



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GURU NANAK COLLEGE KILLIANWALI
Name of the head of the Institution		Dr. Surinder Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01668222345
Mobile no.		9914566493
Registered Email		gncollegekillianwali@yahoo.co.in
Alternate Email		sthakur_1970@yahoo.co.in
Address		Dabwali Malout Road
City/Town		Killianwali
State/UT		Punjab
Pincode		151211
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Bharat Bhushan
Phone no/Alternate Phone no.	01668222345
Mobile no.	9814811200
Registered Email	gnck.iqac@gmail.com
Alternate Email	gncollegckillianwali@yahoo.co.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.gnckillianwali.com/uploads/AQAR2015-16.pdf">http://www.gnckillianwali.com/uploads/AQAR2015-16.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

if yes,whether it is uploaded in the institutional website: Weblink :	Yes  <a href="https://www.gnckillianwali.com/academic-calender201617.aspx">https://www.gnckillianwali.com/academic-calender201617.aspx</a>
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### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.55	2015	15-Nov-2015	14-Nov-2020

### 6. Date of Establishment of IQAC

01-Jul-2015
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Competition on fine arts, heritage and culture	12-Sep-2016 1	120
Extension lecture on	21-Feb-2017	150

Environment safety and Drug Abuse	1	
Extension lecture on GST and filing of IT returns	27-Feb-2017 1	100
Extension lecture on	02-Mar-2017 1	42
Extension lecture on Cashless transactions	03-Mar-2017 1	112
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2017 0	0
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. Monitored all significant academic activities in the college. 2. IQAC has been continuously encouraging the teaching departments and students to engage in research. 3. IQAC contributed in promoting overall sports, cultural and environmental activities. It motivated the staff and students to make the campus plastic free. 4. IQAC contributed to beautify the college campus by planting hedge plants right from the entrance to the end of ground. 5. New furniture is installed in Principal's and Management's Office.

[View File](#)

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

Plan of Action	Achivements/Outcomes
It was decided to install new furniture in Principal's and Management's Office.	It is attained
It was decided to plant more trees to make the campus beautiful	It was attained by planting hedge plants right from the entrance to the end of ground.
Extension Lectures by different departments	It was attained
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Guru Nanak Society (Regd. Mandi Dabwali)	15-Jun-2017

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

07-Feb-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The institution is governed by Guru Nanak Society (Regd. Dabwali). All major policy decisions such as introducing of new courses, filling of sanctioned posts, development of infrastructure, case of revision of pay scales, career advancement/step ups of teaching and nonteaching staff etc. are approved for further by the Managing Committee of the college. The Management, Principal and the Faculty often interact with each other. The members of 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.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Panjab University Chandigarh and it offers BA, MA, B.Com. Degree programme. The college strictly follows the curriculum designed by the University which is available on the university website, college library and in respective departments. At the commencement of the academic year a General Meeting headed by the head of Institution is being called for effective curriculum delivery. Each department plans and divides the curriculum term wise under the guidance of the heads of department. The curriculum is then approved by the principal and ensures that every teacher performs his duties as per the teaching plan. The college informs the students about the commencement by way of notice and also communicates the time table by displaying it on the notice board. In addition to traditional chalk and talk method, the teachers are also encouraged to adopt innovative and interactive teaching methods to make education more effective. Following initiatives for effective curriculum delivery are being taken by the institution:

- Experts from various fields are invited to deliver extension lectures keeping in mind the present/current needs of education.
- Computerised library with internet facility is made available to the students as well as teachers.
- Various activities like management games, quizzes, paper presentations are conducted for the benefit of students.
- Regular staff meetings are taken by the head of institution to sensitize the teachers towards responsibilities and teaching.
- Efforts are made to keep faculty updated by adjuring them to attend FDPs, conferences, seminars and workshops.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	Nil	0	nil	nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
No file uploaded.		

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

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

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Ice Breaking Session	20/07/2016	65
Celebration of Independence Day	15/08/2016	200
Celebration of Janamashtami	25/08/2016	150
Talent Hunt	03/09/2016	250
Teachers day celebration	05/09/2016	100
Competition on fine arts, heritage and culture	12/09/2016	120
Honouring the best performers in Advance Leadership Camp held during 7-sept to 18-sept 2016	19/09/2016	10
Annual Function of Thinkers Society	11/11/2016	250
Celebration of Prakash Diwas of Shri Guru Nanak Dev Ji	14/11/2016	200
Celebration of Lohri	13/01/2017	220
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
PGDCA	Computer Applications	10
<a href="#">View File</a>		

**1.4 – Feedback System**

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?

