



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GURU NANAK COLLEGE KILLIANWALI

**GURU NANAK COLLEGE MALOUT ROAD KILLIANWALI DISTRICT- SRI
MUKTSAR SAHIB PUNJAB-151211
151211**

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

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Guru Nanak College Killianwali is located on the NH-9 and run by Guru Nanak Society (Regd.) Mandi Dabwali since 1956. It is the one of the oldest government aided college in this tri-junction area of Punjab, Haryana and Rajasthan which is affiliated to Panjab University Chandigarh. Our college has been offering latest courses at nominal fees along with being the host of scholarships for underprivileged students and laying more emphasis on scholarships provided to girls to promote girls' education in this rural area for their future career. The multi faculty post graduate college offers undergraduate courses in Commerce and Humanities, along with Post Graduate degrees in Commerce, Post Graduate Diploma in Computer Applications & Job Oriented Course C.B.A. About 500 students are the part of the programs being run in the college. The college holds good positions in curricular, co-curricular and sports activities in Panjab University, Chandigarh. The college is also fortunate to have galaxy of eminent personalities in management along with dedicated and most qualified faculty in the region. The college understands the values of cultivating moral values among the youth and thus also annually celebrates various eminent cultural and prominent days like Janamashtami, Gurupurab, Republic Day, Independence Day, Constitution Day, Teej, Lohri and other religious festivals to make students aware about their rich cultural heritage.

Vision

Guru Nanak College Killianwali, co-educational college of North India believes in developing the youth by imparting quality based education. The motto of the college is "Strive Seek Serve".

Mission

Guru Nanak College was set up with the broad vision to open the door of higher education to the common people of the small town in 1956.

The college aims at developing the personality of the individuals so as to groom them into worthy citizens as well as to make all-round development of the students thereby making them capable of being better employed.

The basic aim of the college is to develop the mental, physical and spiritual level of the students by imparting the knowledge of idealistic educational courses, sports and extra-curricular activities.

Its credo is to sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.

The motto of the college is "Strive Seek Serve".

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The college has a long and illustrious history, as well as a well-deserved secular reputation.
- Experienced and hardworking faculty with specialized in several disciplines, as well as a dedicated Management Committee and Principal.
- The emphasis is on student empowerment and enlightenment through gender justice and value-based education, with the goal of cultivating informed global minds.
- Scholarships, freeships, generous fee concessions, and the ability to pay in installments are all provided by the college to help disadvantaged and needy students to cope with the mainstream of society.
- Competitive and learner friendly academic environment.
- An Auditorium with the seating capacity of 500 persons.
- Involvement of Management, Principal, faculty and students in eco-friendly activities like Tree Plantations, Swachhta Abhiyan, Road Safety etc.
- Basketball court, handball court, kabaddi court, Lawn Tennis Court, volleyball court, badminton court, 200 meter track, Swimming Pool, and Gymnasium are among the best facilities for sports.
- Plethora of value added activities are organized in the campus during every academic year.
- The college fosters a spirit of conviviality and warmth with very kindred relationship between the faculty and students.
- Field projects and internships are undertaken by the students.
- Sufficient measures are taken for the safety and security of the students. Whole campus is under CCTV Surveillance for students' security.
- Efficient internal and external auditing systems for financial, academic and administrative and green auditing.
- Good curriculum planning and implementation.
- Energy saving initiatives like promoting the use of LEDs, Power saving electronic equipments etc.
- Holistic development of students.
- Student support system and mentoring process.
- Student diversity on campus strengthens communities and the workplace.
- For the betterment of the college, feedback is collected from students, teachers, parents, alumni and employer. This feedback is analysed and corrective steps are applied wherever required after analysing.
- The college has IQAC, Legal Literacy Club, Red Ribbon Club, Women Cell, RTE, RTI, UGC sponsored HEPSN, Career Counselling Cell etc.
- Rich library with a plethora of books, journals, INFLIBNET and National Digital Library (N-List) etc.
- Book Bank Facility.

Institutional Weakness

- Lack of Government/College Transport facility from the surrounding rural areas.
- Financial constraints due to reduction in grants by government.
- Less number of teachers with Ph.D.
- Less number of CARE listed publications.
- A Green Audit was conducted and total carbon footprints in the college were estimated. More energy efficiency projects are needed for making the college carbon negative.
- Less number of Certificate/Add-on courses.

Institutional Opportunity

- Research tie-ups to cover all the disciplines.

- Uplift faculty exchange and student exchange programmes at State, National and International level.
- Promotion of Research at UG and PG level.
- Obtaining government funding to establish one-of-a-kind sports hub in the region.
- Our college is located at tri-juncture i.e. Punjab, Haryana and Rajasthan. So it caters to the exigencies of these three states. The college has a magnificent; spacious and sprawling complex situated on NH-9. The strategic location has contributed to the inclusiveness and diversity of the college. Eminent personalities find it easy to visit the college and interact with the students frequently.
- Availability of Swimming Pool and Lawn Tennis Court

Institutional Challenge

- Migration of a great many students to foreign countries after senior secondary education.
- Delay in payment of Post matric scholarship by government.
- Surging cost of education and lower campus Placements.
- Providing a well-organized learning process to drawing out the students of their weak socio-economic mindset and accommodating them to their new learner friendly environment.
- Fewer enrollments of students due to rising number of educational institutes in surrounding area.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Guru Nanak College is committed to imparting quality education leading to enhancement of employability and skill development of rural students of this tri junction area. It is affiliated to Panjab University Chandigarh and the curriculum of all programmes is designed by the university and effectively delivered at college level. Effective curriculum delivery is ensured through a well-planned process. The College prepares an academic calendar with the help of Time Table Committee under the guidance of IQAC. Teaching workload is allocated by the HODs, keeping in view the specialization of the teacher.

Each department of the college adheres to the academic calendar for continuous internal evaluation by conducting preparatory examination before university exam, regular class tests and online tests. Also review meetings are conducted by the principal to inspect the proper implementation of the curricular and co-curricular activities according to the academic calendar.

Principal along with some teachers of the college are the members of Academic Council/Board of Studies, who provide suggestions for designing and revising the new and existing courses respectively of the university and also participate in setting of question paper for U.G. and P.G. programs and assessment of the affiliating university and other universities.

The college gives its best to develop the students in different dimensions by inculcating human values and skills in them. The activities which are organized in the college try to inculcate spiritualism, a feeling of service to humanity, professional ethics to sensitize the students on social issues like Gender Inequality and Environmental Pollution to inform the students about employment opportunities.

The college has an effective mechanism to seek feedback from different stakeholders like students, parents, teachers, alumni etc. The feedback received is analyzed and action is taken to improve the teaching learning

processes and experience of the stakeholders.

Teaching-learning and Evaluation

The primary aim of our college is to empower the rural students of this tri-junction area by providing value based skill oriented globally competent education to them. Various effective and efficient teaching-learning processes to attain threshold of excellence in academics have been evolved over the years. The college has a broad spectrum of programs and courses available for the students who come from diverse backgrounds.

The admission process of all the programs is transparent, non-discriminatory and impartial. Student diversity is rich as students take admission from three different states, and those students come from rural and urban areas. Teacher–student and mentor-mentee ratio is optimum. Mentors are actively engaged in providing academic, psychological and general counselling to the mentees.

Well defined procedures and systems are followed by the faculty for identifying slow learners and advanced learners, and their needs are catered to as per their specific requirements. The college has adopted Outcome Based Education. The Programme Outcomes (POs) and Course Outcomes (COs) are displayed on college website.

Teaching methodology is innovative and learning experience is enriched through ICT enabled, experiential and participative learning methods. The performance of students in university examination is always exceptional.

The college maintains complete transparency in evaluation methods and examination related grievances of students are redressed timely. Diagnostic and formative assessment is done before summative assessment for timely remedial measures. Remedial classes are conducted to cover the gap between existing and desired. Internal assessment is limited in university curriculum, thus mid semester tests, projects and assignments are evaluated for internal assessment. Feedback is efficient and helps in maintaining fair and transparent teaching-learning-evaluation system.

Research, Innovations and Extension

Research and innovation are the important areas that the college is working on. The College has signed MoUs and linkages with national colleges, industries, and organizations for academic collaborations. The college has Research Committee which is continuously engaged in encouraging faculty and students to involve themselves in more research activities for inculcating improved research environment.

Although the affiliating university allows the faculty to act as Ph.D. supervisors, yet some teachers have acted as Ph.D. supervisors in other universities during the assessment period. Ph.D. degrees have also been awarded to few candidates supervised by the college faculty. During the assessment period, the number of publications by the faculty in various journals including Scopus and UGC-CARE gained an impetus. A number of books and chapters in edited books bearing ISBN have also been published by the faculty. Our College is in the forefront in hosting a number of international and national seminars, webinars and workshops on Research Methodology and other academic fields.

In line with the vision and mission of the college, extension is the core area of the college. The extension activities circumscribe environmental conservation, community work and interactions, holistic development,

value based education, creation of gender just society, health and nutritional care, educational sustenance, skill development, social service, career and entrepreneurial guidance and conserving the indigenous culture and values. The extension activities are carried out under the banner of different departments along with IQAC, NSS, NCC, Red Cross Society, Red Ribbon cell, Women Cell etc. The College has been recognized at various fronts for its extension activities.

Infrastructure and Learning Resources

Guru Nanak College had lush green campus over 13 acres of land interspersed with multi-building structure. There are two blocks: Arts Block and Commerce Block.

College is having 26 well-ventilated and well-maintained classrooms including ICT enabled 02 well-equipped laboratories, auditorium and seminar hall. Campus is holding a library with Wi-Fi, E-Shelf, adequate space and approximately 20399 books which include Text Books, Reference Books, donation books and established books. The college library also provides N-List (including 1,64,300 e-books and 6000 e-journals) and many National and International journals/magazines related to different subjects, e-pathshala, Reference section, Journals and Magazines, Book Bank area and E-shelf facility for students as well as for faculty members.

The college has established itself as best in the field of sports and cultural activities by holding good records. Our sports infrastructure is adequate with facilities to cater to indoor and outdoor games. College Campus also harbours an Auditorium with sitting capacity of 500 persons and well-furnished IQAC Room. The college is equipped with latest Hi-Tech Technology computers, 6 printers, 3 scanners and Wi-Fi facility with 50 Mbps bandwidth.

Our college Campus Area is kept under 24/7 surveillance with CCTV Cameras for facilitating a secure environment for all the students. College is having a very systematic approach towards procedures and policies for maintaining physical, academic and other support facilities. Different committee conveners with their members ensure maintenance of the every area of college. Optimal utilization of the infrastructure is ensured.

Student Support and Progression

The college has a well founded and resourceful student support system. Besides offering all the scholarships and free ships under various government schemes, the college has a fair and just policy for scholarships under various college schemes and provides numerous generous scholarships to meritorious, needy, deserving, and differently-able students with special emphasis on promotion of girls' education through fee concessions. The college also creates awareness and provides support to eligible students for applying and availing various government scholarships.

Student progression is our important concern. The college ensures that capacity building and skill enhancement initiatives are taken for the benefit of students. Professional development courses, motivational lectures, and workshops, group discussions are organized to enhance soft skills, communication skills, personality development. Yoga camps, lectures on health and hygiene awareness by experts help in developing life skills. Career counselling and guidance cell organizes visits with the help of IQAC and lectures to provide career guidance. Free Coaching classes for the students, who are appearing in senior secondary class or has cleared the same, are organized in order to helping these students in achieving their goals. Students have qualified many competitive exams like UGC NET, JRF, PTET and CTET etc. A significant number of our graduates and post

graduates progress to higher education in reputed institutes and are well placed in teaching, accountancy profession and industry and many are successful entrepreneurs.

Holistic development of the students is at the core of our mission. Our students regularly participate in various cultural and sports competitions and activities and have shown good results by winning a number of awards, medals and recognitions at state, inter university and inter college levels. Participation of the students in various cells helps in developing self-confidence and developing leadership skills.

The college has an effective and time bound grievance-redressal mechanism in the name of Internal Complaints Committee to ensure safe, secure and stress-free campus life for the students.

Guru Nanak alumnae welfare association is a registered body, under Society Reg. Act XXI of 1860 in the year 2016, No. 6009 and actively working since then. Alumnae help in various financial and non-financial services for the welfare of the College. Our alumnae also organize the extension activities related to curricular and co-curricular activities for the betterment of the students. Blood donation camp is a prominent and routine activity of our alumnae.

Governance, Leadership and Management

The vision and the mission of the college is the guiding principle for the governance and the management of the college. With the core aim of holistic development and empowerment of rural students, the college remains focused at imparting value oriented, skill based and globally competent education. The management follows a decentralised and participative model of governance.

With Guru Nanak Society at the top, followed by Principal, and IQAC, the governance is totally decentralized. IQAC plays a pivotal role in planning and establishing systems and procedures through constant meetings with Principal and management, and by collecting effective feedback from all the stake holders. Regular feedback and Action Taken Report system is maintained and documented by IQAC for improvement in various aspects of institutional operations and procedures. Regular meetings of IQAC are held and documented. Annual action plan is prepared well in advance and Action Taken Report is generated at the end of the academic session. AQAR is prepared and submitted to NAAC well in time.

