The Annual Quality Assurance Report (AQAR) of the IQAC
2017-18

Part – A.

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

GURU NANAK COLLEGE

1.2 Address Line 1

Address Line 2

City/Town

MANDI KILLIANWALI

State

PUNJAB

Pin Code

151211

Institution e-mail address

gncollegekillianwali@yahoo.co.in

Contact Nos.

8427360037

Name of the Head of the Institution:

Dr. Surinder Singh Thakur

Tel. No. with STD Code:

01668-222345

9914566493

Mobile:

Name of the IQAC Co-ordinator:

Dr.Bharat Bhushan

Mobile:

9814811200

IQAC e-mail address:

gnck.iqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

PBCOGN21472

OR

NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC (SC)/10/A & A/50.1 Dt. 15/11/2015

1.4 Website address:

www.gnckillianwali.com

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.5 Accreditation Details=N.A

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.55	2015	14/11/20
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY

01/7/2015

1.7 AQAR for the year: 2017-18

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011).* ***N A***

   i.   AQAR _____ _____ (28/07/2017)
   ii.   AQAR_____ _____ (20/9/2018)
   iii.   AQAR_____ _____ (DD/MM/YYYY)
   iv.   AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State [ ] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [✓]   No [ ]

   Constituent College   Yes [ ]   No [ ]

   Autonomous college of UGC   Yes [ ]   No [ ]

   Regulatory Agency approved Institution   Yes [ ]   No [ ]

   (eg. AICTE, BCI, MCI, PCI, NCI)

   Type of Institution   Co-education [✓] Men [ ] Women [ ]

                         Urban [ ] Rural [✓] Tribal [ ]

   Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓]   UGC 12B [✓]

                      Grant-in-aid + Self Financing [✓]   Totally Self-financing [ ]

1.10 Type of Faculty/Programme

   Arts [✓] Science [ ] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

   TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

   Others   (Specify)   PG IN HINDI, HISTORY & PUNJABI M.COM& PGDCA

1.11 Name of the Affiliating University *(for the Colleges)*

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc =**NA**

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	4+Principal
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	2
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	--
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	--
	11

2.9 Total No. of members

2.10 No. of IQAC meetings held

04

2.11 No. of meetings with various stakeholders: No. | -- | Faculty | 1 |

Non-Teaching Staff Students | 1 | Alumni | 1 | Others | -- |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | -- |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC = **YES**

Total Nos. | 2 | International | 1 | National | 1 | State [ ] Institution Level [ ]

(ii) Themes

1. Sahitya Samaj Avm Third Gender Disha and Dasha

2. Innovative Practices for Sustainable Development in India

2.14 Significant Activities and contributions made by IQAC

1. Monitored all significant academic activities in the college.
2. IQAC has been continuously encouraging the teaching departments to engage in research
3. IQAC Checked and verified API of all the promotion cases of teachers.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Annexute- ll	Annexure- ll

 * Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Annexure-II
Admission Schedule
B.A./B.Com I,II,III, M.A. Hindi, Punjabi, History, M.Com & PGDCA by
PANJAB UNIVERSITY, CHANDIGARH

Summer Vacation	02-06-18	To	08-07-18(37 days)
	Saturday		Sunday

Academic Calendar

Colleges Open on and Normal Admission	09-07-18
For ongoing Classes	Monday

Admission Schedule

Normal Admission For ongoing and new classes 24-07-18(16 days)

(except for those classes in which admission is Tuesday

through PU-CET (P.G)

	09-07-18 To
	Monday

Late Admission For, ongoing classes and new 13-08-18(20 days)

classes) to be allowed by the Principal of the College*
with late fee of Rs.**560/-**per student

25-07-18	To	
Wednesday		Monday

Commencement of Teaching

For ongoing classes   24-07-18 Tuesday

Late admission in Panjab University, affiliated 31-08-18(18days)