(maximum 500 words)

#### Feedback Obtained

The purpose of taking feedback from all the stakeholders is to find out the scope for improvement and to enhance the quality of the institution. Though the Guru Nanak College Killianwali family does its best at all levels yet we strongly believe that there is always scope for further improvements. With an objective to make an assessment of the teaching-learning process, evaluation system, student support services and other facilities provided to students, structured feedback questionnaires are given to them to gather feedback on various aspects of the institution. This feedback proformas comprises four questionnaires based on feedback on (i) Courses and programmes (ii) Teachers and their teaching (iii) Overall evaluation of Programme and Teaching (iv) Overall evaluation of the organisation. After getting feedback proformas back, analysis is made on the basis of remarks given by them. This feedback is analysed, discussed with the staff members and corrective steps are applied wherever necessary. The findings are quite positive till date as majority of the students appreciate the overall functioning of the institution. Besides the positive outcomes of teaching-learning process, they give positive remarks to the fair evaluation system. They are satisfied with the support services like library facilities, co-curricular activities, interaction with faculty and administration as and when needed. Majority of them have expressed that they are not only intellectually enriched rather they find themselves fully equipped and empowered to face the challenges of life. Formal as well as informal feedback is gathered from other stakeholders as well. Formal Feedback from Teachers, Parents and Alumni is gathered through structured questionnaires. Informal Feedback from the Teachers and Employers is also gathered during the meetings from time to time, from Alumni the feedback is gathered during their visits to college in functions like Prize distribution, Convocation etc. There are certain students on rolls whose parents are the Alumni of the college. This clearly reflects their trust in the college - the best in the area. Informal feedback is gathered from the parents also either they are invited to attend the college events or when they are contacted personally to discuss the performance of their ward. The feedback obtained from all stakeholders is being analysed and utilized for the overall development of the institution. On the basis of such feedback and suggestions, continuous improvements are made in the institution. The valuable opinion and suggestions of all the stakeholders are considered and implemented as and when it is feasible. Keeping such suggestions in view we are planning to start some new courses from the coming session. Based on the feedback of different stakeholders, the college has so far improved its working on multi-dimensional aspects. Thus feedback is a common but powerful tool that actually gives us direction to move ahead in the right manner.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	350	202	202
BCom	Commerce	70	55	55
MA	Hindi	60	5	5
MA	History	60	17	17
MA	Punjabi	60	9	9

PGDCA	Computer Applications	40	11	11
<a href="#">View File</a>				

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	506	105	14	4	7

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	25	5	3	1	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Both faculty as well as students have a role to play in the success of mentoring. Mentors tend to give constructive feedback on various elements of the career design. Mentoring system also helps to students to strike a balance between their professional and personal goals. Students mentoring system was introduced in the institution with the following objectives: • To enhance the teaching learning process • Enabling required guidance and mentorship to the students by the faculty. • Providing a well-structured system to motivate students in order to excel in both curricular and extracurricular activities. • To make the students understand the challenges and opportunities in the real life. • To council the weak students and providing assistance to them with additional notes and remedial classes. • To identify the problem of the students. • To identify the advanced learners and providing them incentive prizes. Student mentoring system primarily deals with the first year students so that the students may adjust in the new environment. In the institution IQAC contributes a lot by adopting different measures for the mentoring system. The faculty members prove good mentors by sharing their skills, knowledge and expertise with the students. The mentors also act as role models by demonstrating themselves. The faculty members also identify the students with good academic record during the admission process. They also listen to the students carefully and patiently with which further leads to good mentor-mentee relationship. The students are guided, motivated and are made to develop positive thinking so that they can face the challenges of life. Before the commencement of the session, every department prepares its teaching plan in accordance with the academic calendar provided by Punjab University Chandigarh. The faculty members also play a role of mentors by nurturing the critical thinking and creative skills of the students. Students are also motivated to participate in debates and group discussions. Students are also assigned important duties during functions, seminars and workshops to ensure lifelong learning. Guidance is also provided to the students interested in sports and co-curricular activities. So, the student mentoring system helps the institution to fill the gap between the teachers and students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
611	25	1 : 24

