and harmonious coordination with teaching bodies and students.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | Nil   |
| Link to Organogram of the institution webpage | <a href="http://gctanda.ac.in/downloads/NAAC/other/College-Comittees/Institutional-Bodies-6.2.2-2021-22.pdf">http://gctanda.ac.in/downloads/NAAC/other/College-Comittees/Institutional-Bodies-6.2.2-2021-22.pdf</a> |
| Upload any additional information             | <a href="#">View File</a>   |

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

A. All of the above

| File Description   | Documents                 |
|--|---------------------------|
| ERP (Enterprise Resource Planning) Document  | No File Uploaded          |
| Screen shots of user inter faces   | No File Uploaded          |
| Any additional information   | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

The College offers a variety of welfare programs for its teachers, non-teaching employees and support workers. More information on these programs is provided below: For both teaching and non-teaching personnel 1. For all regular government workers, G.I.S., G.P.F., gratuities, and pensions 2. For all Regular Government workers, a fixed medical allowance and a mobile allowance 3. Employees are covered under EPF Scheme. 4. Provision of casual leave, Duty leave, Maternity leave, Compensatory leave, Earned Leave and Medical leave. 5. Medi-claim Health Services for an employee and his/her family. 6. Facility of refundable and non-refundable loan for the employees from GPF account. Other facilities:-

1. Free parking facility for two wheelers and four wheelers

inside the campus.

2. Fitness zone andGymnasium.

3. Wi Fi Facility.

4. Well-furnished Staff Room and Departmental Rooms.

5. Well-equipped labs with instruments avialable for practical subjects.

6. Wheat allowance for non-teaching staff.

**Covid Pandemic Facilities:-**

1. Work from home/ online classes.

2. Paid Quatantine Leaves to COVID affected employees.

3. Sanitisation of classrooms.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

0

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

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

0

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

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

6

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | No File Uploaded          |
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

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

The institute follows a well-framed appraisal system for the faculty, both teaching and non-teaching, structured by the government itself. It strictly follows the UGC Regulations on minimum qualifications for the apponiment of teachers and Academic Staff at college level. All regular appointments are made by government of punjab on the recommendation of Punjab Public Service Commission. Performance appraisal is prominently done on the basis of feedback received from the students as well as from the forms filled by the faculty. The facultyfills up a self-appraisal form based on PBAS as per UGC guidelines at the beginning of the session and submit it to the coordinator of IQAC. The Principal writes the ACRs of all the permanent members of the staff. Promotions are based on the PBAS perfoma for UGC Career Advancement Scheme (CAS) that is based on the API score. The faculty members are informed by the principal, well in advance of their promotion. Contractual , part-time and guest facultystaff is appointed according to the norms of UGC, their performance is continously screened and examined by the principal himself. Apart fromteaching, the institute undertakes a wide range of activities, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

#### 6.4 - Financial Management and Resource Mobilization

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

The college has a mechanism for internal and external audit to ensure financial compliance. The college assures resource mobilization through PTA and HEIS funds. The rest of the funds/salaries/grants are provided by the state government. The college prepares budget for the salaries of the teaching and non-teaching staff. The budget is allocated to the college by the state government. Electricity bill/sewerage bill and other miscellaneous bills are paid through the treasury. All the work that is done in the college is done through the proper channel i.e proper committees are formed for this purpose. Similarly, expenditure done from PTA/ HEIS funds is also done by following proper rules and procedures. Certain grants are given to the college by NRIs and old students of the college. These grants are got audited through an approved CA. The government also conducts internal as well as external audit of the expenditure/grants in the college on its own.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

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

5943800

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | <a href="#">View File</a> |

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

Our institution has a very well-managed and transparent planning system for the mobilization of various funds received from different resources in the form of tuition fees, grants from government and funds from non-governmental bodies (PTA, HEIS).

These funds are used for sports and cultural activities. Funds are also provided to meet infrastructural requirements while starting new projects and programmes in the college.