Colleges to be allowed by the Vice-Chancellor with

late fee of Rs. **2040/-**Per Student

14-08-18	To	
Tuesday		Friday

OVERALL ACTIVITIES AND DEPARTMENTAL ACTIVITIES

Overall Activities of the College 2017-18

1. Date of Admissions till V.C's permission 10-07-2017 to 14-08-2017
2. Path ka Bhogh 10-07-2017.
3. Classes Start 22-07-2017.
4. Independence day celebration 15-08-2017.
5. Celebration of Janamashtami 15-08-2017.
6. Ice- Breaking Session 19-08-2017
7. Talent Hunt Function 01-09-2017.
8. Teachers' day celebration 06-09-2017.
9. International Seminar on Third Gender 20-09-2017.
10.
11. Blood Donation Camp by Alumni Association 28-10-2017.
12. Gurpurab Celebration (Shri Guru Nanak Dev Ji) 04-11-2017 13.   Pre-Semester Test 15-11-2017
        to 24-11-2017
14. Semester Exams 02-12-2017 to 21-12-2017.
15. Winter Break 22-12-2017 to 07-01-2018.
16. Starting of New Semester 08-01-2018
17. Lohri Celebration 13-01-2018
18. Republic Day Celebration 26-01-2018
19. Athletic Meet 16, 17-02-2018.
20. National Seminar by Department of Commerce 24-02-2018.
21. Women day Celebration 08-03-2018
22. Convocation Function 16-03-2018.
23. Pre Semester Test 16-04-2018 to 25-04-2018
24. Semester Exams 08-05-2018 to 02-06-2018.
25. Summer Break 02-06-2018 to 08-07-2018.

Departmental Activities of the College 2017-18

1. Tree Plantation by Beautification Committee on 25-07-2017
2. Creative Writing Competition by Department of English 23-08-2017
3. Competition on Clean India by NCC 30-08-2017
4. Hindi Divas Celebration 14-09-2017
5. Clean India Rally by NCC 28-09-2017
6. Farewell Party of Shri Kimti Lal 30-09-2017
7. Skill Development Programme 01-11-2017
8. Function by Thinkers Society 06-11-2017
9. 7 Day NSS Camp 01-01-2018 to 07-01-2018
10. Extension Lecture by Department of History 12-02-2018
11. Road Safety Rally by Red Cross Society 20-02-2018
12. Mother Tongue Day Celebration by Dept. of Punjabi 21-02-2018
13. Extension Lecture on Learning Mathematics with different Approaches by Dept. of Maths on 01-03-2018
14. Competition and Rally on Women's day 08-03-2018
15. Extension Lecture on SEBI by IQAC 09-03-2018
16. Extension Lecture by Dept. of Maths for Celebrating International Pie day 13-03-

2018
17. One day NSS Camp on meditation 29-03-2018
18. Extension Lecture on India's Budget 2017-18 by Dept. of E

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG			4	
UG	2			
PG Diploma			1	
Advanced Diploma				
Diploma				
Certificate				1
Others				
Total	2		5	1

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	
Annual	1

1.3 Feedback from stakeholders*   Alumni [✓] Parents [✓] Employers [ ] Students [✓]
(On all aspects)

Mode of feedback   :   Online [ ] Manual [✓] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure- l

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> Due to introduction semester system in UG/PG Courses the syllabus are according reformed by the PU

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> M.COM

ANNEXURE-

Feedback form the students is communicated either directly to the Principal or College Registrar or office superintendent or mentoring sessions of the students. Feedback from the students regarding discipline is discussed in the Discipline Maintenance Committee headed by Prof-In-Charge Discipline Committee. Feedback regarding teaching learning process or university work or any other issue is also take on feedback Performa and is addressed by the college advisory committee. Feedback form the alumni association is taken care of by the Principal or the Advisory Committee of the college.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	13	4		

2.2 No. of permanent faculty with Ph.D.

> 6

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	5								

2.4 No. of Guest and Visiting faculty and Temporary faculty

		5

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	5	35	
Resource Persons			

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Latest audio visual aids are used in PG Classes

2.7 Total No. of actual teaching days

during this academic year 　　 | 113+94=207 |

2.8 Examination/ Evaluation Reforms initiated by 　　 | As per P.U. Guidelines |
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

--	2	--

2.10 Average percentage of attendance of students 　　 | 79.65% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A(Arts)1st Sem	166	0	7	24	135	
B.A(Arts)2nd Sem	151	1	15	30	105	
B.A(Arts)3rd Sem	78	0	9	14	55	
B.A(Arts)4th Sem	76	1	22	19	34	
B.A(Arts)5th Sem	71	0	15	14	42	
B.A(Arts)6th Sem	69	0	16	15	38	
B.Com1st Sem	54	1	18	4	31	
B.Com 2ND Sem	51	0	20	3	28	
B.Com 3rd Sem	59	6	23	11	19	
B.Com 4th Sem	57	10	27	10	10	
B.Com 5th Sem	28	0	15	10	3	
B.Com 6th Sem	28	5	20	0	3	
M.A (Hindi) 1st Sem	4	0	1	1	2	
M.A (Hindi) 2nd Sem	4	0	1	1	2	
M.A (Hindi) 3rd Sem	10	0	3	3	4	
M.A (Hindi) 4th Sem	10	0	7	0	3	
M.A (History) 1st Sem	14	0	5	4	5	
M.A (History) 2nd Sem	14	2	5	5	1	
M.A (History) 3rd Sem	20	1	4	5	10	
M.A (History) 4th Sem	20	0	5	6	9	
M.A (Punjabi) 1st Sem	7	0	2	5	0	
M.A (Punjabi) 2nd Sem	6	0	3	3	0	
M.A (Punjabi) 3rd Sem	24	0	6	6	12	
M.A (Punjabi 4th Sem	24	0	12	0	12	
PGDCA 1st Sem	10	3	5	2	0	
PGDCA 2nd Sem	10	5	3	1	1	
ADD ON COURSE	13	1	11	1	0	