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year



No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	8	10	Nil	7

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Mr. Amit Behal	Associate Professor	Galactic Gratitude award for rendering services to the field of Education
2017	Mr. Amit Behal	Associate Professor	HPS Pariwar Award
2016	Dr. Bharat Bhushan	Associate Professor	Shrimati Gina Devi Shodh Shri Sammaan

[View File](#)

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
PGDCA	Computer Applications	2nd sem	17/05/2017	15/09/2017
MA	Hindi	4th sem	30/05/2017	17/10/2017
BCom	Commerce	6th sem	26/05/2017	12/07/2017
BA	Arts	6th sem	01/06/2017	15/07/2017
MA	Punjabi	4th sem	24/05/2017	28/08/2017
MA	History	4th sem	31/05/2017	20/09/2017

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

As prescribed by Panjab University Chandigarh, CIE system is followed both in graduation and post- graduation programmes. Every department of the institution adheres to the pattern prescribed by the University. Under this pattern CIE it is conducted for 20 marks for individual paper in each semester in commerce stream and 10 for individual paper in arts stream. The internal assessment system is comprised of regularity in attendance, performance in MSTs, monthly assignments, presentations, class tests, etc.. The institution also takes necessary efforts to provide all the relevant information about the CIE system to the students so that the students are well aware about the system and a certain level of transparency can be maintained. Each department follows its own schedule of internal evaluation which is further communicated to all the students across the semester. Through CIE students can develop their skills

like academic writing, research culture, public speaking, etc. which further enhances their participation in such activities. The performance of students in the internal examination is communicated and discussed in the class by every teacher of respective subjects and suitable remarks are given to improve their performance. Parents of the students are also informed regarding the same.

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

The college complies with the tentative academic calendar which is issued by Panjab University Chandigarh to its colleges every year. In accordance with the tentative academic calendar the collage frames its academic schedule semester wise which mentions the various activities to be conducted during the year. Once the college plants the academic schedule an internal meeting of different departments is conducted to plan and prepare various activities like internal examination, regular class tests, etc. to ensure proper adherence to the academic calendar. The department further inspects that the various activities are taking place according to the academic schedule through continuous monitoring.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.gnckillianwali.com/uploads/ProgramOutcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
PGDCA	PGDCA	Computer Applications	10	10	100
MA Punjabi	MA	Punjabi	24	24	100
MA History	MA	History	20	20	100
MA Hindi	MA	Hindi	10	10	100
Bachelor of Commerce	BCom	Commerce	28	28	100
Bachelor of Arts	BA	Arts	73	73	100

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gnckillianwali.com/download.aspx>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Nil	0	nil	0	0
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Ice Breaking Session	Department of Business Management and Commerce	20/07/2016
Workshop on how to file IT returns cum Extension lecture on GST	Department of Business Management and Commerce	27/02/2017

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Shrimati Gina Devi Shodh Shri Sammaan	Dr. Bharat Bhushan	Bohal Shodh Manjnsha International Journal, Bhiwani, Haryana	31/12/2016	Research
HPS Pariwar Award	Mr. Amit Behal	HPS School, Mandi Dabwali	19/03/2017	Knowledge and Wisdom
Galactic Gratitude award for rendering services to the field of Education	Mr. Amit Behal	Dr. Prem Chand Sachdev Memorial Adarsh Shiksha Samiti (Regd.)	05/02/2017	Commitment with Integrity
<a href="#">View File</a>				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	2100	0

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

Name of the Department	Number of PhD's Awarded
Department of Hindi	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Department of	4	1.31

	<b>Hindi</b>		
<b>International</b>	<b>Department of Business Management and Commerce</b>	<b>2</b>	<b>0</b>
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>Punjabi</b>	<b>2</b>
<b>Hindi</b>	<b>3</b>
<b>Commerce</b>	<b>3</b>
<b>Political Science</b>	<b>1</b>
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>Nil</b>	<b>0</b>	<b>nil</b>	<b>Nil</b>
<b>No file uploaded.</b>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>nil</b>	<b>nil</b>	<b>nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>nil</b>
<b>No file uploaded.</b>						

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

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>Presented papers</b>	<b>1</b>	<b>24</b>	<b>Nil</b>	<b>Nil</b>
<b>Resource persons</b>	<b>Nil</b>	<b>4</b>	<b>Nil</b>	<b>Nil</b>
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
<b>Honouring the best performers in</b>	<b>NCC</b>	<b>1</b>	<b>10</b>