Funds of college are also utilized for :-

1. Purchase of Books, Stationery and Apparatus
2. Sports
3. Salary of Employees.
4. Infrastructure including IT, Library and Laboratories.
5. Making the Campus Eco- Friendly.
6. Improving The College Building.
7. Seminars, Workshops, Lectures and other Events organised by the college.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |



## 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

Our institution has a proper IQAC Cell. This cell of the college works towards improving and maintaining the quality of education. Regular meetings are held to institutionalize quality assurance strategies and promote skill development for both faculty and students. Social services like blood donation and NSS programme concerning drug addiction, legal literacy, Swachh Bharat etc. have been promoted. The grants received from RUSA and equity component have been used wisely for the construction and renovation and for library books and furniture.

The institution has started 3 different Skill Oriented Certificate and Diploma courses under Jagat Guru Nanak Dev State open University, Patiala and a total of 154 students have been enrolled. Teams of teachers have been sent to the nearby areas in various Government and Private Senior Secondary Schools to increase the enrollment of the students during the session 2021-22. The Annual Sports Meet and Annual Prize Distribution Function are held in the college premises. It motivates the students to excel in academic, sports and cultural activities. Guided by the Department of Higher Education (Punjab), our college organised an "Alumni Meet" of old students of the college, who are working as school teachers in the catchment area. Its aim was to increase enrollment of the students in the institution.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

Our college has established the IQAC cell, which works towards ensuring quality education and inculcating culture among the students and staff. The teaching-learning process, structure and methodologies of operations and learning outcomes at regular

intervals through IQAC have been reviewed and initiatives have been taken to improve the teaching learning methodologies. To accomplish the academic goals, the faculty is encouraged to attend Refresher courses, Orientation Faculty Development Programs and Seminars.

IQAC works on different quality parameters as follows:-

1. Promote industrial involvement in academic practices by organising industrial visits and guest lectures etc.
2. Conducting Quality Programs, Seminars, Webinars and guest lectures etc.
3. For the first year students of all the streams an introductory lecture is organised to make them familiar with the surroundings/culture of the institution.
4. The weak students are given special attention. The brilliant students are also encouraged to improve their capabilities.
5. The learning outcomes are duly checked by the examination committee and results of both MST and university are compiled for the assessment of various departments.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

C. Any 2 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Paste web link of Annual reports of Institution                                    | Nil                       |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded          |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

#### (a) Safety and Security

1. Security checkpoints are provided at all campus entries and exits.
2. Rotational duty by all faculty members for discipline and security.
3. Strict implementation of Anti-Ragging measures and keeping the campus ragging free.
4. Awareness campaigns on women safety and gender sensitivity through street plays rallies and camps by Red Ribbon Club and NCC student volunteers.

#### (b) Counseling

1. Faculty counsel the students during mentoring regarding academic performance, career plans and personal issues
2. Guest lectures are arranged in our college to address health, stress or gender sensitization issues.
3. Placement Cells and Alumni Cell extend support in educating the girl students regarding career plans and entrepreneurship policies.
4. Students from the weaker sections of the equity initiative(RUSA), including girls and boys, will get financial aid.

#### (c) Common Room:

1. Girls waiting hall and rest room are provided in the

campus.

2. Health Centre is available in the campus.
3. College canteen has separate space for girls to avoid inconvenience during working hours. Separate space and courts are provided for sports and games of girls and they are always encouraged.
4. Separate Lawns for girls and boys are provided in the campus.

| File Description   | Documents  |
|--|--|
| Annual gender sensitization action plan  | <p><u>Objective: To promote gender equality, inclusiveness, tolerance, harmony among the students and the staff leading to women empowerment. Measures initiated by the Institution for the promotion of gender equity during the last five years</u><br/> <u>Our College has a strong ethical work culture that is based on inclusivity. It observes highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status. Its unique work culture, healthy traditions and ethos have led to enrolment of the employees as per the roaster. Safety, security and well-being, along with gender equity and friendly working atmosphere are the issues of prime concern of our College. Gender sensitivity is an inherent value in the cultural ethos of the institute and its neighboring community.</u></p> |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <p><u>(a) Safety and Security a. Security checkpoints are provided at all campus entries and exits. b. Rotational duty by all faculty members for discipline and security. c. Strict implementation of Anti-Ragging measures and keeping the campus</u></p>  |