There is a well-developed, transparent and efficient Management Information System for admissions, examinations, and accounts. The college has evolved effective welfare measures for teaching and nonteaching staff. The college collects the performance appraisal of non-teaching staff based upon Annual Confidential Reports.

The college has established methods and procedures for mobilizing funds from different funding agencies like government resources, voluntary organisations, and philanthropic individuals and agencies. Optimal utilization of all resources is the key concern of the college. There is a well-developed system of internal and external financial audit which is conducted by competent authorities regularly.

Institutional Values and Best Practices

Guru Nanak College, Killianwali is playing an important role in creating gender equity in the society. A lot of gender awareness programmes are organized to make students aware of their social, economic and legal rights.

For safety and security purpose, ID cards are issued to the students and staff to prevent the entry of outsiders into the college. The campus is set with a complaint box which is positioned near the Principal office to collect any suggestions or any complaint from staff and students of the campus concerning any abuse or harassment. The fire extinguishers have been installed in the college campus premises. The college has first aid room where First Aid Box and Sanitary Napkin Vending Machine have been installed.

The college is committed to environmental sustainability and is continuously making efforts to reduce the carbon footprint. Energy conservation is done through LED's; energy conservation electronic equipments etc. The college is conscientiously managing the waste.

Water table is going down in Punjab and the college is doing its bit by adopting water conservation measures. There is ample green cover that facilitates natural ground water recharging. The College is having water storage tanks having 38000 Litres capacity. There are 3 bore wells and 1 tank in the college campus. These water tanks and bore wells are properly maintained and checked frequently by the plumber.

Green campus initiatives like banning of single use plastic and polythene bags in college, restricted entry of automobiles in the campus, pedestrian friendly pathways have been taken to ensure a green and clean campus.

The college maintains the quality of the green initiatives by undertaking green audit.

The overall ambience of the campus is secure, secular, democratic, and inclusive with celebration of cultural and regional diversity. There is a definite Code of conduct for employees as well as for the students which are duly displayed on the website. Employees, students, and staff are regularly sensitized to constitutional rights and duties by organizing various functions. The important commemorative days are observed regularly.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GURU NANAK COLLEGE KILLIANWALI
Address	Guru Nanak College Malout Road Killianwali District- Sri Muksar Sahib Punjab-151211
City	Killianwali
State	Punjab
Pin	151211
Website	https://www.gnckillianwali.com/

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Surinder Singh	01668-222345	9914566493	01668-222345	gncollegekillianwali@yahoo.co.in
IQAC / CIQA coordinator	Bharat Bhushan	00000-000000	9814811200	00000-	gnck.iqac@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	16-03-1956

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

State	University name	Document
Chandigarh	Panjab University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	20-11-2010	View Document
12B of UGC	20-11-2010	View Document

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Guru Nanak College Malout Road Killianwali District- Sri Muktsar Sahib Punjab-151211	Rural	13.21	4492.98

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Department Of Business Management And Commerce	36	Senior Secondary	English,Hindi,Punjabi	210	147
UG	BA,English	36	Senior Secondary	English	450	34
UG	BA,English	36	Senior Secondary	English	450	299
UG	BA,Punjabi	36	Senior Secondary	Punjabi	450	70
UG	BA,Punjabi	36	Senior Secondary	Punjabi	450	272
UG	BA,Hindi	36	Senior Secondary	Hindi	450	104
UG	BA,Mathematics	36	Senior Secondary	English	450	8
UG	BA,Economics	36	Senior Secondary	English,Hindi,Punjabi	450	54
UG	BA,History	36	Senior Secondary	English,Hindi,Punjabi	450	153
UG	BA,Physical Education	36	Senior Secondary	English,Hindi,Punjabi	450	202

UG	BA,Political Science	36	Senior Secondary	English,Hindi,Punjabi	450	240
UG	BA,Computer Applications	36	Senior Secondary	English	450	16
PG	MCom,Department Of Business Management And Commerce	24	Graduation	English,Hindi,Punjabi	80	32
PG Diploma recognised by statutory authority including university	PGDCA,Computer Applications	12	Graduation	English	40	1

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				5				12			
Recruited	1	0	0	1	2	3	0	5	3	5	0	8
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				4			
Recruited	0	0	0	0	0	0	0	0	1	3	0	4
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				15
Recruited	4	1	0	5
Yet to Recruit				10
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	10	3	0	13
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	1	0	1	2	0	6
M.Phil.	0	0	0	0	1	0	0	1	0	2
PG	0	0	0	1	1	0	3	3	0	8
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	107	236	0	0	343
	Female	46	56	0	0	102
	Others	0	0	0	0	0
PG	Male	3	6	0	0	9
	Female	5	18	0	0	23
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	0	1	0	0	1
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	6	9	0	0	15
	Female	2	4	0	0	6
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	68	39	38	29
	Female	60	46	30	23
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	63	54	59	43
	Female	26	24	32	22
	Others	0	0	0	0
General	Male	235	226	243	262
	Female	88	80	79	71
	Others	0	0	0	0
Others	Male	1	1	0	1
	Female	0	0	0	0
	Others	0	0	0	0
Total		541	470	481	451

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>We can't build our own curriculum based on a multidisciplinary approach because our college isn't autonomous. Even so, we do our best to arrange seminars that highlight the various views that other disciplines might bring to bear on a theme subject and issue. Students from different streams participate in activities or compete so that they can learn and appreciate each other's perspectives and thoughts. Furthermore, we have created possibilities for students from diverse streams to participate in certificate programs. The strategy is to educate pupils about various subjects. We also give students the opportunity to compete in competitions focused on important aspects of different disciplines such as</p>
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	Political Science, Punjabi, Physical education, Hindi, Mathematics, Economics, English, or Commerce.
2. Academic bank of credits (ABC):	To put this academic bank of credits into action, our state government as well as the university must first implement the scheme. For its multidisciplinary and interdisciplinary courses, the university will change the rules of course registration, enrollment, requirements, attendance, credits to be granted, nature of grades, and acceptance. We will formally undertake the same with their guidelines as and when the implementation of the same is done by the authority.
3. Skill development:	Our college lays emphasis on developing professional self of students to explore career goals and options for which faculty members continuously help students to identify their skill/talent as well as develop new skills that can be aligned with the career of their choice. Our college promotes industrial linkages so that students are encouraged to enhance their skills and innovation through various activities such as workshops, extension lectures, seminars and visits organized by the college. To enhance as well as develop skills among students the college offers various courses which provide exposure for better understanding of their respective career fields. As a part of curriculum of M.Com, the students are sent on Summer Training to have practical exposure to what they are studying in their classes. To enhance computational skills among students our college provides course in Computer Applications. Our college also provides the training to CBA students which help to improve their competency. Career Counseling and Guidance Cell also put efforts to update the knowledge of the students regarding new skill development courses by taking them to visit the Employment office.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Despite its modern approach, the college honours the Indian knowledge system, as the majority of our faculty delivers their lectures in both English and Hindi (English & Vernacular). Excursions to museums and historical sites are organized to bring students closer to their rich cultural heritage. In addition, all of the festivals of college are observed in accordance with tradition so that students can gain a better understanding of India's diverse culture. Various competitions based on our cultural heritage

	<p>are held from time to time to ensure that our customs and traditions are passed down from generation to generation. Our college has added the historical books and other traditional Indian works to the library so that students can gain a unique perspective on ancient people's social, political, economic and cultural lives. Our college tries to inculcate Indian knowledge system, arts & the spirit of our rich cultural heritage among students, but even then its proper integration will be possible only by the instruction from our state government as well as the affiliating university.</p>
5. Focus on Outcome based education (OBE):	<p>Our college has well defined Program Outcomes (PO) and Course Outcomes (CO) for every course offered which are also available on the website of the college as well as prominent places in the departments. College does not believe in traditional teaching methods that focus solely on the mere instruction of facts, causing students to become exam-oriented. We emphasize outcome-based education so that students not only earn credits but also gain experience with higher-order thinking and knowledge of the subject. Other than memorizing or reproducing what has been taught, students are expected to be able to complete more difficult tasks. As an integral element of their evaluation, the course format incorporates theory (for comprehension), practical (for skill development), seminars (for increased confidence and communication skills), problem solving techniques, and assignments.</p>
6. Distance education/online education:	<p>COVID-19 crisis created a shift from traditional education to online education in all the educational institutions around the globe. Pertaining to the barriers posed by the pandemic our college has successfully imparted all its courses content in online mode along with adequate study material keeping in view the remote accessibility so that no problem is faced by any student. After opening of the economy along with educational institutions, our college adopted a hybrid mode of education, inculcating online as well as offline resources for teaching-learning process. Faculty in the college are regularly encouraged to learn new methods for imparting course content through online mode using various apps like Zoom, Google Classroom, Google Meet etc. to deliver the online lectures. Some of them also uploaded their lectures on YouTube channels. Tools</p>

like PowerPoint Presentation, Digital Board, etc. were also used. Since, there is no course on distance education in our college it can be incorporated only by instructions from governing body of the college.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
124	148	148	135	122
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	6	6	5

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
451	481	470	541	611
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
198	236	185	231	299

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
124	142	175	163	165

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
21	22	23	22	24

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	27	27	26	25

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 19

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
39.26992	29.71001	33.93117	37.35471	27.77423

4.3

Number of Computers

Response: 54

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Our college is affiliated with Panjab University Chandigarh since 1956, so college follows the syllabus framed by university itself. The college ensures effective curriculum delivery to students through well planning done before starting of new session. First of all, a general meeting is called by the Principal in the beginning of session to prepare curriculum plan by each department for effective curriculum delivery. This also helps to keep uniform pace wherever the class is divided into more than one section. It is coordinated at the departmental level under the guidance of the heads of different departments. Then each department plans and divides the curriculum semester wise. Further, to make the delivery of curriculum more effective, extension lectures are organized by the college to enhance the quality of curriculum for the students. Mid-term corrections are made by teachers, if required.

Teachers are encouraged to adopt innovative teaching methods such as presentations, assignments, discussion methods etc. to mould the students as per current needs of society. Thereafter, the staff members of various teaching departments conduct their internal meetings to develop academic plan for coming year. Keeping in view the number of teaching days assigned by the university, the syllabus is divided into units which are to be finished before the given time period. Each department follows the academic calendar issued by the University. Thereafter, the college plans its annual academic schedule which clearly mentions the topics to be taught and number of working days allocated to respective topics, the amount of syllabus to be tested in various classes on monthly, terminal or half semester exams.

The institution has taken up the following initiatives for effective curriculum delivery:

- Advanced learners are encouraged by giving prizes and scholarships. They are provided extra study material and assigned challenging tasks.
- Efforts are made to keep the faculty updated by exhorting them to attend seminars/conferences/workshops/orientation courses/refresher courses etc.
- The faculty is motivated to adopt computer aided teaching methods and learner centred teaching. Training sessions are also organised to facilitate teachers to adopt such methods.
- Library and other learning resources are regularly updated. Library has been partially computerised and internet facility, for the use of teachers and students, has been provided.
- The college invites experts to deliver extension lectures for the benefit of both the faculty and the students.
- The departments plan and organize extension lectures, seminars, conferences, assign projects.
- Various departments organises business quiz, management games, paper presentations, creative writing competition etc. For the benefit of students.
- Extra classes are arranged wherever necessary.
- Staff meetings are held to sensitize the teachers towards their responsibilities, adopt innovative teaching methods and orient the newly appointed teachers, especially at the beginning of each

session.

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

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

Response:

The college is providing B.A., B.com. M.A., M.Com. PGDCA and C.B.A., and is affiliated to Panjab University, Chandigarh since 1956. For smooth functioning of its affiliated colleges, Panjab University, Chandigarh provides the tentative academic calendar every year before the start of academic session. Thereafter the college plans its annual academic schedule (semester wise) which outlines the different activities to be conducted during the session like teaching schedule, internal examinations schedule, external examinations schedule, extension lectures, seminars, PPTs etc. Thereafter the staff members of various teaching departments conduct their internal meetings and develop academic plans for the approaching academic year (semester wise). Keeping in view the number of working days provided by the University academic calendar, the syllabus is divided into units which are to be completed within the given timeframe. Each department makes effort to adhere the academic calendar for CIE by conducting preparatory examinations before university examinations, regular class tests and online tests.

Regular monitoring is undertaken by Principal with the help of the head of the departments to keep a check on proper adherence of the academic calendar. Also, Review Meetings are conducted by the Principal to inspect whether the implementation as well as progress of the curricular and extra-curricular activities is according to the academic calendar. These Review Meetings form the basis for any change to be introduced in the academic calendar if the requirement arises. All the academic and extra-curricular activities in the previous year are published in the next year prospectus for the information of newly admitted students and also displayed on the College website, Instagram, Telegram and Facebook page.

Academic calendar includes information regarding the following aspects:

1. Scheduled Working Period

The academic calendar so framed delineates the annual working period of the teachers which includes total teaching days, admission period and examinations schedule. The guidelines for the working period provided by the University are strictly followed. On the basis of academic calendar, time table committee of the college prepares time table for different classes and allots the periods to the teachers as per P.U. guidelines.

2. Co-curriculum Activities

Along-with the information regarding teaching-learning process, the academic calendar also indicates the schedule of various internal examinations which are conducted by the college before the University

examinations through its academic committee. All the records of internal examinations are maintained by Academic Committee.