Advance Leadership Camp held during 7-sept to 18-sept 2016			
Extension lecture on Environment safety and Drug Abuse	Red ribbon club	2	150
Awareness Rally on "Life Safety"	NCC	1	25
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness regarding Women Rights	Career counselling and guidance cell	Extension lecture on "Women Empowerment "	1	42
Motivating students for the duties towards our nation	Senior citizen welfare society	Remembering Shaheed -e- azam S. Bhagat Singh	6	202
Awareness among Students for Environment Safety and Drug Abuse	Red ribbon club	Extension lecture on Environment safety and Drug Abuse	2	150
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
nil	0	nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry	Duration From	Duration To	Participant

		/research lab with contact details			
nil	nil	nil	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Manish S Bansal and Associates	16/06/2016	Practical Training for CBA Students	13
<a href="#">View File</a>			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4.55	5.52

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Winning edge learning	Partially	V-2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19051	1199714	80	39247	19131	1238961
Reference Books	660	189616	15	11350	675	200966
e-Books	Nil	Nil	164300	5725	164300	5725

Journals	1	2200	Nil	Nil	1	2200
e-Journals	Nil	Nil	6000	5725	6000	5725
Others (specify)	13	23401	Nil	Nil	13	23401
<a href="#">View File</a>						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
nil	nil	nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	52	2	3	0	0	1	1	50	0
Added	0	0	0	0	0	0	0	0	0
Total	52	2	3	0	0	1	1	50	0

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

50 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N-LIST	<a href="https://nlist.inflibnet.ac.in/">https://nlist.inflibnet.ac.in/</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6.21	4.74	4.58	5.48

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As our College has huge campus, so college ensures optimal allocation and utilization of the available resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students. Computers and Computer Labs- Two computer laboratories established by UGC funds are used to maintain computers in the
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college. Computer maintenance is done regularly and non-repairable systems are disposed off from time to time. Record of maintenance account is maintained by lab technicians and supervised by HODs. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians according to need. The lab instruments are cleaned regularly and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs. There is systematic disposal of waste of all types such as e-waste. Library- The requirement and list of books is taken from the concerned departments. After ratification by Library Committee the finalized list of required books is duly approved and signed by the Principal. Every year in the beginning of session, students are motivated to use e-shelf, N.-List, INFLIBNET etc. The Library has a book bank facility for needy students of commerce and there is special facility for physically challenged students by giving their work priority and assistance by library attendant. Suggestion box is installed inside the reading room to take feedback. This helps a lot in introducing new ideas regarding library enrichment. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. The proper account of visitors on daily basis is maintained. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. Sports: Regarding the maintenance of indoor Badminton/ Volley Ball court / Table Tennis Courts /Gym on the college sports in charge consult coaches. In their guidance accommodates are arranged. Classrooms- The college has a building and maintenance committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. With the help of the two full time sweepers cleanliness of class rooms is maintained. They are well equipped with proper tools of cleaning. A maintenance complaint register is maintained in office in which students as well as faculty can register their problems which are resolved within a set time frame. Students are sensitized regarding cleanliness and energy conservation by careful use of electricity in classrooms. Under Building Committee, Maintenance Committee and Beautification Committee the technicians, masons, plumbers, carpenters etc. ensure the maintenance of classrooms and related infrastructure. Above all the whole campus is under CCTV surveillance for security.

<http://www.gnckillianwali.com/uploads/procedures20162017.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fee Concession	160	361211
Financial Support from Other Sources			
a) National	Central Sector Scheme of Scholarship	8	80000
b)International	nil	Nil	0

[View File](#)

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



Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Ice Breaking Session	20/07/2016	65	Department of Business Mgt. Commerce
Celebration of Independence Day	15/08/2016	200	Cultural Committee
Celebration of Janamashtami	25/08/2016	150	Cultural Committee
Talent Hunt	03/09/2016	250	Cultural Committee
Teachers day celebration	05/09/2016	100	Deptt. Of Business Mgt. Commerce
Competition on fine arts, heritage and culture	12/09/2016	120	Cultural Committee
Honouring the best performers in Advance Leadership Camp held during 7-sept to 18-sept 2016	19/09/2016	10	NCC
Annual Function of Thinkers Society	11/11/2016	250	Department of Political Science
Celebration of Prakash Diwas of Shri Guru Nanak Dev Ji	14/11/2016	200	Gurudwara Committee
Celebration of Lohri	13/01/2017	220	All staff members
<a href="#">View File</a>			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career Guidance and Counselling Cell	4	5	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