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

Feed from students' parents' & alumni is discussed in IQAC meeting & Principal the chairperson of

IQAC evaluate the Teaching and Learning Process.

2.13 Initiatives undertaken towards faculty development   **YES**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	8	1	10
Technical Staff				05

Criterion – III

3. Research, Consultancy and Extension

3.1 Framed research monitoring and proposal assessment committee

Motivated staff members to apply for research project and to organise research related program in

the college

3.2   Details regarding major projects=**NO**

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3   Details regarding minor projects=**YES**

	Completed	Ongoing	Sanctioned	Submitted
Number	1	1	-	1
Outlay in Rs. Lakhs	Rs. One Lakh Forty Thousand	1,40,000/-		

3.4   Details on research publications=**YES**

	International	National	Others
Peer Review Journals	2	6	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	10	--

3.5 Details on Impact factor of publications: NO

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations=**NO**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	--	-	-
Minor Projects	-	--	-	-
Interdisciplinary Projects	-	--	-	-
Industry sponsored	-	--	-	-
Projects sponsored by the University/ College	-	--	-	-
Students research projects *(other than compulsory by the University)*	-	--	-	-
Any other(Specify)	-	--	-	-
Total	-	--	-	-

3.7 No. of books published   i) With ISBN No. | 1 | Chapters in Edited Books | 4 |

ii) Without ISBN No. | NO |

3.8 No. of University Departments receiving funds from =**NA**

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   =**NO**   Autonomy | | CPE | | DBT Star Scheme | |

INSPIRE | | CE | | Any Other (specify) | |

3.10 Revenue generated through consultancy | NO |

3.11 No. of conferences organized by the Institution =**NO**

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty | 4 | served as experts, chairpersons or resource persons

3.13 No. of collaborations   International | NIL | National | NIL | Any other | |

3.14 No. of linkages created during this year | NO |

3.15 Total budget for research for current year in lakhs: 0.25 Lakhs

From funding agency | | From Management of University/College | ✓ |

Total | 25,000 |

3.16 No. of patents received this year=**NO**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions   received by faculty and research fellows
      of the institute in the year=**ONE (Dr. Bharat Bhushan)**

Total	International	National	State	University	Dist	College
1	1					

3.18 No. of faculty from the Institution
     who are Ph. D. Guides | 2 |
    and students registered under them | 5 |

3.19 No. of Ph.D. awarded by faculty from the Institution | no |

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) = **NO**

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events: YES

University level [50]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events: YES

University level [49]   State level [22]

National level [03]   International level [   ]

3.23 No. of Awards won in NSS: **NO**

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC: **YES**

University level [49]   State level [22]

National level [03]   International level [   ]

3.25 No. of Extension activities organized =**YES**

University forum		College forum	
NCC	04	NSS	03	Any other	

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Tree plantation program organized by college.

1. Dental check-up of people living in slum area during 7 days NSS camp.
2. Provide warm clothes and personal hygiene material in slum area.
3. Swatch Bharat campaign in slum area.
4. Arrange one day yoga camp.
5. Organized one day Meditation Camp.
6. Aware people about social evils through rally.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	43503sq mts			
Class rooms	22			22
Laboratories				
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		11	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	3243361	532930		3776291
Computer labs	2			

4.2 Computerization of administration and library

YES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19052		356	119557	19408	190799
Reference Books	686	108603	18	21786	704	59147
e-Books/ N-List	N-List		3135809	5750	3135809	5750
Journal	-		2	2500	8	
e-Journals	N-List		6237		6237	
Digital Database						
CD & Video						
Others(specify) News paper	9	14053	-	13578	9	
Magazine	16(6REN)	11548	3	3174	16	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	50+2 Laptop	2	YES	NO	NO		YES	
Added	04+1 Laptop	0	YES	NO	NO		YES	
Total	54	2						