3. Extra-curricular Activities

The college plans extra-curricular activities like extension lectures, workshops, seminars, quiz competitions, talent hunt, Youth and Heritage festival, freshers' and farewell parties, educational tours, NSS, NCC activities etc. within the stipulated timeframe provided in the academic calendar.

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

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: B. Any 3 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 6

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 5

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

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

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 2.42

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
12	16	5	15	14

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

1.3 Curriculum Enrichment

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

Response:

Guru Nanak College Killianwali arranges various activities to inculcate human values and skills in students for their life enumerated as follows:

- 1.Spiritualism and Human Values:** The activities like celebration of International Yoga Day, various festivals like **Gurpurab, Janamashtami etc.** are done in order to inculcate **Spiritualism and Human Values** in the minds of students to make them good human beings. **Blood donation camps** are organised by Alumni Association to bring a **feeling of service to humanity** among the students. Extension lectures on drug abuse are also organized for this.
- 2.Environment sensitivity and Gender equality:** The College strives to **sensitize students about the environment** by **Tree plantation** activities every year and by **arranging N.S.S. Camps** on social issues. Apart from this, various other activities like **Extension lectures,Poster Making, Group Discussion, Paper reading competition, Essay Writing etc.** are organised by various departments from time to time in order to sensitize the students on the **social issues like Gender Inequality and Environmental Pollution etc.**
- 3.Life Skills:** To maintain **good health of students**, the college motivates the students to participate in Life Skills activities (Games, Yoga, Gym, Swimming etc.) and the college conducts **Athletic Meet every year** and also celebrates Sports Day. To **harness the culture** and making the students aware of their heritage, the students are encouraged to take part in **talent hunt organised by cultural committee of the college and youth and heritage festival** organised by university as per their schedule every year. Apart from it, to make them aware of their heritage, the college also celebrates festivals like Teej, Lohri, Gurpurab, Janamashtami etc. every year. It helps them in developing interpersonal skills as a result of all these activities.
- 4. Professional Ethics:** To update the students with current issues, **class discussions and debates** are organised. The college also provides the opportunities to the students to improve their communication skills through ICT based presentations. The college celebrates Teachers' Day every year to promote cordial relations between students and teachers as well as Parent-Teacher meeting to promote the healthy relationship between the parents and teachers. For developing **professional ethics** in the students, various **National and International Seminars/Conferences**, and extension lectures are organised from time to time in order to maintain the level of students at par with the changing time. Further to maintain **Integrity** among the students, they are informed about the best administrative and audit practices during the **celebration of Vigilance awareness week**. Further, **Interview skills** are developed in the students in order to make them confident and ambitious in their life. **Ice breaking session, Educational tours, Freshers' parties and farewell parties** etc.

are organised to develop working in groups among the students and to promote collective teamwork among them. **Business and religious quizzes etc.** are organised in order to help the students understand that what is going on in real world that they are studying in their classes. The college celebrates **Hindi Diwas, Gandhi Jayanti and National Unity Day etc.**

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

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

Response: 2.23

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

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

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

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 5.76

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 26	
File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni</p> <p>Response: E. None of the above</p>	
File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback process of the Institution may be classified as follows: Options:</p> <ol style="list-style-type: none"> 1. Feedback collected, analysed and action taken and feedback available on website 2. Feedback collected, analysed and action has been taken 3. Feedback collected and analysed 4. Feedback collected 5. Feedback not collected <p>Response: E. Feedback not collected</p>	
File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 15.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
198	236	185	231	299

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
960	1740	1740	1700	1660

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

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

Response: 28.75

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

2020-21	2019-20	2018-19	2017-18	2016-17
31	81	56	54	120

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

2.2 Catering to Student Diversity

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

Response:

The students of different calibers are admitted in the institution with the motto "EDUCATION FOR ALL". As every class is a blend of intelligent and average students, the institution is well aware about the different needs of the students and tries to cater to the diversified needs of different students depending on their learning abilities.

Following activities are undertaken by the institution for students who are active learners:

- **Reference books and E- study material**

The students with active learning abilities are provided with various books of renowned authors of respective fields other than textbooks and also provided free access to e-journals through N-LIST to enhance their knowledge.

- **Motivation and incentives**

Active learners are encouraged by giving various incentives in the form of scholarship and prizes. In 2018-19 four students Ankur Chalana in B.Com. IIIrd semester got sixth rank, Pinky Yadav & Kuldeep Singh in B.A. Ist semester got sixth & seventh position respectively, Chandani from M.A. History Second Semester got 9th position in Panjab University merit list.

- **Guidance for career planning**

As active learners are ahead of their learning curve thus faculty and Career Guidance and Counselling Cell guides the students, arranges extension lectures and organizes visits to different places to aware the students about different career opportunities for their betterment.

- **Extension lectures and seminars**

The institute invites various external scholars related to different fields to provide knowledge and guidance to the students.

- **Participative learning through group discussions**

Active learners are also encouraged to participate in intra-class and inter class group discussions where they can exchange their knowledge and ideas so that to enhance their existing knowledge.

- **Honing of inherent skills**

The inherent skills of the students are honed by giving them opportunities through talent hunt, youth and heritage festival, athletic meet and by making them members of the editorial board of college magazine

Nanak Jot.

- **Book Bank facility**

Department of Commerce provides the facility to meritorious Commerce students by giving books from Book Bank for full semester.

Following activities are undertaken by the institution for students who are slow learners:

- **Adequate doubt sessions beyond the working period**

For slow learners apart from regular classes, doubt sessions are provided.

- **Remedial classes**

Remedial classes are provided to the students who have been fallen behind in their learning curve.

- **Effective individual counseling**

Different faculty members provide individual counseling to slow learners so that they can acquire guidance regarding their skills, development, adjustment, abilities or some personal issues which helps to resolve their problems.

- **Additional study material and uninterrupted library access**

The Faculty members provide extra study materials which contains simplified topics and the institution provides uninterrupted library access to get books of other eminent authors.

- **Interaction with parents**

Parents of the slow learners are contacted on a regular basis telephonically to keep them informed about the performance of their wards.

- **Supplementary online learning material**

The students are guided to access subject related study material through online portals or offline sources so that they can acquire information at any time conveniently.

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

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

Response: 21.48	
File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

To sharpen the critical thinking among students, faculty of the institution adopts various teaching learning methodologies which include internships, role playing, management games, seminars etc. In order to have knowledge of current practices, the students are also engaged in field study, service learning & volunteering.

Experiential Learning:

- **PPT Presentations & Independent learning projects**

Students are assigned various topics which they have to present using PPTs. This helps in enhancing the communication skills as well as boosting their confidence. The institution helps in inculcating the skill of learning, research and analysis through independent projects. The students are also motivated to arrange activities such as freshers' party, farewell party, teachers' day etc. to improve their confidence.

- **Field work**

To aware the students about our culture and heritage, the college organizes field trips, visits to different religious as well as historical places to give them firsthand knowledge so that the students can enhance their learning by gaining real life insights of the respective fields.

- **Trainings or Internships**

Post-graduate students e.g. MA, M.Com, PGDCA undergo the different trainings and internships. The M.Com students undergo the summer training and industrial visits in various firms pertaining to the field of their own interest to escalate their learning through real-life experiences.

- **Service learning & Volunteering**

To inculcate the human and social values among the students, the college organizes the various activities through their cells e.g. NSS, NCC and Red Cross etc. These activities help in combining learning through servicing in the society related issues such as drug abuse, stubble burning, blood donation, tree plantation, Swachh Bharat Abhiyan etc. which help them to prepare themselves to serve the society in the future.

Participative Learning:

- **Group discussions**

In order to widen the knowledge area of the students, techniques like group discussion, brainstorming, organizing quizzes etc. are adopted by the institution which further helps to boost their organizing skill and quality of teamwork.

- **Role playing**

The institution frequently provides opportunities to the students to play a role as an organizer, teacher, member of the different committees and cells, member of the social activities which helps the students to improve their self-confidence and organizing habits. The institution also develops their personalities by giving them real-life situations.

- **Debates**

Debates are pursued in various subjects where students are required to put forward their perspectives, thoughts and views to enhance the participative learning.

- **Group projects**

Students are also given projects including a small group of students undertaking each project to supplement participative learning.

Problem Solving Methodologies:

- **Quizzes & management games**

Quizzes and management games are organized by PG department of commerce to develop the skills of problem solving.

- **Case study analysis**

To inculcate logical thinking and practical knowledge for problem solving, case study method is commonly adopted in teaching-learning process.

- **Self-learning and discussions**

The institution promotes habit of self-learning and discussion among students by providing them free internet access in the library.

- **Group-learning**

Periodically, group-learning sessions are organized so that students can learn by sharing individual knowledge with others in the group.

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

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

Response:

Higher Education Institutions use a diverse set of ICT tools to communicate, create, disseminate, store, and manage information. In some contexts, ICT has also become integral to the teaching-learning interaction; ICT is a potential powerful tool to increase learner's motivation and engagement by facilitating the acquisition of basic skills and by enhancing teaching learning process. For maintaining pace with current tech dynamics, the institution encourages the use of ICT to make both students and teachers tech –savvy. In addition to chalk and talk method of teaching the faculty members of the institution are using ICT enabled teaching learning tools such as PPT, video clipping, smart boards and other online sources to expose the students for advanced knowledge and practical learning. The institute also provides e-learning atmosphere in the classroom. Various E-resources and techniques used by the teaching staff are N-List, E-Journal, E-Book Shelf, Whatsapp and Youtube. E-library is developed to meet the demands of the students and INFLIBNET services offered by the library also contribute in teaching learning process.

The institution is equipped with ICT tools and resources such as 54 computer systems, 3 laptops, 3 projectors and 1 N- List smart board. The institution also consists of 3 ICT enabled classrooms and 1 smart classroom to make the learning more appealing in comparison with traditional learning methods. All the teachers are well versed with the modern technology which makes the current teaching learning process more interactive to sustain the interests of the students. Multimedia teaching aids like internet enabled systems are usually used in the classrooms. Seminar hall is equipped with multimedia facilities which help to conduct frequent invited talks more efficiently related to various subjects.

Due to COVID-19, the college was closed in March 2020. To fill this gap, UGC, State Government, and the Panjab University, Chandigarh, the college was directed to conduct online classes. The head of the institution keeping in mind the instructions of higher authorities conducted online meetings with the heads of different departments to prepare the schedule of different classes to teach online. The heads of departments in consultation with Academic Committee of the College prepared schedule for different classes. To fulfil this purpose, Time table committee convener Dr. Seema Jindal prepared the Time table and circulated to the teachers through various WhatsApp groups. It was also directed to every department to submit the report at the end of every month.

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

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 20.5**2.3.3.1 Number of mentors**

Response: 22

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

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 85.01

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

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 30.36**2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	7	7	7	7

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
Response: 8.71	
2.4.3.1 Total experience of full-time teachers	
Response: 183	
File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

<p>2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode</p> <p>Response:</p> <p>The college promotes transparency in internal assessment as per the university guidelines as internal assessment of examinations symbolizes the success of teaching and it enhances the academic success of students as well as the college. The transparency of the mechanism also inculcates a sense of satisfaction among students as they are well acquainted with the marking system, weightage and grading system which is uniform for every student. Keeping in view the significance of a transparent mechanism of internal assessment, the institution ensures that no ambiguity or discrepancy of any kind exists in the rules and regulations framed by the Panjab University, Chandigarh.</p> <p>The following points explain the transparent mechanism of internal assessment followed by the college Academic Committee:</p> <ul style="list-style-type: none"> • Class Tests <p>Class tests are taken by the concerned subject teachers after the completion of their respective topics. The class tests include objective type questions/short notes related to the topic taught and sometimes it is taken in the form of class seminars. The concerned teacher goes through the answer-sheets immediately and suggests the improvement as and when required.</p>
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- **Internal Examination**

An Academic committee is constituted to coordinate the internal examination related activities and it communicates all the necessary information to the students, teachers and the administrative staff. After the examinations, the answer sheets are carefully evaluated by the teachers and then these answer-sheets are circulated to the students so that they can approach the respective teacher in case they need any clarification about the marks obtained or the checking scheme. All the records related to the examination are kept by Academic Committee.

- **Assignments & Projects**

Questions based assignments related to specific subject topics are given to the students to assess their knowledge and understanding of the concerned subject. Moreover several projects relating to the respective subjects are also given. Then these assignments are evaluated and questions are discussed with the students. All the records related are in hold of the concerned department.

- **Practical Work & Presentations**

Along with the regular classroom learning, students are assigned with some practical work as well as presentations through PPT and paper presentation as per the University guidelines. Students are then evaluated on the basis of the topic selected, presentation, and language competence for their internal Assessment.

- **Regularity in classes**

The students are also given the weightage during the evaluation of the assessment on the basis of their attendance in the classes regularly, in punctual manner with sincerity as they are well acquainted with the university norms. The students are also motivated to actively participate in the class discussion, presentation and to present their innovative ideas which also inspire other students to participate vividly.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college follows the mechanism of internal assessment as given by the Panjab University, Chandigarh. To achieve this, the Head of the Institution frames a committee i.e. Academic Committee which handles the grievances related to the internal/external examinations meticulously. The Academic Committee strictly follows the guidelines issued by the university while conducting internal/external examinations. Schedule of the internal examinations is well prepared in advance and communicated to the students. Prior

to the commencement of the examination, the prepared seating arrangement is made available to the students to avoid any kind of haphazardness.