Null	Null	Null
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## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
nil	Null	Null	nil	Null	Null
No file uploaded.					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	10	Commerce	Department of Business Management and Commerce	Different Universities	Higher Studies
<a href="#">View File</a>					

### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Republic Day Celebration	College level	200
Camp on Fine Arts/Heritage/Culture	College level	120
Teachers' Day Celebration	College level	100
Talent Hunt	College level	250
Janamashtami Celebration	College level	150
Independence Day Celebration	College level	200
Annual Athletic Meet	College level	200
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## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
Nil	nil	Nil	Nil	Nil	nil	nil
No file uploaded.						

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

Embedded in Meaningful Student Involvement is the assumption that all education decision-making should be democratic in its nature. Representatives of our students actively participate in various activities of different academic and administrative bodies of our institution like IQAC, A.F. Committee, Red Ribbon Cell, Legal Literary Club, Thinkers Society, Punjabi Sahit Sabha etc. They help in coordinating all the events related to academics and other co-curricular Extra-curricular activities, as per the directives of teaching faculty. They do lot of academic administrative work by taking the help of other students. They also motivate other students to take part in the activities conducted by the Institute. They work as a medium between faculty and students.

1. Coordination in day to day academic activities at their level.
2. Coordination in communicating the information between students and Teaching faculty.
3. Coordination in conducting special events like Freshers Party, Farewell party, Annual Function of Thinkers Society etc.
4. Coordination in organizing Cultural events.
5. Coordination in organizing Sports/ Games and arranging Tours and Visits for the students.
6. Vital help in collecting articles from students as Student Editor of College Magazine Nanak Jot.
7. Coordination in inviting the external guest speakers Seminars Workshops:-Our educational institution provides necessary support to the students in organizing coordinating the events. It encourages the students to develop their leadership skills through these activities. Student members can become real heroes and competent managers in future by learning all these skills. In their own practice today, educators should consider how they work with students to make decisions. Meaningful Student Involvement should not merely be an exercise, but must be a reality that engages, challenges, and expands students' understanding of democracy in their education and throughout their lives.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association serves many valuable roles, such as helping to build and grow an institution's brand through word-of-mouth marketing. Yes, the college has Alumni Association registered in the name of "Alumni Association Guru Nanak College" under the Societies' Registration Act (XXI of 1860) and as amended by Punjab Amendment Act, 1957. Although Alumni Association was constituted in 2006, but it was registered on 28th November, 2016. All those, who pass out of the college, are eligible for Alumni status. The mission of Alumni Association is to inform, engage and inspire Alumni to stay connected to their alma-mates to support college to achieve its vision and contribute to its success. As per the bye-laws of Alumni Association, the President of the College Managing Committee will be Chief Patron of the Alumni Association and Secretary of the College Managing Committee will be the president of the Alumni Association. Other office bearers in the executive committee will be elected for the term of three years in the annual general meeting. So the executive committee is working under the partnership of Shri Neeraj Jindal and Secretary CA M.L. Grover. To ensure the smooth functioning of the Alumni Association, the executive committee consists of various coordinators of sub committees like cultural, refreshment, event organizing, educational, social service and placement cell. Nearly 400 alma-mates of our Alumni Association are in regular intervals of each and every activity of the institution with its heart and

soul. Colleges also rely on Alumni to provide mentoring, internships and career opportunities to students. To achieve its mission Alumni conducts Alumni Meets, Blood Donation Camps, Extension Lectures on different topics for the students, sponsorship of fee for students to keep in touch with society by organizing different cultural programmes. The Alumni has conducted an Extension Lecture in the year 2016-17 in which amount of Rs.3259/- was contributed. In addition to the meeting of the executive members of the Alumni Association Guru Nanak College Killianwali, Annual General Meeting of the members is conducted as per the protocols of the Annual General Meeting. The audited financial statements are also presented in the meeting along with the annual report of the last year.