ragging free. d. Awareness campaigns on women safety and gender sensitivity through street plays rallies and camps by Red Ribbon Club and NCC student volunteers. e. Security guards are deployed at main gate and students with valid identity cards are allowed into the campus. f. The college campus is under surveillance with CC cameras installed at prominent locations. Sufficient lighting is provided in the campus during nights in case of extension of regular hours for placements or cultural activities g. Women faculty members accompany girl students when they participate in outdoor activities or tours. h. Internal Complaints Committee (ICC) interacts regularly with the girl students and resolves the issues addressed by them. i. The college ensures social security through Anti-Ragging Committee and Grievance Redressal Committee. j. The Disciplinary committee curbs indiscipline in the campus. k. A complaint box is arranged to receive grievances or suggestions from the students which are addressed by respective committees. (b) Counseling a. Faculty counsel the students during mentoring regarding academic performance, career plans and personal issues b. Head of the Department monitors the students and counsels the students regarding their psychological issues. c. Guest lectures are arranged in our college to address health, stress or gender sensitization issues. Eminent persons from police department and constitutional members are invited to counsel the students regarding ragging, eve teasing and harassments during college events. d. Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems. e. On-line Grievance Redressal Committees for staff and students is available. f. Placement Cells and Alumni Cell extend

|  |  |
|--|--|
|  | <p><u>support in educating the girl students regarding career plans and entrepreneurship policies. g. Health Counseling, Values Counseling, Career Counseling takes place periodically. h. Students from the weaker sections of the equity initiative(RUSA), including girls and boys, will get financial aid. (c) Common Room: a. Girls waiting hall and rest room are provided in the campus. b. Health Centre is available in the campus. c. College canteen has separate space for girls to avoid inconvenience during working hours. Separate space and courts are provided for sports and games of girls and they are always encouraged. d. Separate Lawns for girls and boys are provided in the campus. (d) Other Measures: Other measures of Gender Sensitization include - a. Curriculum and Coursework. b. Co-curricular activities. c. Appointment of staff basing on roaster.</u></p> |
|--|--|

|  |                              |
|--|------------------------------|
| <b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment</b> | <b>D. Any 1 of the above</b> |
|--|------------------------------|

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <b>No File Uploaded</b>   |
| Any other relevant information | <a href="#">View File</a> |

|   |
|---|
| <p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p><b>1. Solid Waste: Solid waste like paper, glass, food residue and packaging material, regular different useless material, wood, metals, leather, cardboard and leaves etc. is collected in appropriate bins which is then disposed of in a low line area of the college campus.</b></p> |
|---|

2. **Liquid Waste:** Liquid Waste is mostly generated in our college as:

A. Septic tank effluents from various sanitary blocks, water used for washing and cleaning of utensils etc. from canteen.

B. Wastewater from laboratories using chemicals.

3.**E-Waste management:** When an electronic product is discarded after it has reached the end of its useful life, e-waste, or electronic waste, is created. Computer systems, servers, monitors, CDs, printers, scanners, copiers, calculators, fax machines, battery cells, and other outdated electronic devices are the most common types of e-waste. Vendors handle the disposal of e-waste.

4. **Water recycling system:** Using natural water conservation to raise the groundwater table. All rainwater that falls on the college buildings is directed there to be used to irrigate the grounds and lawns and replenish the subsurface water level.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements / MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geo tagged photographs of the facilities  | No File Uploaded          |

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

D. Any 1 of the above

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded          |
| Any other relevant information                    | <a href="#">View File</a> |

**7.1.5 - Green campus initiatives include**

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

A. Any 4 or All of the above

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

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities                       | No File Uploaded          |
| Various policy documents / decisions circulated for implementation | No File Uploaded          |
| Any other relevant documents                                       | <a href="#">View File</a> |

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

|  |                       |
|--|-----------------------|
| <b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b> | D. Any 1 of the above |
|--|-----------------------|

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded          |
| Certification by the auditing agency                                      | No File Uploaded          |
| Certificates of the awards received                                       | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

|  |                       |
|--|-----------------------|
| <b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b> | D. Any 1 of the above |
|--|-----------------------|



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

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | No File Uploaded          |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | <a href="#">View File</a> |

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

Our institution is following the same policy as adhered by Punjab university Chandigarh. <https://csseip.puchd.ac.in/>