Further the following points explain the creditable grievance handling mechanism of the institution:

- The institution adopts the criteria as prescribed by the University which supports a complete transparent assessment and grievance handling system through showing their class test marks and attendance.
- Emphasis is laid on centralization by constituting an academic committee that handles all the internal/external assessment related grievances so that students are spared from any confusion or inconvenience.
- To ensure transparency, the institution gives freedom to all the students that they can put their notes of grievances or any kind of dissatisfaction relating to internal/external assessment in the suggestion box.
- In case of internal examination, the assessment report is shown to the students; if any grievance is there it is resolved immediately by the committee and if any student is not satisfied with the decision taken by the committee then he/she can approach to the Principal of the college. The institution ensures a quick grievance solving mechanism by adopting different measures like: marking scheme, providing correct explanation of the answers, etc. The institution tries to keep the mechanism transparent by providing the detailed information of the different committees mentioned in the prospectus which helps to handle the grievances of the students.
- In case of any grievance related to the external examination which is related to university question paper like question out of syllabus, wrong question numbers, missed marks, improper splitting of marks, etc. are addressed to the principal and after evaluation the subject handling faculties with the Head of the Department proceeds the same to be forwarded by the Principal to the university immediately for further necessary action.
- The head of the college also tries to solve the grievance related to the students' issues through different committees in time-bound and efficient manner which helps to satisfy the students in a complete way.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

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

Response:

Programme Outcomes (POs): POs deal with the general aspect of education for a particular program, and the competencies and expertise a student will possess after completion of the program.

Programme Specific Outcomes (PSOs): These are the statements which define the outcome of a programme and make the student realize the different facets of the course. The PSOs are program specific and are written by the department offering the program. PSOs are analyzed by the head of the institution with the help of HODs and department experts.

Course Outcomes (COs): These are the resultant knowledge and facets that the student attains at the end of the course. As per the guidelines of the university, COs are set by the institution, by consulting with the department heads, faculty, students and other stakeholders.

Every year, the staff of the college visits the schools and surrounding villages for career counselling and motivates students of 12th class of different streams to enroll themselves in higher education while introducing the programme outcomes and course outcomes of the programmes being offered by the College. The students are also informed about the availability of programme outcomes and course outcomes at the website of the college. When the students visit the college for admission, they are provided guidance for selection of course or subjects and their relevant programme outcomes are informed to them through prospectus. The students in classes are provided with relevant study material for better knowledge dissemination. Apart from this, regular extension lectures, PPTs, workshops etc. are organized by various departments to achieve the programme outcomes. As a part of curriculum of M.Com, the students are sent on Summer training to have practical exposure to what they are studying in their classes. At last, the students have to submit feedback at the completion of their course. Progression report shows the achievement of programme outcomes.

The institution ensures and makes every effort so that programme outcomes and course outcomes are precisely communicated to all the teachers and the students. For this purpose the institution undertakes the following steps:

- The Program Outcomes are published at College Website: <https://www.gnckillianwali.com/uploads/ProgramOutcomes.pdf>
- Every department of the institution keeps a hard copy of syllabi and learning outcomes in the departments for ready reference to the teachers and students.
- The evaluation and assessment process of programme and course outcomes is communicated to all the teachers in IQAC meetings and College Academic Committee meetings.
- The institution encourages teachers to make students well aware of the programme outcomes and course outcomes through classroom discussions.
- Students are informed and guided by the teachers of respective subjects that what development is expected from them through-out the course.
- The outcomes of the ongoing course are also given due consideration and at various stages like commencement of each unit and after the completion of the unit, the outcomes are analyzed.

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

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

Response:

The institution follows the specific curriculum guidelines provided by the Panjab University Chandigarh for the evaluation of programme outcomes and course outcomes. After the evaluation of the programme outcomes and course outcomes, the institution communicates the same to the students through a formal discussion in the classroom and to their parents through Parent Teacher Meeting. The institution ensures the attainment of POs, PSOs and COs by adhering to the academic calendar of the university, maintaining academic records of every year and reviewing the students' progression to higher studies and their placement. Considering the necessity of internal assessment for the fulfillment of the COs and POs, the institution has constituted academic committee that supervises the effective implementation of the assessment and evaluation process as per the guidelines of the University regarding the attainment of course outcomes and programme outcomes. The institution also tries to attain the course outcomes and program outcomes by engaging the students in various value added activities like N.S.S. (Govt-aided) and N.C.C (Govt-aided) Activities, Panjab University Youth and Heritage Festival, Career Counseling, Various intra/inter college level competitions, Health Awareness Programs, writing Articles, Poems and Essays etc. organized by the institution to achieve the POs, PSOs and COs. The college also provides the opportunity to the students to give their social and intellectual views in the college Annual Magazine Nanak Jot which is published by the college annually. At the end of every year, a general meeting is conducted by College Principal to discuss any problem regarding the POs, PSOs and Cos and make modifications for the same as per the requirement.

Further the following points explain the formative and summative approaches for the assessment and evaluation of the programme outcomes and course outcomes:

- **Formative assessment**

1. **Class tests/Unit tests**

Various class tests/unit tests are taken by the concerned subject teacher after the completion of the respective topic to evaluate the course outcomes and programme outcomes.

2. **Internal examination or semester systems**

Before the university examination, the institution also conducts Internal examination to measure the students' achievement and performance which help to prepare them for the end semester examinations which are conducted by the university.

3. **Assignments and discussions**

The teachers of different departments give the Subject based assignments related to specific topic and the concerned teacher also discusses it in the class which aid to assess their knowledge and understanding of the concerned subject.

4. **Project Work and Presentation**

To attain the COs, the teachers of different department sometimes assign projects to the students to prepare on different topics and they have to present the same in the class. Often the Principal of the college also assess the performance of the students in the same.

- **Summative assessment**

To ascertain the extent of accomplishment of the pre-determined programme outcomes and course outcomes, the university conducts end semester examinations as per the prescribed schedule with the help of the colleges.

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

2.6.3 Average pass percentage of Students during last five years

Response: 100

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

2020-21	2019-20	2018-19	2017-18	2016-17
124	142	175	160	165

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

2020-21	2019-20	2018-19	2017-18	2016-17
124	142	175	160	165

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

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.55	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 1

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

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

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

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

Response: 9.52

3.1.2.1 Number of teachers recognized as research guides

Response: 2

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

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

Response: 0

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

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

3.1.3.2 Number of departments offering academic programmes

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

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

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

Response:

To augment the proficiencies of teachers as well as students, the institution provides suitable atmosphere, infrastructure and appropriate resources to involve/encourage themselves in research and innovative activities. A research committee is also constituted which comprises of faculty members having Ph.D. degrees and research aptitude to address the research issues. The composition of research committee is as under:

Sr. No.	Name	Designation	Position
1	Dr.Surinder Singh Thakur	Principal	Chairperson
2	Dr.Seema Rani	Associate Professor in Commerce	Convener
3	Dr. Bharat Bhushan	Associate Professor in Hindi	Member
4	Dr.Khushnasib Gurbakshish Kaur	Assistant Professor in Punjabi	Member
5	Dr.Payal Singla	Assistant Professor in Mathematics	Member

The college, with the help of the committee, motivates and promotes the research habit among the faculty members as well as the students. The institution also encourages the faculty members as well as the PG students to enrol themselves in doctoral and post-doctoral research. The faculty members are also encouraged to publish research papers in national and international journals specifically in UGC recognised journals, to organise the seminars/webinars, to present the papers in multidisciplinary seminars, to attend the FDPs, short term courses, orientation etc. An annual record of the research activities of all the departments is maintained every year to keep a check on the progress of the research activities regularly. Along with the faculty the students are also encouraged to indulge in research work and present papers in National & International seminars and conferences.

Following are the initiatives taken by the institution to inculcate the spirit of research among the faculty as well as students:-

- The college is having a library enriched with traditional as well as contemporary books, journals, encyclopaedias and reference books.
- The library is well equipped with the computer systems, internet facilities, N-List, E-Books, E-Journals, E-Shelf and Wi-Fi connections which are provided to both faculty and the students so that they can do their research work without any hindrance and access the plethora of information available on the internet.
- As and when it is required, faculty is provided with facilities such as extended hours of library usage and flexibility of timing to carry on their research work.
- Proper guidance and assistance is provided by the Principal as well as the research committee to increase and improve the research efficiency among the faculty as well as the students which helps to increase the spirit of innovation and research in them.
- The institution also having well-furnished seminar and auditorium halls to conduct seminar, guest lectures, and discussion on technical paper/project presentations, cultural and screening of informative educational movies etc.
- The college time to time conducts Seminars/Webinars, Workshops, faculty development programs, extension lectures on research guidance and counselling etc. which induce effective knowledge creation and transfer in the institution.

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

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

Response: 95

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

2020-21	2019-20	2018-19	2017-18	2016-17
68	10	8	7	2

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

3.3 Research Publications and Awards

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

Response: 3

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

Response: 6

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

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

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

Response: 3.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
17	30	20	13	7

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

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

Response: 2.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	29	23	9

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

3.4 Extension Activities

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

Response:

Society is the machine that shapes us to become good humans. Society is the base for our development and therefore it becomes our prime duty to do something for the betterment of our society and to maintain a balance between our individual life and social life. Guru Nanak College Killianwali aims at development of social skills among students to make them good citizens of the society as well as to sensitize a feeling of care for society among them. Various departments and committees of the college strives at building good character among students by making them aware of social issues such as Gender Equality, Environmental Pollution, Drug Abuse, Helping the needy people, Women Empowerment and role of education in our life etc. During last five years, under the leadership of Principal, the college has tried its best to bring social changes among students in a positive and productive way by engaging them in number of social service activities. Such activities include Visit to Old Age home, Swachh Bharat Abhiyan on various occasions, One Day Camps on Meditation, Yoga, Seven days camp on issues like Enlightenment among slums, Save Environment, Drug Abuse etc. by N.S.S. volunteers, Rally on Road Safety by Red Cross Society, Awareness campaign to stop stubble burning in surrounding villages, Survey during COVID-19 to check

the precautions used by people in rural areas to stop the spread of Coronavirus and distribution of masks and sanitizers by students during COVID-19 pandemic period to aware the people for their safety from this pandemic. Students also sanitized the premises of Police Station and Gurdwara under the leadership of Principal and IQAC. Apart from this, door to door visit is done by the teachers to encourage students in rural areas for higher education and promoting girl education. The overall response of such activities could be seen by the facts like awareness among students on Environment that they participated in Tree Plantation drive in neighbor village Killianwali and on health by awareness rally against Drugs at Village Fatuhiwala etc. They also helped the people by distribution of food and other necessary articles during the lockdown period imposed due to COVID-19 pandemic. Gurpuraband Janamashtamicelebrations are done every year in which students learn the importance of humanity avoiding any racial discrimination. The college has an active Alumni Association which organizes Blood Donation camps every year to promote a feeling among students for service to humanity. The management, faculty, students and non-teaching staff takes part in it enthusiastically and give their contribution towards the community. To address the social issues, the NCC unit of the college promotes awareness campaign about Traffic rules and environment education etc. To infuse patriotism among students the institute conducts campaign of "Flag Collection" on Armed Forces Flag Day on 7th December. International Yoga Day celebration, Fit India Campaign etc. are encouraged among students to fight against stress, to promote health consciousness by cycling and other fitness activities for a healthier life.

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

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

Response: 0

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

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

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response:** 16**3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	3	4	1

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

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 35.66**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
189	230	136	205	133

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

3.5 Collaboration

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

Response: 14

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

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

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

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

Response: 11

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

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

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

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

An effective infrastructure planning for educational institutions is one factor that creates positive and conducive atmosphere for student's learning. To provide the quality education the college has been providing a conducive environment as per the need and requirement of the students since 1956. To achieve the said purpose, our college always gets a perspective plan and policy regarding creation and enhancement of infrastructure as per requirement. The college constructs new rooms/blocks, as and when required, in order to facilitate existing and opening of new courses during the last 65 years of its existence, which helps to provide the healthy and friendly environment to the students in teaching-learning process. The policy of the institution for creation and enhancement of infrastructure to facilitate effective teaching and learning is chalked out by the Managing Committee with the help of IQAC, Building Committee and Maintenance Committee. The management actively offers help as and when any infrastructural improvement is required. The infrastructural enhancement is liberally funded on need base and on the availability of the funds by the management.

The college has a magnificent double storey campus with its infrastructure improving constantly keeping pace with the changing needs. The campus is spread over 11 acres of land. It is situated on main National Highway NH-9. The college has separate block for administration. The college has spacious and modern class rooms with proper lighting and ventilation facilities. There is a residential accommodation also for the Principal in the college campus. There is a common room for girls furnished with proper infrastructure. The college has a library with Wi-Fi, E-Shelf, adequate space and approximately 20399 books which include Text Books, Reference Books, donation books and established books. The college library also provides N-List (including 1,64,300 e-books and 6000 e-journals) and many National and International journals/magazines related to the different subjects and other facilities. The college provides the facility of Book Bank for those students who are needy and meritorious.