5.4.2 – No. of enrolled Alumni:

316

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

3259

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting/Activities organized by Alumni Association Date of Meeting 24.09.2016  
 19.11.2016 Date of Activity 23.11.2016 Extension Lecture on Exam Phobia, by  
 Prof. Ravinder Puri Date of Meeting 26.11.2016 29.11.2016 18.01.2017 Date of  
 Activity 29.01.2017 AGM Annual General Meeting of Alumni Association Date of  
 Meeting 04.03.2017 23.03.2017 25.03.2017 30.03.2017 01.04.2017 Date of Activity  
 02.04.2017 Alumni Meet

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization, participation, involvement and accountability are the core aspects for the quality policy of the institution. The Managing committee delegates all the academic and operational decisions in their policy. The Principal is the sole authority of the College. The faculty also plays significant roles in the decision making process of the College. All the members of the staff participate in the proceedings and important decisions in the view of the development of the College. The HOD's manage the day to day events of the department. There are various associations and committees to coordinate the co-curricular and extra-curricular activities of the College. Teachers are divided in different committees where in one of the staff members is Co-Ordinator of respective committee. These committees are such Advisory Committee, Academic Committee, Cultural Committee, Sports Committee, Admission Committee, Prospectus Committee, Alumni Association Committee, Research Committee, Library Committee etc. The coordinators along with the committee are decision makers and have full power for the better functioning of the college. Other units like Sports, NSS, NCC etc. have the operational autonomy and students are also involved in decision making process.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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<p>Curriculum Development</p>	<p>The college has an indirect role in curriculum development as it is an affiliate institution and the curriculum for most of the courses is designed by the university. The institute is affiliated to Panjab University, Chandigarh and it has to abide by the syllabus prescribed by the Boards of studies of the affiliating university which revise the syllabus from time to time.</p>
<p>Teaching and Learning</p>	<p>The institution adheres to guidelines of Panjab University, Chandigarh for effective implementation of Academic calendar released every year. The Advisory committee under aegis of IQAC regularly monitors and maintains quality of teaching and enhancement measures are taken accordingly. Assignments, handmade notes, seminars, ICT based teaching, participation in group discussion and skills for interview for developing communication skills, computer labs, extension lectures by experts, internet accessed library are the strategies for improving the quality of teaching and learning. The advance learners are encouraged and motivated to write all competitive and professional exams and also help the slow learners in acquiring their graduation and the necessary skill sets to face the challenges of the present day with confidence and vigour. Different departments adopt different methodologies and techniques to improve and enhance their performance.</p>
<p>Examination and Evaluation</p>	<p>Semester system is followed as per Panjab University norms, mid semester examinations are conducted in the months of November and April for odd and even semester respectively. Internal assessment is also awarded on the basis of these examinations in addition to class performance and class conduct. The faculty members, students and their parents are informed about evaluation process by giving general instructions mentioned in prospectus. Regular class tests, mid semester exams, Presentations and assignments are the basis of evaluating the students and even marking their internal assessment. The answer sheets of the examination are provided to students and proper suggestions making</p>

	evaluation a transparent process. The records of each examination, class tests and presentations are maintained by concerned teacher.
Research and Development	Research Committee is working in Collaboration with IQAC • Staff are encouraged to publish and present papers. • Staff are encouraged to apply for major and minor projects. • International and National Seminars are conducted. This year a National Seminar on ADIVASI Sahitya VIMARSH was Conducted on 22-01-2016.
Library, ICT and Physical Infrastructure / Instrumentation	The college has well planned structure with ultra modern facilities spread over an area of 13.22 acres. The Administrative Block comprises well-furnished Principal office, Pantry, Visitors room, superintendent office. Seminar Hall is equipped with overhead projectors, well equipped computer labs with Wi-Fi broadband internet facility, Swimming pool and Gym are an integral part of the college infrastructure. We also have a student friendly library with the reading hall for students. The library computer system provides details of available books and access to e-journals. There are 18746 books, 685 reference books and 12 journals in the library. students are also provided with Internet facility in the Lab, books are also issued system based on barcode reader.
Human Resource Management	Proper hierarchical model is followed so far as human resource management is concerned. All human resources available within the College is deployed and engaged according to one's aptitude and abilities. Grievance Redressal Cell, Sexual Harassment Committee cum Internal Complaint Committee is working properly. College Administration has developed mechanism to watch each and every employee closely, at the same time it takes care to complete the employees at comfort level, so that they can work efficiently to the maximum of their capacity. For the working of college different committees are set up.