**Inclusive Policy**

- 1. Non-Discrimination:** Inclusive policies of the institution should protect individuals from discrimination based on factors such as race, ethnicity, gender, religion, disability, sexual orientation, and socioeconomic status. Various committees have been formed to make a regular check to ensure that such an incident will never occur.
- 2. Equal Access:** College policies aim to ensure that all individuals have equal access to opportunities, resources, services, and benefits, regardless of their background.
- 3. Participation:** Inclusive policies of our institution encourage the active involvement and participation of diverse groups in decision-making processes and social activities.
- 4. Accommodation and Accessibility:** Institution policies should address barriers and provide accommodations to support the needs of individuals with disabilities or other special requirements.
- 5. Social and Economic Equity:** Inclusive policies of our institution strive to reduce disparities in social and economic outcomes and work towards a more equitable distribution of resources.

6. **Education and Awareness:** Raising awareness about the importance of inclusion and implementing educational programs can be essential components of inclusive policy.
7. **Monitoring and Evaluation:** Regular assessment and monitoring of the impact of inclusive policies help identify areas for improvement and ensure accountability.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**Seminar on Move towards constitution :** The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof. Rajesh Kumar narrated the fundamental rights, Duties, Values and responsibilities of citizens as mentioned in Constitution of India.

**Plantation drive:** The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen.

**Voter Awareness program:** The College has also conducted a Voter awareness program for all the students and was sensitized about their constitutional powers of voting.

**Compulsory Subject:** Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations.

**Republic Day:** Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution..

**Independence Day:** Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

**Sweep program:** Under Sweep Program Slogan Competition program was organized at S.D. College Hoshiarpur on 09/10/2021 and college secured runners-up position in this competition.

| File Description  | Documents  |
|---|--|
| <p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p> | <p><u>Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof.Rajesh narrated the fundamental rights, Duties, Values and responsibilities of citizens as mentioned in Constitution of India. He appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem The special lectures also focus on enlightening the students about their rights and duties being the responsible citizens of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan</u></p> |

has also been an important initiative taken up by the college where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. The college has also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

Any other relevant information

1. Seminar on Move towards constitution : The college has also conducted special lectures on Move towards constitution where subject experts enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution, Prof. Rajesh Kumar narrated the fundamental rights, Duties, Values and responsibilities of citizens as mentioned in Constitution of India. He appealed to all the staff and students to remember the struggle of freedom and respect the National Flag and National Anthem. The special lecture also focus on enlightening the students about their rights and duties being the responsible citizens of the country. The students also being the responsible citizens take many community services and provide services to mankind and society. 2. Plantation drive: The students have taken up many cleanliness drives inside the campus considering it as a responsibility of every citizen. The students have also taken up Plantation

|  |   |
|--|---|
|  | <p><u>drives to provide a clean and green environment for all. 3. Voter Awareness program: The College has also conducted a Voter awareness program for all the students and was sensitized about their constitutional powers of voting. 4. Compulsory Subject: Our students of PG course of Political science study constitution of India as a compulsory paper which sensitizes the students about constitutional obligations. 5. Republic Day: Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. 6. Independence Day: Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution. 7. Sweep program: Under Sweep Program Slogan Competition program was organized at S.D. College Hoshiarpur on 09/10/2021 and college secured runners-up position in this competition.</u></p> |
| <p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p> | <p><b>B. Any 3 of the above</b></p>   |
|  |   |

| File Description   | Documents                 |
|--|---------------------------|
| Code of ethics policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

Sr.no. Department Topic Date of Event Objective Outcomes  
 1 Music and NCC Independence Day (Azadi ka Mahautsav) 15-08-2021 Homage to the sacrifice of the Martyrs on this Independence Day Prompted nationalism in the students  
 2 Red Ribbon Blood donation Day(Poster Making) 15-06-2021 Create awareness among the students about the blood donation Participants learned about the importance of blood donation  
 3 NCC Ek Bharat ShresthBharat 10/6/2021 Promote Petriotism among the students Students learned about the different regions of India  
 4 Youth welfare Department Alumni meet 12/3/2021 To englufed old students with institution Solidify the bond of togetherness with old students and Alumni of institution  
 5 NCC Anti Drug Day 16-02-2021 Create awareness among the students about the bad effects of drugs Promoted the issue of anti drug campaign  
 6 Clutural Club Constitutional DayCelebration 26-11-2021 Create an awareness about importance of constitutional and fundamental duties

Participants are aware about importance of constitutional

7

Department of Political Science

Sweep program 09/10/2021 To create an awareness about importance of constitutional and fundamental duties Participants are aware about importance of constitutional.  
 8 Physical Education Annual Athletic Meet 24/03/2022

Learn to Perform Better and Achieve Success In their Life.