The College also has two computer labs with 32 computers with the latest technology along with Wi-Fi facility. Besides this, the college has Principal office, conference room, staff room, auditorium, ultra-modern seminar hall, canteen and separate space for students and staff parking. The college provides the facility of Babu Nanak Chand Aggarwal Memorial Park, Swimming pool, Gym, Handball, Basketball, Football, Badminton Court, Lawn Tennis Court etc. The college has separate washrooms for boys and girls, and in addition to that the college recently added the open urinals for boys.

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

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor),

gymnasium, yoga centre etc.

Response:

The college always facilitates conducive environment for all-round development of the students physical as well as mental. Our institute integrates sports and extra-curricular activities as essential component with its compulsory Core Courses. These activities are highly appreciated and considered while marking the assessment of students and while awarding them for different achievements of the students. Our college is having adequate facilities for sports, indoor and outdoor games. It has basketball ground, handball ground, kabaddi ground, Lawn Tennis Court, volleyball court, badminton court (indoor and outdoor), 200 meter track etc. for sports activities. There is a modern swimming pool and gymnasium in the college open for students as well as for outsiders under the trained coach. The college has also a lush green park by the name of 'Babu Nanak Chand Park' for Yoga and morning and evening walk.

Apart from this, the college also provides the facility of cultural activities to participate in the zonal and inter-zonal Panjab University Youth and Heritage Festival and different inter-college and inter-university competitions. To achieve this purpose the college provides the physical infrastructure as well as instruments like a big auditorium with the capacity of 500 students, seminar hall upstairs with ultra-modern facilities, two open air stages where participants of different activities/competitions rehearse and give their final performances.

To participate in the Youth and Heritage Festival, College Cultural Committee, with the consultation of the Principal, arranges professional coaches for giving proper training and guidance to the participants. The college every year celebrates the National Independence Day and the Republic Day in the Institution followed by a guard of honor of the Chief Guest by NCC students with an impressive march past of NCC students on this occasion. The college students also present cultural program on the different days celebrated in the institution like Prize Distribution-cum-Convocation Day, Teachers' day, Teej Festival, Lohri, Janamashtami etc. and all the functions organized by our Institution.

The college always gives due attention for the physical development of the students through organizing various sports activities. The College Sports department organizes every year Annual Sports day with different events like track events, throws, long jump and high jumps. The college students also participate in inter-college and university sports competitions like Kabaddi, Cricket, Badminton, Athletics etc. The college also has a Lawn Tennis ground with two courts. The college also celebrates the birthday of Major Dhyhan Chand as National Sports Day. Apart from this, the college also provides the facility of Swimming pool and Gym for physical as well as mental fitness of the students. The college also celebrates the International Yoga Day to aware the students how to reduce anxiety and mental stress with the help of NCC. Apart from this, college NSS Unit also organizes one day yoga camps and extension lectures on stress management.

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

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 10.53**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 2

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 7.64**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.32527	0.35100	4.07905	1.80272	4.66242

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

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:****Name of ILMSsoftware-** Winning Edge Learning Library Management System**Nature of automation** (fully or partially)-Partially

Version-V2**Year ofAutomation-2015**

Libraries play a fundamental role in enhancing the learning experience, providing students with all the materials and services they need to improve their knowledge. Our college strongly believes that a library management system is essential for enormous libraries that will reduce the workload and pave the way for the smooth running of the institutions. In the last few years, the arrival of cloud technology allows one to have a cloud-based integrated library management system. Following are the features of the library in the college:

- Our college harbors a two-storied library having carpet area including Reading hall 39'0"×5sq.ft., Hall 23'6" ×62'0" and store 11'9" ×11'9" and around 70 seating capacity which provides enough learning space for UG & PG students as well as faculty. The library has a collection of 20399 books, around 164300 e-books on N-list. Students and faculty can access around 6000 journals provided in the library.
- Library is open for students and faculty from 08:45 a.m. to 04:00 p.m. on working days.
- The library is automated with Integrated Library Management System, Winning Edge Learning Library Management system and Version- V2.
- The automation was initiated in the year 2015 and since then the ILMS is updated annually every year.
- The ILMS is used for cataloguing and circulation of books to students and faculty members.
- The library is also a member of N-list which has more than 164000 e-books which are used by various students and faculty members. All these e-books can be accessed anywhere at any-time through remote access.
- The ILMS provides user-friendly search interface based on factors like categories of books, students, etc. and maintains a complete information database about the authors, publishers, etc.
- All the library documents are barcoded and books are issued to users based on these barcodes.

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

4.2.2 The institution has subscription for the following e-resources

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

Response: A. Any 4 or more of the above

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

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

Response: 0.72

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.412	0.758	0.975	0.355	1.12

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

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

Response: 1.69

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

Response: 8

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

In a rapidly changing environment, IT has become a necessary ingredient for an institution to succeed in today's dynamic global environment. IT must be seen as an investment and not an expense. The plans for infrastructural development are given top priority as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

The college carries out, every year before the start of the academic session, need - based assessment for replacement/upgradation/addition of the existing IT and wifi facility infrastructure based on the suggestions from the head of the department with the help of IQAC in general meeting of the staff after reviewing course requirements, computer – student ratio, budget constraints, working condition of the existing equipment and also students grievances.

The college also tries to upgrade the knowledge of teachers as well as the students by ensuring optimal deployment of infrastructure through conducting workshops/awareness programs/training programs for faculty on the use of new technology.

For the effective utilization of IT infrastructure, the college ensures maintenance and service as and when required to upgrade the facilities with latest technology for the computer labs, library, seminar room, office, website of the college, Software applications, UPSs etc.

The institute has always been reviewing the current needs and accordingly the internet bandwidth is upgraded time to time. During this Covid-19 pandemic phase, our institution gave high priority to high speed data network for smoothly maintaining online classes and Webinars so that the students as well as teachers do not face any difficulty during the online classes which helps in the smooth functioning of studies.

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

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

Response: 8.35

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution**Response:** A. 750 MBPS

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

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 38.14**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
8.7030	13.82546	14.61847	16.34774	9.76896

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

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

Guru Nanak College Killianwali is the oldest college in this tri junction area since 1956 and 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 by the Principal as well as the managing committee with various committees and cells like IQAC, Academic Cell, Research Committee, Cultural Committee, Women Cell, Advisory Committee, Alumni Association Committee etc. constituted for this purpose and using the grants received the college as per the requirements in the interest of students. The college has sufficient facilities of academic, physical, sports, library and computer lab etc.

- **Computers and Computer Labs**

To provide the latest IT facility to the students to upgrade themselves, the college has established two computer laboratories with the latest technology along with Wi-Fi facilities in the campus and college also maintain and upgrade these facilities 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 of the concerned departments.

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 of the concerned departments. There is systematic disposal of waste of all types such as e-waste.

- **Library**

Our college library is enriched with around 20399 books including traditional and modern books, text books, reference books, encyclopedia, national and international journals of different subjects, magazines, newspapers and e-resources etc. The requirement and list of books is taken from the concerned departments. Library Committee and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal to purchase the concerned books.

The heads of the departments and the teachers, every year in the beginning of session, motivate the students to use the facilities of library, e-shelf, N.-List, INFLIBNET etc. The Library has a book bank facility for needy and meritorious 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 users feedback. Their continuous feedback 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 (students and staff) 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. The college every year, with the recommendation of the Library committee, adds new books, journals etc.

- **Sports**

The college always provides the sports facility to the students for their all- round development with the outdoor and indoor sports facilities. Regarding the maintenance of these facilities, the college always provides the sufficient financial assistance with the recommendation of the Sports committee to maintain and upgrade the indoor and outdoor activities like Badminton/ Volleyball court / Table Tennis Courts /Gym etc. for the betterment of the students. The college also prepares the students to participate in various District and University level sports events by providing the proper facilities. The Principal also remained the chairperson of the Inter-University Badminton Selection Committee of Panjab University Chandigarh and Associate Professor Physical Education, Dr. K.S.Sandhu is a member of selection committee of Panjab University Chandigarh Handball Club (Men and Women) from last 30 years.

- **Classrooms**

To achieve the motto of the college, the college managing committee provides the best infrastructure in the classrooms to create the healthy environment in teaching learning process. The college has sufficient

classrooms as per the courses provided in the college campus. The managing committee and the principal, with the consultation of the IQAC and different committees, facilitate the 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 equipments.

The college always maintains the cleanliness of class rooms as well as the campus with the help of its 4th class workers. They are well equipped with proper tools of cleaning.

The college has uninterrupted power and water supply facility in the campus and the college also provides the R.O. water facility to the students for keeping hygienic environment.

Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms. Our college campus is lush green enriched with different types of trees and plants which is maintained by the Beautification Committee with the help of malis.

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.

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

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 16.48

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

2020-21	2019-20	2018-19	2017-18	2016-17
47	70	77	107	130

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

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

[View Document](#)

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

Response: 19.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
41	114	104	116	140

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

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

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

Response: A. All of the above

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

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

Response: 27.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
451	34	32	92	42

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

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

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

Response: A. All of the above

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

5.2 Student Progression

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

Response: 4.95

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	4	12	9

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

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

Response: 68.55

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

Response: 85

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

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

Response: 88.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	1	5	5

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

2020-21	2019-20	2018-19	2017-18	2016-17
29	4	1	5	5

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 19

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	9	3	2

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

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

Response:

The college always committed to develop the leadership qualities among the students through involving them in the different curricular and co-curricular committees. 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, Red Ribbon Cell, Legal Literary Club, Thinkers' Society, 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 to coordinate:

1. Day to day academic activities at their level.
2. Communicating the information between students and Teaching faculty.
3. Conducting special events like Freshers' Party, Farewell party, Annual Function of Thinkers' Society etc.

4. Organizing Cultural events.
5. 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. Inviting the external guest speakers and organizing the Seminars, Webinars & Workshops. Our student of B.A.3 Varundeeep Singh was instrumental as co-convener of the webinar conducted by Dept. of Political Science this year.
8. The college students also conducting the stage in different activities like freshers' party, quiz competitions, thinkers' society etc. which boost their self-confidence how to conduct the stage effectively.
9. The students also organize tours with the help of their concerned teachers independently.

Our college authority provides necessary support to the students in organizing & coordinating the different 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.

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

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

Response: 7.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	13	10	6	7

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

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The college alumni serve 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, it was registered on 28th Nov, 2016 by Regd. No. 6099. 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 Management committee will be chief patron of alumni and secretary of the college Management 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. Presently working executive committee members were elected in the annual general meeting held on 9th March 2019. So the executive committee for 2019-22 is working under the president ship of Shri Neeraj Jindal and Secretary CA ML Grover. To ensure the smooth functioning of the Alumni Association, the executive committee consists of various Coordinators of sub committees like cultural, refreshment, event organizer, 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. College also relies on alumni to provide mentoring, internships, and career opportunities to students.

To achieve its mission Alumni conducts Alumni Meets, Blood Donation Camps regularly and Extension Lectures on different topics on academic as well as motivational for the students, sponsorship of fee of students to keep in touch with society by organizing different cultural program. The alumni have conducted an extension lecture in the year 2016-17 in which amount of Rs 3259 was contributed. In the year 2017-18 a blood donation camp was also organized in which fund of Rs. 70395 was contributed. In the year 2018-19 an alumni meet and blood donation camp was organized in which a contribution of Rs.18955 was done. Fund of Rs. 105415 was contributed during the session 2019-20 by organizing a cultural program Sham e Ghazal and blood donation camp. Fund of Rs. 45000 was donated to needy and meritorious students of the college in the session 2020-21. So the total contribution during the last five years of alumni association Guru Nanak College Killianwali was Rs. 243024.

In addition to the meeting of the executive members 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.

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

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

Response: D. 1 Lakhs - 3 Lakhs

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

A. Vision and Mission

Vision:

Guru Nanak College Killianwali, co-educational institution of North India believes in developing the youth by imparting quality based education. The motto of the college is “Strive Seek Serve”.

Mission:

Guru Nanak College was set up with the broad vision to open the door of higher education to the common people of the small town in 1956.

The college aims at developing the personality of the individuals so as to groom them into worthy citizens as well as to make all-round development of the students thereby making them capable of being better employed.

The basic aim of the college is to develop the mental, physical and spiritual level of the students by imparting the knowledge of idealistic educational courses, sports and extra-curricular activities.

To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.

The motto of the college is “Strive Seek Serve”.

B. Nature of Governance:

The College follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The College management delegates authority to the Secretary and Principal who, in turn, share it with the different levels of functionaries in the college.

The Heads of Departments, the Conveners of various committees and cells along with the staff representatives play an important role in determining the institutional policies and implementing the same for smooth functioning of the college.

C. Perspective/Strategic Plan

The college has a perspective plan for development. It is developed by Principal with the help of HOD's of various departments and Academic Council. On the basis of academic schedule given by the Panjab University Chandigarh, Academic Calendar is prepared. The Academic Calendar includes the list of pre-planned programs of various departments and examination schedules prepared with the concerned HOD's

and HOD prepares the unit plan for the concerned department and holds the meetings time to time to evaluate the planned current session and inform to the Principal. The perspective plan helps to streamline various processes like teaching-learning process, evaluating methodologies, internal assessment of the students, research progress, infrastructure facilities etc.