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> LAN in both of computers labs. Free classes of computer basis to needy students from 10/5/2018 to 25/05/2018

4.6 Amount spent on maintenance in lakhs :

i)   ICT   --

ii) Campus Infrastructure and facilities   449366

iii) Equipments   532930

iv) Others   --

Total :   982296

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

      Various teachers in charges of different support services on the recommendation of the IQAC organized mentoring sessions and class room visits to enhance student awareness about support services. NCC/NSS officers make the students aware about benefits of joining NCC/NSS and motivate them to join through classroom visits. Student Help Desk organizes mentoring sessions at the beginning of the session about rules and regulations of College/University and various student Support services. Cultural Committee organizes talent hunt programme for the various cultural events for the students in the month of August /September to give a chance to the students to come out with their talent participate in the event and finally get short listed in various team who are to participate in various cultural competitions at Zonal/University and Inter university level.

5.2 Efforts made by the institution for tracking the progression

The college makes earnest effects at every level through counselling and advertisements to ensure that the maximum no of students may get benefit from the support services offered by the college

5.3 (a) Total Number of students 17-18

UG	PG	Ph. D.	Others
455	86	--	--

(b) No. of students outside the state

244

(c) No. of international students

X

Men

No	%
174	

Women ──────────────────

Last Year 2016-17						This Year 2017-18					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
364	133	--	112	2	611	323	128	0	89	1	

Demand ratio   Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching form competitive examinations organize by English Commerce & Computer Deptt.

No. of students beneficiaries

40

5.5 No. of students qualified in these examinations =

NET | 1 | SET/SLET | | GATE | | CAT | |

IAS/IPS etc | | State PSC | | UPSC | | Others | 5 |

5.6 Details of student counselling and career guidance

| Career guidance and counselling is provided by the Placement Cell to the final year students of various programmes. |

No. of students benefitted | NIL |

5.7 Details of campus placement=

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	A numbers of students have been placed in schools colleges and banks but no record has been mandated

5.8 Details of gender sensitization programmes

| A function on environment & drug addiction was organizing by Red Ribbon Club |

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level | 05 | National level | | International level | |

No. of students participated in cultural events=NO

State/ University level | | National level | | International level | |

5.9.2   No. of medals /awards won by students in Sports, Games and other events=YES

Sports : State/ University level | 05 | National level | | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	116	300618
Financial support from government	100	1526811
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives =NA

Fairs   : State/ University level [　] National level [　] International level [　]

Exhibition: State/ University level [　] National level [　] International level [　]

5.12   No. of social initiatives undertaken by the students   **NO**

5.13 Major grievances of students (if any) redressed: **NO**

Criterion – VI_

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The institution was set up with a broad vision to open the doors of higher education to the common people living in this small town and the rural interior for the mental, physical, moral and healthy growth of the masses. The founders of this prestigious institution wanted the people of this area to have an open access to learning, irrespective of caste, colour or creed.

Mission:

The institution was set up with a mission to uplift the downtrodden, providing equal opportunities to all irrespective of caste, colour or creed, promoting and achieving excellence in education in terms of quality and to groom the students into worthy citizens as well as to make all round development of students thereby making them capable of being better employed and at par with the highly competitive world. The vision and mission of the institution is a reflection of the objectives of the National policies of higher education, in moulding human resources to meet contemporary challenges. The institution strives to shoulder the responsibility of making the nation's dream come true as well as for spreading the light of knowledge, preparing and guiding the youth for the global job market. The institution's missionary zeal is to serve the society, through the doors of higher education.

6.2 Does the Institution has a Management Information System

The institution is governed by Guru Nanak College Trust and Management Society. All major policy decisions such as introducing of new courses, sanction of posts, development of infrastructure, revision of pay scales, career advancement/step ups of
teaching and non-teaching staff etc. are taken by the Managing Committee of the college. The Management, Principal and the Faculty often interact with each other. The Principal of the college is the head of the institution and is always there to provide requisite leadership to the system. The Principal ensures the implementation of the policy decisions of the management. She also convenes meetings of the faculty and performs all such acts as may be necessary to carry out and give effect to the decisions of the said bodies. She also puts before the management any new Communication/decision of the government/university and matters related with the college for approval wherever needed. The Principal often holds meetings with the teaching and non-teaching staff for sharing policy and plans and their implementations. She also gets feedback and suggestions from them.
The members of the Managing Committee keep on meeting the college staff to discuss various policy matters and their application and adjudication. Two faculty members, in the capacity of teacher representatives, are members of the Managing Committee. Hence they are actively involved in the decision-making process to sustain and enhance quality of education imparted by the institution.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1   Curriculum Development

        Curriculum Development is undertaken by the affiliating University. The Various teaching departments forward their inputs through the faculty members who are the members of board of studies of the University.