To inculcate the spirit of Sportsmanship.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | No File Uploaded          |
| Any other relevant information  | <a href="#">View File</a> |

## 7.2 - Best Practices

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

### Best Practice 1

#### OPEN GYM

Our Institution has an open gym in college which is a valuable and beneficial practice for students, staff as well as for the local community. Here are some reasons why an open gym can be considered a best practice:

1. Promotes Physical Fitness
2. Enhances Mental Health.
3. Fosters a Sense of Community
4. Provides Opportunities for Skill Development
5. Supports Academic Success

Overall, having an open gym in college is a best practice that can contribute to the holistic development of students by promoting physical fitness, mental health, community engagement, skill development, academic success, and overall well-being.

### Best Practice 2

#### Launch of new Vocational Certificate Courses

The following three Vocational Certificate Courses are being launched in collaboration with Jagat Guru Nanak Dev Punjab Open University, Patiala during 2022-23 to impart Vocational Education to college students.

1. Certificate Program in Office Automation and E- Governance.
2. Certificate Course in Mushroom Cultivation.
3. Certificate Course in Creative Writing and Content Development.

10+ 2 Pass students in any stream and degree holder students can also take admission in these courses. Students can take this course while pursuing their degree for a low fee.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="http://gctanda.ac.in/downloads/NAAC/other/Best-Practices/Best-Practices-Session-2021-22_-7.2.1-_.pdf">http://gctanda.ac.in/downloads/NAAC/other/Best-Practices/Best-Practices-Session-2021-22_-7.2.1-_.pdf</a>   |
| Any other relevant information              | <p><u><a href="#">Best Practice 1 OPEN GYM Our Institution has an open gym in college which is a valuable and beneficial practice for students, staff as well as for the local community. Here are some reasons why an open gym can be considered a best practice: 1. Promotes Physical Fitness: An open gym provides students with a dedicated space to engage in physical exercise and promotes a healthy and active lifestyle. Regular exercise has numerous benefits, including improved physical health, stress reduction, increased energy levels, and better overall well-being. 2. Enhances Mental Health: Exercise is known to have positive effects on mental health. By having an open gym on campus, students have access to a resource that can help them manage stress, reduce anxiety, and improve their mood. Regular exercise has been shown to boost endorphins, which are known as</a></u></p> |

### 7.3 - Institutional Distinctiveness

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



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

"IF DAUGHTER EDUCATED IT IS EQUIVALENT TO AN EDUCATIONAL INSTITUTION"

Motivating Parents for encouraging their daughters to pursue primary to higher education. It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas & poor background, but they are not poor in talent, knowledge and humility. Our college staff identify their talent and encourage them as per our mission statement, 'our aim is to bring the girl students into the main stream of higher education'.

Cultural department provides them with an opportunity to participate in various cultural competitions of the university level, state level.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | <a href="#">View File</a> |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3.2 - Plan of action for the next academic year

#### 7.3.2 - Plan of action for the next academic year

1. To recruit and retain well qualified motivated faculty.
2. To provide amenities and sports facilities in harmony with nature.
3. To provide holistic value-based education and inculcate entrepreneurial abilities in students to face the challenges of corporate world.
4. To arrange career guidance programme.
5. The University plans to have an open auditorium for organizing cultural and other activities for the community development and engagements.
6. The University plans to organize regular capacity building

workshop/training programmes for the teaching and non-teaching staff.

7. To strengthen the research base of the teachers and the students, University plans to hold seminars and conferences of national and international repute.
8. During the next academic year, the University plans to increase the ICT enabled capacity in teaching learning process and also create new e-content development facilities.
9. Special effort shall be given to strengthen the Alumni Association and increase Alumni engagement in the University activities.
10. The University plans to evolve strategic plans to generate more alternative energy through solar power and increase the solar energy alternatives