D. Participation of Teachers in Decision-Making Bodies

The Principal of the college takes decisions in the academic frontiers in tune with the regulations of the PU Chandigarh. Regular affairs are the periodic discussions of the Principal along with the HODs and faculty. The President, College Managing Committee conducts regular meetings with the Principal and faculty (through their representatives). He also keeps in touch with all the stakeholders (students, faculty, parents, alumni, public) on various events celebrated in the college. The collective suggestions are well analyzed later in the HODs meetings with the Principal. Principal's subsequent meetings with the College Management and Committee ensure that all the information and suggestions reach from bottom to top and from top to bottom in a smooth fashion. The travel of smooth communication paves way for successful interaction, feedback, team work and new ventures. Organizational changes are effectively implemented not only based on needs but also in view of excellence.

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

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

Response:

Decentralization management

The college always decentralizes the power from top to bottom to provide the opportunities to staff members to involve themselves in decision making process. For this the institution has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute. The list of these committees is attached with the additional information.

All the main decisions related to the institute are taken by the Principal in consultation with the Head of departments. Principal is the academic and administrative head of the Institute and the Member of the Governing Body. Some financial power is given to Principal for the development of the institution. The Department Heads are responsible to look day-to-day administration of the department and report to the Principal. In addition, any staff member can give suggestions and ideas for improvement. Students also participate through different formal and informal feedback mechanisms. Suggestion box is kept in the college for suggestions from students. Management is approachable and considers every suggestion.

Participative management

The institute always promotes the culture of participative management by involving staff and students in various activities. All decisions of the institution are governed by management. The students and faculties are allowed expressing themselves for any suggestions to improve the excellence in any aspect of the Institute

Case Study: Fee Concession Committee

A Case study showing decentralization and participative management in the institution is one of the committees that is Fee Concession Committee which comprises three staff members namely Dr. K.S Sandhu, Mrs. Usha Goyal and Dr. Bharat Bhushan and the office superintendent. The committee holds the meetings after the admission process is over to determine the concession criteria as per the Panjab University Chandigarh instructions under the guidance of the Principal to facilitate the fee concession to the economically weak and deserving students, girls' concession, siblings' concession, merit basis concession and concession by committee. The committee puts the notice on the Notice Board first to invite the applications from the deserving students as per the guidelines within minimum 10 days in the college office. After that, the committee holds the meeting to scrutinize the applications and decides the date of verification of the students' genuineness. On the particular day fixed by the committee, to call the students for verifications and that day the committee interacts with all the applicants one by one to verify their genuineness. After that, the committee discusses the genuineness of the students and prepares the tentative list of the students for getting the concession from the college. Then the committee recommends the names of the students deserving for fee concession. Eventually the Principal along with Fee Concession Committee finalize the list of deserving students and the concession is given accordingly. This is how the college ensures decentralization and participative management in our college.

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

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institution is governed by Guru Nanak Society registered under the Societies Registration Act 1860. All the major policy decisions are taken by Managing Committee of the College.

Students and Faculty serve as source of information generation. This information is compiled by Heads of departments and further conveyed to IQAC. Principal, in collaboration with members of IQAC, works for development or amendments of policy matters and improvement. Once the policy is developed, suitable action plans are prepared by members of IQAC with the approval from the Principal, to drive it smoothly.

The action plans include conducting seminars/webinars, online quiz and competition by various departments. The HODs are given the authority as well as responsibility of the concerned events. The

faculty members and students of aforesaid are then deployed to achieve the stated policy objectives. Another example of strategic plan implemented in the college for providing better academic facilities to the society in the form of introduction of M.com during 2017-18 for which the approval letter was received from Panjab University, Chandigarh on June 20, 2017. During the first year of M.Com i.e. 2017-18, a total of 20 students were admitted on sanctioned 40 seats. At present we have 19 students in M.Com I. This is the level of hierarchy where actual implementation of action plans occurs. Feedback received from students, performance reports from faculty members and annual reports provided by head/ Incharge are analyzed by IQAC.

Activity: Annual Athletic Meet

In the beginning of new session, firstly the students willing to opt Physical Education as an elective subject have to undergo a trial for physical fitness to become eligible for the above mentioned subject. The trial is organized by Dr. Kulwinder Singh Sandhu (Incharge) with the coordination of Sports Committee as the subject has limited number of seats i.e. 80. All the students give a demonstration of their physical fitness and efficiency by giving trials of jumps, races, throw events etc. their stamina is analysed by Sports Committee and students are selected on the basis of their performance. College Management encourages the teachers for all round development of students by their participation in cultural, sports, debate, quiz like activities. For this purpose, the college organizes Annual Athletic Meet in the month of February in which all the students are encouraged for active participation in various events. The process of decentralization takes place in the form of division of all students in four groups namely as Satluj, Beas, Ravi, Ganga whereas each group is assigned at least two teachers for their coordination. A trial is organized before the actual Athletic Meet and on the days of Athletic Meet, College Management is invited as Guest of Honour to bless the students and encourage them to reach the heights in their career in their respective fields. About 200 students including girls actively participate in various events and best Athlete girl and best Athlete boy with maximum participation and first prizes are honoured at the end of Athletic Meet.

File Description	Document
Upload any additional information	View Document
strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

Guru Nanak Society:

For the smooth functioning of the college, the college has society named Guru Nanak Society registered under Societies Act 1860. As per the Constitution of the committee there are 20 members in all. The Office

Bearers are President, Vice-President, Secretary and Treasurer. The Principal is an ex-officio member, while there are 2 Teacher Representatives in this Society. All the policy matter decisions are taken in the committee's meeting.

Administrative Set Up:

For the regular functioning of the college, the Managing Committee has authorized the Secretary to look into the routine college work with the concern of the Principal. The Principal being the nucleus of the administration is having the authority in all day to day financial and academic matters. The Principal of the college discusses the important matters with the Secretary to take the final decision. He has his team of Departmental Heads, the IQAC Coordinator, the different committees and the Superintendent to assist him in the discharge of this work. The committees of the college take the decisions in the concerned area for the smooth functioning of the curricular and co-curricular activities in the college.

The Functions of Various Bodies:

The Principal decentralizes his powers to the different committees for the routine functioning of the college. The Purchase Committee, the Building Committee, Academic Committee, Amalgamated Fund Committee, the Advisory Committee, Library Committee and Maintenance Committee etc. (List of the committees attached in the additional information) take important decisions regarding finance, building construction, renovation and maintenance and issues related to the college. The different committee members are fully authorized to take decision according to the situation which helps to create in them a leadership and decision making quality. All the conveners of the committees maintain all the records which is checked by the committee appointed by the Principal.

Service Rules, Procedures, Recruitment and Promotion Policies:

For the smooth functioning of the college, college always follows the civil service rules of the Punjab government and procedures guided by the Panjab University Chandigarh. The college authority follows the rules and regulations as given by the state government and Panjab University, Chandigarh for all the appointments and promotions and administration.

The recruitment rules for the Teaching staff are as per the Panjab University Chandigarh and DPI Colleges Punjab; that for the Non-Teaching staff is as per DPI Colleges Punjab. The promotional policies for teachers are according to the UGC/PU Chandigarh/Punjab government norms.

Grievance Redressal Mechanisms:

There are several Grievance Redressal Mechanisms including the Anti-Sexual Harassment Cell with its Internal Complaints Committee; a Grievance Redressal Cell has put the complaint boxes at prominent places and the full implementation of the Right to Information. If any complaint received by the committee at any time, the committee discusses the matter and gives the solutions as soon as possible.

File Description	Document
Upload any additional information	View Document
Link to Organogram of the Institution webpage	View Document
Paste link for additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Guru Nanak College always sensitizes the teaching and non-teaching staff for their health consciousness as well as the betterment in the college campus. The management of the college as well as the principal always friendly remains in touch with the teaching and non-teaching staff members to motivate and provide the necessary guidelines as and when they require. The teaching staff also cooperates with each other for their betterment. The college follows the guidelines of UGC/State Government/Punjab University Chandigarh for the welfare measures and act accordingly. These all welfare schemes motivate the faculty member to work sincerely and dedicatedly as well said:

‘Sound mind in the Sound body’

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

Sr. No.	Name of the Scheme	Beneficiary
1	Medical Allowance and medical leave as per Punjab Government and Punjab University, Chandigarh.	Teaching and Non-Teaching Staff
		2

3	Child Care Leave	Teaching and Non-Teaching Staff	4
5	Loan facilities from provident fund for different purposes	Teaching and Non-Teaching Staff	
6	Residential facility is provided to the head of the institution	Head of the Institution	
7	Group Insurance schemes for teaching, non-teaching staff members and students.	Teaching and Non-Teaching Staff and Students	
8	Duty leaves to attend the seminar, workshop, refresher and FDP etc.	Teaching Staff	9
10	All the non-doctoral staff members are encouraged to get enrolled for part-time Ph.D. program.	Teaching Staff	
11	Canteen facility	Teaching and Non-Teaching Staff	12
13	Only compulsory charges are collected from the wards of employees.	Teaching and Non-Teaching Staff	
14	Financial assistance for attending the Faculty Development Programmes, workshops, seminar, conferences etc.	Teaching Staff	
15	ESI Scheme	Teaching and Non-Teaching Staff	
16	Free Parking Facility for two wheelers and cars	Teaching and Non-Teaching Staff	
17	Gym Facility	Teaching and Non-Teaching Staff	
18	Swimming Pool Facility	Teaching and Non-Teaching Staff	

19	Wi-Fi facility	Teaching and Non-Teaching Staff
20	Computing facility	Teaching and Non-Teaching Staff
21	Identity cards	Teaching and Non-Teaching Staff
File Description		Document
Upload any additional information		View Document
Paste link for additional information		View Document

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

Response: 6.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	0	0	0	1

File Description		Document
Upload any additional information		View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years		View Document

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

Response: 4

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	3	4	2	0

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

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

Response: 8.45

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

2020-21	2019-20	2018-19	2017-18	2016-17
8	0	0	0	1

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

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

Response:

For the development and improvement of every institution it is necessary to follow certain rules and regulations which help to improve the effectiveness and working style of the institutions which in turn helps to improve the institutions recognition. A good performance management system works towards the improvement of the overall organizational performance of teams and individuals for ensuring the achievements of the overall organizational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. Our college discusses the performance of Teaching and Non-Teaching regarding various activities done by the college i.e. Curricular and Co-curricular activities in the general staff meeting and with the Management as and when required. The college authority motivates the staff members to attend the development programs which help to improve themselves.

In line with this, the Institute is following the appraisal schemes according to DPI and Panjab University

Chandigarh.

To evaluate the performance of Teachers:-

- (i) ACR of the Teaching Staff members
- (ii) Teaching, Learning and Evaluation related activities
- (iii) Co-Curricular, Extension and Professional Development related activities
- (iv) Research Publications and Academic Contributions
- (v) Code of Conduct

At the end of each academic year, the IQAC demands the Self-Appraisal Report from the faculty members in the proforma suggested by NAAC/ UGC /PU Chandigarh/Punjab Govt. based on the data related to the attended seminars, paper publication, chapter in book, Research paper, FDP, Short Term Course, Awards etc. collected, API scores are calculated for each of the three categories. The Principal in consultation with IQAC Co-ordinator and with team members verify API scores achieved by the faculty members during the particular year. These scores are used for the Career Advancement Scheme (CAS) to faculty members and for promotion to next higher position. Further, at the end of each semester, feedback forms are issued to the students for each of the courses attended by them. The feedback forms in the form of questionnaire collect information about the teacher and different aspects pertaining to the teaching process. The Advisory Committee consisting of three members which goes through the feedback forms collected from the students and make a report for the further improvement in the teaching-learning process and overall improvement.

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

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The college regularly checks and balances the total income and expenditure of the institution through the office with the help of Bursar for effective utilization of income and to take precautionary measures to restrain any major misuse of funds. The college utilizes the funds for the development and improvement of academic as well as the non-academic activities which help to improve the overall effectiveness of the college environment. When the college utilizes these funds, it follows the guidelines of State government and Panjab University Chandigarh. The college always tries to utilize these funds for the benefit of the students.

Our institution gets Internal and External financial audits conducted regularly and uploads an enumeration on the various internal and external financial audits carried out during last five years with the mechanism for settling audit objections. We have our own internal audit mechanism, in which office clerk prepares the data and checked by the Office Superintendent then Bursar and Principal, where internal audit is an ongoing continuous process in addition to the external auditors to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year. All the bills/vouchers and cashbooks are crossed examined by Bursar and Chartered Accountant in each financial year. External audit is carried out by AG office Punjab. There have been no major findings / objections. Minor errors or omissions and commissions when pointed out by the audit team are immediately corrected / rectified and precautionary steps are taken to avoid recurrence of such errors in future. So, the institute follows Internal & external financial audit system.