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

E-governance area	Details
Planning and Development	partly implemented

<b>Administration</b>	<ul style="list-style-type: none"> <li>• The awareness among students are created through college website, academic calendar, circulars and various activities of college.</li> <li>• the college regularly enhances the internet connectivity facility</li> <li>• CCTV cameras are installed in the college campus.</li> </ul>
<b>Finance and Accounts</b>	<ul style="list-style-type: none"> <li>• Software applications are installed in order to facilitate Treasury transactions, management of Service Record of Faculties.</li> <li>• Faculties and staffs' salaries are credited in the bank account directly.</li> </ul>
<b>Student Admission and Support</b>	Admission of the students is done according to the norms of affiliating university i.e. Panjab University Chandigarh to make the admission process smoother, admission committee is formed. Another media committee disseminate information about various courses and scholarship. 10 discount in fees is given to girls students to promote girls education.
<b>Examination</b>	Following the guidelines of the university for semester system, the college conducts House Examinations on university examination pattern on the basis of performance in pre semester exams, internal assessment is awarded to students.

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	nil	nil	nil	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	nil	nil	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
2 days Legal Awareness Programme	2	23/12/2016	24/12/2016	2
Short Term Course	1	17/01/2017	23/01/2017	7
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	11	Nil	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• 240 days medical leave is given to the employees during his/her job period.</li> <li>• There is provision of maternity leave to the staff.</li> <li>• Retiral benefits such as leave encashment, gratuity and provident fund to the staff as per rules.</li> <li>• Loan facility from provident fund for different purposes.</li> <li>• Residential facility is provided to the head of the institution.</li> <li>• Life insurance schemes for teaching, non-teaching staff members and students.</li> <li>• Duty leave is given.</li> <li>• Advance increments to the faculty members possessing higher qualification such as M.Phil. and Ph.D etc.</li> </ul>	<ul style="list-style-type: none"> <li>• 240 days medical leave is given to the employees during his/her job period.</li> <li>• There is provision of maternity leave to the staff.</li> <li>• Retiral benefits such as leave encashment, gratuity and provident fund to the staff as per rules.</li> <li>• Loan facility from provident fund for different purposes.</li> <li>• Life insurance schemes for teaching, non-teaching staff members and students.</li> <li>• Duty leave is given.</li> </ul>	<ul style="list-style-type: none"> <li>• The poor and needy students are helped by faculty by giving concessions in fee structure. College has facility of 'Book Bank' for needy students. The merit holders are guided to avail various scholarships and other benefits. Some of our meritorious students are honored by Social Societies and Clubs and even in Annual Prize Distribution function of College.</li> </ul>

**6.4 – Financial Management and Resource Mobilization**

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

Proper procedure for any purchase in college is adopted. A senior teacher from commerce department has been appointed as bursar of the college who verifies all the financial transactions. The regular expenditure in any head is mentioned at various levels like the College Principal and Managing Committee, Superintendent and Bursar of the College.

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



Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
nil	0	0
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6.4.3 – Total corpus fund generated

0
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### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	Yes	AG office, Punjab Government	Yes	Bursar and Superintendent

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

College does not have Parents Teachers Association as such. However, parents teachers meetings are organised by various departments at their own level to intimate the performance of their wards to the parents. Feedback from the parents is also taken.
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6.5.3 – Development programmes for support staff (at least three)

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

1. Proposal for opening of PG course in Commerce. 2. Publicity through Prospectus, website and advertisement etc. 3. Teachers make use of ICT tools like power- point presentation, smart board and projector to show documentary movies. 4. Maintenance of College Building.
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Competition on fine arts, heritage and culture	12/09/2016	12/09/2016	12/09/2016	120
2017	Extension lecture on Environment safety and	21/02/2017	21/02/2017	21/02/2017	150



2017	1	1	21/02/2017	1	Extension lecture on Environment safety and Drug Abuse	Awareness among students for environment safety and drug abuse	150
2017	1	1	22/03/2017	1	Remembering Shaheed-e- azam S. Bhagat Singh	Motivating students for the duties towards our nation	202
2017	1	1	22/04/2017	1	Awareness Rally on "Life Safety"	Awareness on life safety and precautions	25