6.3.2 Teaching and Learning

The college provide infrastructural and technical support to improve teaching learning process as required by various departments. Computer and internet facility is provided to every department of the college.

6.3.3 Examination and Evaluation

The college follows the rules and regulations regarding examination and evaluation as per Panjab University, Chandigarh

6.3.4 Research and Development

The college administration actively and financially supports research and development by encouraging the faculty to participate/ present papers in seminars/ conference/ workshops. The college also encourages various department organize research related events.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has semi-automated Library having a number of journals, E-journals, E-Books and Reference Books besides a large number of Text Books. It is open form 9.00 a.m. to 4.00 p.m.
All the faculty members are provided access of NLIST.
The college administrative office and accounts office are also fully updated.

6.3.6 Human Resource Management

Faculty various training & development programmes

6.3.7 Faculty and Staff recruitment

Faculty positions of others staff are filled up as per UGC/ P.U Chandigarh & DPI Colleges PB norms,

6.3.8 Industry Interaction / Collaboration

The institute interacts with various institutions & consults them on various issue for the Improvements of education system

6.3.9 Admission of Students

As per Guidelines of Panjab University Chandigarh.

6.4 Welfare schemes for

Teaching	Insurance	The medical facility is available in the college in first aid centre to all the staff members and all the students. Moreover an arrangement in the nearby Hospital also made in case emergency
Non teaching	Insurance	
Students	Insurance	

Reservation for the recruitment of teaching of Non-Teaching Scholarship for S.C/ S.T Students Establishment of S.C/ S.T Cell of HEPSN

> As per Panjab University Norms

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes [✓]   No [   ]

By AG Office Punajb

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no		NO	
Administrative	YES	A.G. Office pb		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes [   ]   No [NO]

For PG Programmes   Yes [   ]   No [NO]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> As per P.U Chandigarh Guidelines.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> NA

6.11 Activities and support from the Alumni Association

> A function of Alumni Association named alumni meet is conducted every year to take suggestion to improve the functioning of the college & motivate the public of area for admission in college.

6.12 Activities and support from the Parent – Teacher Association

> Regular feedback from the parents by the office of Principal.
> Their reviews help the institution to improve teaching learning
> process and overall discipline in college.

6.13 Development programmes for support staff

> Required help is given to them whenever is needed by
> staff & Management.

6.14 Initiatives taken by the institution to make the campus eco-friendly

> Polythene is banned within college campus
>
> Plantation, Paintings on Walls, Keeping Dustbins

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> Staff & Students of the college are provided passwords of
> access NLIST.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per the decision made in the meeting in the IQAC, a number of extension lectures organized by the different department

Laying green grassing grounds 350x200sq and also showing the different type of the plants in the ground

A Statue of the founder president S. Gurraj Singh Dhillon (Ex M.P) is to be installed in the middle of the college campus

The point/issues which ware not yet not fulfilled are taken for fed for positive completion in the next year out of which some are subject to the approval of funds from UGC as applied.

7.3 Give two Best Practices of the Institution *(please see the format in the NAAC Self-study Manuals)*

Cleanliness and Tree Plantation

Drug Awareness Drive by Red Ribbon Club

Blood Donation Camp

Provide the details in annexure (annexure need to be numbered as i, ii, iii)

7.4 Contribution to environmental awareness / protection

- Students of Under Graduate classes study the subject of Environmental studies
- Tree Planation Polyphemus free Environment

7.5 W

7.6 An

SWOT Analysis

Strength

	✓

- **Experience and dedicated staff**
- **Research oriented staff**

Weakness
- **Limited availability of the space and infrastructure**
- **Lack of Funds**
- **Students from rules and backward regions**

Opportunity
- **There is good opportunity to start more PG Departments**
- **There is a great scope for the teachers to avil of UGC funded research projects**

Threat
- **More and More students opting for professional colleges**
- **Threat from mushrooming of new institutions**
- **Students of the regions migrates outside India after their secondary education.**
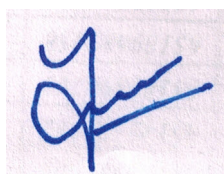
8. **Plans of institution for next year**

> TO organize conference and seminar and other research related activities,
>
> To motivate the faculty to Research Project.

Name :- Dr.Bharat Bhushan

Name :- Dr.Suinder Singh

_____

_____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence

DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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SUGGESTION BOX