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

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

Response: 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.45	0	1.15	0.60	0

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

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

Response:

Institution strategies for mobilization of funds and optimum utilization

Financial Management and Resource Mobilization

- The college was established in the year of 1956 to impart the education in the rural area and permanently affiliated to the Panjab University Chandigarh. Our college is also recognized by the UGC under the 2(f) and 12(B). The college comes under 95% grant-in-aid scheme. The college gets financial aid from government in the form of the salary grant. The salary grant is exclusively used by the college for the salary of the grant-in-aid staff members. It is credited in the bank account of the staff members. The salary of the other staff members is paid out of the fees collected from the students for self-financed courses. The college prepares the budget in the beginning of the year which is sent to the society for their approval. After the approval is obtained the college carries out the expenditure by following the due process.
- The college has a provision of internal audit through the office staff members. To support internal audit, the internal auditor continuously maintains internal check system to avoid every minor error. Bursar and office Superintendent are responsible for internal check. Later on External Audit is conducted by AG office Punjab. The audited statement is submitted to the DPI (Colleges) office in time.
- The major source of institutional receipts is grant for salary from the government, the fees collected from the students. The College has also received the grant from UGC / ICSSR for specific purposes. The deficit if any is made by the society.
- The college utilizes all the funds collected from the students as well as received from the government and non-government bodies which are used for the betterment of college infrastructure, renovation, and cleanliness etc.as per the guidelines given by the State Government and Panjab University Chandigarh time to time. The college also provides the fee concession to the needy, meritorious, girl students, merit holders in the university etc. The college also utilizes the funds to purchase the library books and journals, magazines, newspapers for the improvement and betterment of the students as well as the faculty. The college regularly updates the infrastructure facility in the classrooms, seminars rooms, office etc. as per the requirement. The institution also updates the IT infrastructure in the labs, office, library etc. from time to time. For the beautification of the campus the college regularly does the work of tree plantation and maintenance of the college premises.
- The college is not in receipt of any other financial assistance other than mentioned in 6.4.3 above. Some funds are allocated for social service activities as part of social responsibilities through NSS and NCC.

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

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC was formed in the academic year 2015-16 dated 1st July, 2015 before the 1st Cycle of NAAC where it focused on academic as well as co-curricular development of the institute. The Institute has developed several quality assurance mechanisms under IQAC.

1.CAS and Regularization Cases

In educational Institutions, as per the requirements of NAAC in previous years, a committee of senior staff members called IQAC has been formed in all the higher educational Institutions who had arranged a visit of NAAC Committee for Inspection and Accreditation. IQAC in Guru Nanak College, Killianwali consists of its Management Secretary, Principal, members from teaching staff, Superintendent and two external members. IQAC is one of the major policy making and implementing unit in our college. The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels e.g. IQAC has performed a significant role in upgrading the case of Dr. Seema Jindal (Associate Professor in Department of Commerce and Business Management) from grade 8000 to 9000 or promotion from Assistant to Associate Professor. Dr. Seema Jindal has joined this college in October 2004 and her case was due on October 2018 for grade 8000 but due to delayed approval from DPI her case was not proceeded. When she got her 8000 grade pay after that Dr. Seema Jindal has applied for 9000 grade pay according to rules. Then IQAC has taken her case study, studied her case by following the guidelines of March 2018 of Punjab Government. After that approved by IQAC team her case was proceeded and recommended for further actions. Even during recent past, IQAC had guided the departments and committees for the organisation of 10 Webinars to celebrate 400th Birth Anniversary of Shri Guru Teg Bahadur Ji.

2.Babu Nanak Chand Park

Gardens on campus boost to students health and strengthen academic programmes. Greenery in college campus improves air quality, reduces noise pollution, boosts productivity, conserves energy. Greenery helps to raise the property value of homes and offices. A new garden on the name of Babu Nanak Chand was made in the memory of a former secretary of Guru Nanak College. The inauguration ceremony of Babu Nanak Chand Park was held on the very historical day i.e. the college foundation day on 16 March 2019 by Dr. R.S Pandey, Vice-Chancellor Baba Mastnath University Rohtak. This park is maintained by NCC wing which has the facility of submersible pump.

In addition to the above, IQAC also preforms various functions as follows:

- Feedback from Students and responsive actions.
- Coordinates with all stakeholders for their opinions and advices for quality improvement.
- Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.
- Provides support for quality improvement in teaching, research & administration.
- Documentation of the various programs /activities leading to quality improvement.
- Planning and Support effective implementation for Total Quality management, Curricula development, Teaching-Learning and evaluation, Research, Consultancy and Extension activities for all stakeholders.

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

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Role of IQAC

These are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC

1.) Lesson Plan and Execution Report: Lesson Plans have to be prepared unit wise by the faculty members according to the prescribed syllabus and have to be approved by the HOD's for reviewing their execution status and the same will be forwarded to the IQAC. Subject willingness is obtained from the faculty members of the subjects of their interests at least two weeks before the commencement of the semester. On the basis of the preferences given by the faculty members and are of specialization the HOD allocate the subjects. Individual workload is given to the faculty members a week before the commencement of that particular semester.

2.) Seminars and Workshops: IQAC always motivates the faculty members to hold seminars, workshops and conferences by their respective departments. Teachers are encouraged to get their research papers published, write books, write chapters, write chapters in edited books, attend seminars/Conferences/workshops /FDPs.

It is the prime responsibility of IQAC to initiate plan and supervise various activities that are necessary to increase the quality of the education imparted in any institution or college. IQAC always motivates the faculty members to hold seminars, workshops and conferences by their respective departments. Teachers are encouraged to get their research papers published, write books, chapters in edited books, attend seminars/conferences/workshops/FDPs. Extension lectures, programmes like role play, group discussion, personal interviews, quiz competitions, creative writing competitions, essay writing competitions and visits to the banks and industries and many more activities which help to boost employability are conducted. M.Com students are guided for active training and development through their Summer Training Projects.

Teachers are encouraged to improve their qualifications. Consistent efforts are being made to make teaching-learning student centric by involving them in projects, seminars, debates, presentations etc.

Library and learning resources are being updated. The college plans to construct a new spacious modern library.

The college has formed IQAC with a view to planning, guiding and monitoring quality assurance of the institution. The IQAC monitors the quality enhancement activities of the college so as to achieve optimum results vis-a-vis the mission and objectives of the college.

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

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Guru Nanak College every time takes initiative to provide equal opportunities in curricular and co-curricular activities to all the students irrespective of gender to create the healthy environment which develop the group living qualities among the students. The college never discriminates amongst the students to take part in activities on the basis of gender. The Principal and all the teaching staff always motivate and guide the students to live as a family in the college campus. In curricular and co-curricular activities organized throughout the year, all the students are advised to take part in these activities as per their interest. Different departments form the teams of students without any discrimination of gender to organize the activities like quizzes, ice breaking session, fresher's and farewell parties. The college also arranges extension lectures/motivational speeches in the college for the development of group living among students. All these efforts show that institution always promotes the gender equality in the college campus.

Institution shows gender sensitivity in providing facilities such as:

1. Safety and security

The college is always committed towards safety and security of the students in the college campus. The college always follows the directions given by UGC/state government/Panjab University for the safety and security of the students in the college premise. For this purpose, CCTVs are installed by the college at the entrance of the college gate, canteen, parking area, office, corridors of different floors of the College, grounds etc. to ensure the safety and security of students and staff in the college premises. The college also takes the precautionary measures for security purpose; ID cards are issued to the students and staff to prevent the entry of outsiders into the college premises and the staff members during their vacant period take rounds of the campus for security and for maintaining the discipline among the students. If any student creates indiscipline in the classroom or campus, there is provision to take disciplinary action against that student to maintain the conducive environment in the campus.

The campus is set with a complaint box which is positioned near the Principal office, commerce department and library to collect any suggestions or any complaint from staff and students of the campus concerning curricular and co-curricular matters or any abuse and harassment.

The fire extinguishers have been installed in the college campus.

Grievances redress and anti-sexual harassment cell is actively functioning which provides a convenient opportunity for girls to voice their problems.

2. Counselling

The college has a separate career guidance and counselling cell. Through this cell, the faculty offers

guidance to the students for their future and organizes the extension lectures and visits the industries and job fairs organized by the Punjab government for their awareness.

3. Common Room

The college has separate common rooms and washrooms for girls where they do their work in ease without any interference. In addition to Common room the college has first aid room where First Aid Box and Sanitary Napkin Vending Machine have been installed for their personal hygiene.

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

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

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

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

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

Response:

The college promotes the management of degradable and non-degradable waste material in the college campus to maintain the hygienic in the college campus which helps to create the eco-friendly environment. To make the college campus eco-friendly, the college every year organizes tree plantation, NSS activities which promotes the clean and green environment in the college campus. The college NCC unit also maintains the 'Babu Nanak Chand Memorial Park' which promotes the pollution free environment. In the college campus, the college authority promotes the following waste management initiatives:-

1. Solid waste management:

- To promote the neat and clean environment in the college campus, the college puts dust bins in the different places in the college campus to keep campus eco-friendly.
- The college also utilizes the wooden scraps found on campus by reusing it in the process of mending damaged furniture in the classrooms, office etc.
- The college also promotes recycling by selling paper waste to vendors at regular intervals.
- The NSS volunteers and NCC cadets regularly conducts campus cleaning drives and also helps to segregate waste after college events and motivates other students and make them aware about the cleaning drive.
- The college NSS unit also promotes degradable material management by organizing the camps in nearby villages every year.
- The college also promotes plastic free environment among students through their teachers.

2. E-waste management:

- To provide the facility of IT to the students, The college regularly maintains and disposes off non-functional computers, equipment and its peripherals.
- To dispose off the e-waste, the college constitutes a committee to dispose of the scrap.
- The college also maintains UPS batteries by recharging/repairing and exchanging in due time.
- The college also purchases the IT equipment for the computer labs, office and library as per their demand. To upgrade the systems, the college has wifi facility at three places.

File Description	Document
Any other relevant information	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document
Link for Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**

3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

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

7.1.5 Green campus initiatives include:

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

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

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

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

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: C. 2 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Since the beginning of the college, the college is committed to provide an inclusive environment for students as well as the staff with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. To promote the above written diversities, the college organizes different activities during the session every year to provide the opportunities to the students to learn to live together, well behave socially, to get good communication skills, friendly living, respect each other, helping each other etc.

- **Regional**

Every year the beginning of the session starts with the Sukhmani Sahib Path in the college Gurudwara with the blessings of Sri Guru Nanak Dev Ji.. The college celebrates the Janamashtami every year. The college also celebrates the Prakash Purab of Sri Guru Nanak Dev Ji every year. These activities incorporate the spirit of secularism among the students as well as the staff.

- **Physical diversity through sports**

The college organizes the different sports activities including the Annual Sports day in the college to promote the team spirit, group behavior, unity and cooperation etc. among the students. Sports activities are also useful for their mental as well as physical fitness.

- **Cultural**

To promote the cultural/social diversity among the students, the university every year organizes Youth and Heritage Festival. Our college students enthusiastically participates in the different events like Malwai Gidha, Kavishri, Gidha, Play, Skit, Creative Writing, Mime and Photography which helps to aware the students about their tradition as well as to integrate them with their social heritage. Apart from these activities, the college also celebrates the festivals Teej, Lohri, International Yoga Day by NCC and NSS also organizes One Day Yoga Camp, International Women's Day Celebration by the Women Cell. The college also organizes the extension lecture on Women Empowerment, Legal Awareness, lecture on girls Hygiene and Cervix Cancer, Yoga and meditation, Mother Language day, Environment Awareness, Road Safety and Traffic Rules etc. to sensitize the students.

- **Communal Harmony**

The college also has the different committees like grievance redressal cell in the institute namely Women cell / Internal Complaints Committee which deals with grievances without considering anyone's racial or cultural background to sort out the complaints made by the students and staff and give the appropriate guidance/solution. Institute has code of ethics for students, teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal, socioeconomic and other diversities. This establishes positive interaction among people of different racial and cultural backgrounds.

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

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

Response:

To make the college students aware and sensitize about their rights and duties, social values and sense of responsibility being the citizen of India, the college always promotes/organizes the activities which inculcate the values among the students. The college through the different committees and societies organizes the various social, cultural and eco-friendly activities to make the students aware about their right and duty and constitutional values.

- **Rights, Duties, Values and Responsibilities**

Republic day is celebrated on **26th of January** and Independence Day is celebrated on **15th of August** by organizing activities highlighting the importance of Indian Constitution. The NCC unit of the college celebrates 26th of January and 15th of August every year with Flag hoisting and NCC cadets march past on these occasions in the respect of Indian Constitution to promote the spirit of patriotism among the students and to give regard to the freedom fighters for their Independence. Apart from this, every year on 26th November, Constitution day is celebrated every year by **Thinkers' Society**. This day is celebrated by the students and they are enlightened about the fundamental rights, duties, values and responsibilities of citizens as stated in Constitution of India. Our constitution provides for human dignity, equality, Social justice, human rights and freedom rule of law, equity and respect and superiority of constitution in the national life . The department of Political Science celebrates the 10th of December as International Human Rights Day every year. To make the students aware about their constitutional values, rights and duties, the college organizes the extension lectures.

- **Obligations**

NSS volunteers of the college also make the students aware about Constitutional obligations in the campus and surrounding villages to organize camps. Apart from the activities, different departments organize the Essay Writing Competition, Slogan Writing, Rallies etc. to make the students sensitize about their rights and duties and values.

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

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

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

Response:

The College strongly believes that unless the present generation of youth is not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen, the students are not able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible, the College organizes national festivals and birth/death anniversaries of Great Indian personalities. The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The College observes the following days regularly 26th of January-Republic day , 8th of March-International Women's day, 23rd of March – Tributes to Shahid Bhagat Singh, Raj Guru and Sukhdev, 12th of April – Tribute to Martyrs of Jallianwala Bagh Massacre, 21st June - International Day of Yoga, 11th of August – Teej Festival, 15th of August Independence day, 29th of August-celebrated Major Dhyan Chand Birthday, 3rd of September- Janamashtami, 5th of September - Teachers Day, 2nd October - Gandhi Jayanthi. These activities are organized by staff and students of the College by initiating many of the below mentioned events:

Organizing lectures, meetings, and Conducting awareness camps, distributing published materials, conduct outreach programs and support the needy and commemorating the leaders by establishing prizes.