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
A Handbook of Information (Prospectus)	30/05/2016	Code of Conduct (A Handbook of Information for students) Discipline is the key to success. A student is required to abide by the rules and always remain in discipline while pursuing studies and getting trained in the art of living. Every student must strive to:- 1. Contribute actively to create congenial atmosphere in the college. 2. Show courtesy and decency of behaviour to all the teachers, non-teaching employees and fellow college students especially to girls. 3. Always keep his/her college identity card with him/her, falling which the student could be refused to enter the college premises. 4. Always to be particular in maintaining silence

and discipline while in the Reading Room and Library. 5. Inculcate sweetness of temper, humility and courtesy of manners as is the hallmark of deserving students. 6. Avoid participation in political communal activities which disturb and damage our social set-up. 7. Keep mobile phones away from the college premises. 8. Stay at the window of College walls, Black Board etc. by writing anything and making images. A student guilty of the breach of this rule will be turned out of college. 9. Never to deface the college walls. Black board etc. by writing anything and making images. A student guilty of the breach of this rule will be turned out of college. 10. Not to spoil the library books and magazines by writing anything on them or making them dog-eared. 11. Not to come to the college campus under intoxication, playing cards in the college premises is strictly prohibited. 12. Ensure attendance in the college functions and activities. A fine of Rs. 100 per day shall be imposed in case of absence. 13. Not to enter the staff room and the college office without permission. 14. To maintain proper decorum at the college canteen- as canteen is also a part of the college premises. 15. To ensure that college property, furniture etc. sustains no damage. Strict action will be taken against the violators of this rule.

16. Not to indulge in Ragging. As per the clear-cut instructions of the Honourable Supreme Court of India, Ragging has been banned. Student guilty of Ragging shall be expelled from the college. DO's: Each student must wear the college identity card during college hours. Defaulters will be fined heavily. It's the duty of each student to maintain discipline in the college. It is the prime duty of every student to keep himself/herself in touch with the Main Notice Board and Departmental Notice Board of the college. College is not responsible for the missing of any important information displayed on the Notice Boards during the absence of student. DON'Ts Use of mobile phones is strictly prohibited in the college campus. Any student found in possession of a cell phone will be heavily fined and his/her phone will be confiscated. Repetition of these mistakes will lead to rustication. Don't harm the college property in any way. Don't wear ungraceful dress.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2016	15/08/2016	200
Celebration of Janamashtami	25/08/2016	25/08/2016	150
Teachers day celebration	05/09/2016	05/09/2016	100
Annual Function of Thinkers Society	11/11/2016	11/11/2016	250
Celebration of Prakash Diwas of Shri Guru Nanak Dev	14/11/2016	14/11/2016	200

Ji			
Republic Day Celebration	26/01/2017	26/01/2017	200
<a href="#">View File</a>			

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

1. To make the college campus polythene free 2. Paperless work 3. Swimming Pool is regularly cleaned. 4. By maintaining all the equipment of the college. 5. By keeping dustbins.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Tree Plantation The mission of the tree plantation is "One Person One Tree" and this mission is completed when one generation plants and second or third reaps its fruits so the planting of trees is a divine gesture. 2. Drug Awareness drive by Red Ribbon Club. The College makes the students aware about the insidious influence of drug addiction which leaves their future utterly dark and destructive. Motivating students for drug free environment college conducts various activities to make the students aware about it. The anti-drug campaigns are organised with the help of Red Ribbon Club and NSS unit.

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

<http://www.gnckillianwali.com/uploads/bestpractices20162017.pdf>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Book Bank Facility of our college is an integral part of our college library from where the books are given to all the needy and bright students and a proper record of these books are maintained. Students can make use of these books in their full semester and these books are returned after their exams are over. The college has books of different authors containing all the subjects and every year new and latest books are added, thereby increasing the stock of these books every year. The students of our college are taking benefits of this facility from the last more than ten years.

Provide the weblink of the institution

<http://www.gnckillianwali.com/>

## 8.Future Plans of Actions for Next Academic Year

Future planning can help making plans more concrete and attainable. Considering this fact the college has proposed a future plan of action for next academic year 2017-18. 1. Sustainable Development is a development that meets the needs of the present without compromising the ability of the future generation. This is need of the hour that there should be discussion on this topic. So our college is planning to organize a seminar/conference on this current issue. 2. For the jobs of tomorrow, we need to skill our young generation. In Future we are planning skill development programs and organise extension activities which helps to enrich our youth with expertise in particular area so that they will be able to get appropriate employment opportunities. 3. Continual Fee concession for girl students to promote the girl education in this rural area.