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for any other relevant information	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format

provided in the Manual.

Response:

Best Practice #1:

1. Title of the Practice: Alumni Engagement

2. Objective / Best Practice: Objectives of Alumni

The main objective of formation of Alumni Association is to promote and inspire a feeling of fraternity between all the old students and to foster the spirit of brotherhood, comradeship among the Alumni of the college and to organize and establish scholarship funds to help the needy and deserving students without discrimination of caste and creed. The aim is to inculcate the spirit of sportsmanship among the students by providing financial aid. The purpose of this association is to inform, engage and inspire alumni to stay connected to their alma maters, support its vision and contribute to its success. It is to provide a local point of contact among alumni through the implementation of a program of reunion, events and functions through the creation of networking opportunities for self-development.

3. The Context:

The Guru Nanak College Alumni Association was formed in 2006 and registered on 28 November 2016 with the objective of fostering long term relationships among the alumni in institutional building. The College regularly conducts reunions. The College initiates programs to honour and felicitate Alumni who are distinguished themselves in their respective fields. Many of the alumni of our College are today, in good positions in top organizations of the country and abroad. Some of them volunteer to meet current students to offer career counselling and advice on a regular basis. The Alumni is invited to each and every function of College.

4. The Practice:

The Alumni meet at various places all over the globe and have a reunion reminiscing the past. The Alumni are invited for lectures to give students a picture of the industry and latest developments in their field. The Alumni Association is involved in conducting blood donation camps, conducted the Musical Concert known as Sham -e – Ghazal. The Executive committee of GNC Alumni Association meets periodically to discuss developmental work of their alma mater. Over the years the association has supported many noble causes of the College. The Alumni helps and supports financially to the existing students of the college.

5. Evidence of success:

S.No.	Title	Date
1	Old Students Family Get Together	30.08.2015
2	Extension lecture on “Exam Phobia” by Prof. Ravinder Puri	23.11.16
3	Annual General Meeting	29.01.2017
4	Alumni Meet	02.04.2017

5	Blood Donation Camp	28.10.2017
6	Annual General Meeting and Blood Donation Camp	09.03.19
7	Sham-e-Ghazal Programme	29.09.19
8	Blood Donation Camp	12.11.2019
9	Annual General Meeting	11.10.2020
10	Natonal Webinar on “Teacher’s Role in NEP Implimentation”	03.02.2021
11	Executive General Meeting of Members	09.05.2021
12	Online Motivational Lecture by Sanjeev Shaad on ZindagiZindabaad	13.05.2021
13	Tree Plantation in College Premises	26.06.2021
14	Sponsorship to needy students	1.4.20-31.3.21

6. Problems encountered and resources required:

Since the Alumni are spread across the globe, it is quite difficult to organize reunions more frequently on campus. In spite of this difficulty, they endeavor to meet as batches as often as possible.

Best Practice #2:

1. Title of the Practice : Conducting seminars to impart Quality education

2. Objectives of the Practice:

The main aim of the seminars is to help develop an emerging field at the intersection of multi-disciplinary understandings of culture and education. It will build on the existing body of work on education and culture, but its aim is to explore and develop new perspectives in this area. The objective is to explore new research from a range of academic disciplines which sheds light on the questions outlined, to showcase cutting edge research on education and culture from outstanding researches, to bring together seminar participants from different disciplines such as Commerce, English, Punjabi, Hindi, Social Media, Cultural Studies and Education to use the seminars to develop links between academics and stakeholders in the arts, library, media, community and educational sectors. Such practices have deep impact on quality enhancement and overall development of faculty as well as students. It positively impacts the academic functioning of the institute and facilitates the role of teacher as educators and mentors. The institute organizes Extension lectures, workshops, and seminar and faculty development programs to encourage members of the faculty to participate in the Refresher Courses, Conferences, and Short Term Courses for enhancing and upgrading knowledge of faculty members.

3. Context:

A well-groomed teacher can perform successfully and exceeds the expectations of the students. Seminars and Conferences are must to acquaint the faculty to institutional practices, to orient them to student centricity, to enrich the context and to explore the research avenues. The discourse by the eminent resource persons from different areas provides them with an insight into the nuances of various processes, hence

seminars are essential. Through these seminars one can get unique possibility to get practical experience in developing necessary skills of emotional intelligence and building bridge between people. Seminars create awareness of how to use values in improving professionalism and implement harmonizing and intelligence among teachers. These research programs help to develop the feeling to tolerate the opposite ideas of others, co-operation, emotional stability, to acquire a good manner of putting questions and to answer the questions of other effectively.

4. The Practice:

The purpose of seminar is to prepare a teacher to meet the institutional requirements – academic and administrative to enhance their stature on professional fronts, to adhere to the standardized practices in the learning teaching activities to achieve the societal good.

5. Evidence of Success:

On 22 January, 2016 a National Seminar was organized by the deptt. Of Hindi on Adivasi Sahitya Vimarsh in which 71 participants presented their research papers on different themes and sub topics. Dr. Kuldeep Agnihotri Honourable V.C. Central University of H.P. Dharamshala was the Chief Guest of this Seminar and Dr. Ganga Sahai Meena was the keynote speaker from Dept. of Hindi J.N.U. New Delhi. Various perspectives of tribal people were presented by a number of researchers and eminent personalities.

On 20 September, 2017 one day international seminar was organized by Dept.of Hindi in collaboration with Red Ribbon Club on the topic ‘Third Gender: Disha and Dasha’ in which many participants presented their papers on social, political, economic etc. conditions of kinner society. The chief guest of this seminar commissioner of RTI Punjab Dr.Pawan Kumar Singla, the Consul General of Canada Dr. Christopher Gibbins and Dr. Gurdeep Sharma (fellow Pb. Uni., Chandigarh) graced this function with their benign presence. Dr. Sanjay Kaushik Honorary Director of ICSSR Panjab University, Chandigarh and Dr. Gurmeet Singh were the Keynote Speakers. The first kinner student of Panjab University Chandigarh Dhananjay Mangalmukhi was the main speaker of this seminar who very clearly threw the light on the social, economic and political conditions of kinner in our society.

One day National Seminar was conducted by Dept. of Business Managemnt and Commerdce on the topic “Innovative Practices for Sustainable Development in India” on 24th February, 2018 in which near about 200 papers were presented by the academicians and researchers. The chief guest hon’ble Vice Chancellor Central University of Punjab Dr. R.K.Kohli graced this function with his benign presence. Dr. Sanket Vij, Dean of B.P.S. University Sonapat, Associate Professor Dr. R.K. Uppal from D.A.V. College Malout and Prof. Gursharan Kaur from Rajindera College, Bathinda were main speakers of this seminar. Dr. D.P. Warne from C.D.U. Sirsa delivered his discourse on Sustainable development. The main aim of this seminar was to bring together stakeholders from government, academia and grass roots organizers tto share practical solutions towards the achievement of more sustainable and inclusive societies. The major theme was to emphasize and focus on the sustainability, strategies, policies, practices, approaches and the need to rethink their roles and applicability in different socio-cultural and economic contexts.

One day National Seminar sponsored by DCDC organized by Dept. of English in collaboration with IQAC was held on 16-02-2019 on the topic “Repercussions of Social Media on Language”. Nearby 129 participants presented their papers including academicians and research fellows came from all the three states i.e. Punjab, Haryana and Rajasthan. Dr. Subhash Sharma fellow Panjab University, Chandigarh was the chief guest of this seminar. Dr. Arif Nazir was the keynote speaker and Prof. Umed Singh from CDLU,

Sirsa and Dr. Ajay Verma from Punjabi University, Patiala were the Resource persons. Sh. Rajiv Arora, Director All India Radio FM delivered his lecture on impact of social media on Language. The main theme of this seminar was the impact of new technological words of social media like OMG, LOL, Tweet, Unfriend, FOMO have distorted the language but gave new meaning of words which made our communication easy and comfortable.

On 04 March, 2019 National Seminar sponsored by NAAC , organized by Dept. Of Punjabi in collaboration with IQAC on the topic” Role of Media Social Media and Internet in Higher Education.” Registrar CDLU, Rahesh, Dr. Rakesh Wadhwa was the chief guest, Dr. C.P. Kamboj was keynote speaker, Dr. Gurmukh Singh from CDLU, Sirsa, DR. Sewa Singh Bajwa and Gurpreet Singh Cheema were the Resource persons of this paper. Nearly 197 participants have presented their paper. The impact of Internet and social media is not only on our education system but it has a great impact on the life style of new generation also.

Apart from these seminars during the pandemic period of Covid-19, college has conducted a series of Webinars dedicated to 400th Birth Anniversary of 9th Guru Shri guru Tegh Bahadur Ji. During this webinar series 10 webinars were organized by different departments in the month of July.

6. Problems encountered and Resources Required:

Resources and facilities are the basic fundamentals for any seminar to be conducted. These resources and facilities can include the academic instructional material such as books and other related material for learning and computing facilities. They enhance the seminars if they are adequate and also they can create an obstacle if they are not adequate. The other fundamental reason for the shortage of resources is lack of finance and grants by different agencies.

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

Institutional Distinctiveness

The majority of the girls come from rural areas where miserable conditions of utter poverty, illiteracy, ill-health and superstitions take hold of their life. Thus they are doubly affected by the backwardness and discrimination. So the college has resolved to take up the cause of women empowerment for the girl students with the objectives of creating an environment through awareness programs to enable the girl students to realize their full potential for learning and solving their problems independently. By involving social activists and govt. officials to enlighten the girls on human rights and fundamental freedom for equal rights and opportunities the college organizes debate and discussions on gender equality to enable the students to realize gender sensitization. Thus leading to more equality and harmony in family and society.

Discrimination against women even in the 21st century is a devastating reality that's why gender inequality has been a matter of serious concern across the globe and within the country. The majority of the girls of our college belong to the weaker sections including SC, ST, OBC and minorities without adequate access to education, health and other productive resources. Therefore they remain largely as the marginalized poor and socially excluded joining a degree college in town and acquiring higher education require money and higher things. So the poverty stricken and tradition bound parents reluctantly admit their daughters to colleges. Being the most vibrant and dynamic segment, the youth including girls is our most valuable human resource. We can't afford to neglect our female force to the victims of discrimination, exploitation and segregation. So, the college resolves to empower female students to face the vicissitudes of life boldly and successfully for a life of peace, harmony and dignity.

To achieve the aim our college established a 'Women Cell/Internet Complaints Committee' in 2005 with a senior women teacher as its Co-coordinator and four other internal and external members including Management, an Advocate, the Principal and two students. Women Cell organizes the lectures for girl students by lady doctors on women related health problems and conducts awareness programs on the importance of sanitation, personal hygiene, and prevention of seasonal disease. On 11.04.2018 an extension lecture was delivered on 'Violence against Women and Children' by Sr. Advocate Shri S.K. Garg telling various provisions of IPC relating to women protection. Another extension lecture on topic "Bhartiya Jeevan Drishti Evam Samaj Parivartan me Mahilaon ki Bhumika was delivered on 08.03.2019 by Dr. Poonam Wadhwa, Principal MP College for Women, Mandi Dabwali.

Poshan Mah was celebrated with the lecture by Dr. Ranvir Kaur Bhatti on 27.09.2019. An extension lecture on the topic Cervix Cancer of Women and Hygiene was delivered by Joint Secretary Sukhdeep Kaur (Global Wellness Society, Registered, and Bathinda). The Sanitary Pad Vending Machine was installed on 07.03.2020 on International Women's Day by Madam Sudha Kamra (social activist). A webinar was also organized by Women Cell on 'Domestic Violence and Mental well-being on 11.07.2020.

As our college was established in 1956 the first girl student of our college Mrs. Pushpa Jindal at present is an active member of Alumni Association of our college who is a source of inspiration for the girls of our area. Our college gives exposure to the girl students to get an opportunity to participate in each and every curricular, extra-curricular, sports and extension activities very actively. Our college NCC unit has enrolled girls as in 18 girls in 2016-17, 07 girls in 2017-18, 06 girls in 2018-19, 06 girls in 2019-2020 and 02 girls in 2020-21. Our college students namely Miss Chandni and Miss Bhawna were selected for Pre RDC held at Ropar.

Girl students enroll as NSS volunteers to actively put into practice the values and zeal they imbibe for life and society. Reaching out to make a difference is taken seriously by the students of NSS, extend their assistance to slums, NGO's environmental issues and also spearhead relief program in times of natural calamities. Total no. of girl students enroll in 35 girls in 2017-18, 46 girls in 2018-19, 44 girls in

2019-2020.

In recent years, various girl students passing from our college were encouraged to enroll for higher education/professional courses and to prepare for various competitive exams to redefine the present status of girls depicting the transition from households to chairpersons of various fields. Our passed out girl students are presently working in the field of Accounting, Law, Banking and Administrative positions etc.

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

5. CONCLUSION

Additional Information :

Our college stands out as a unique holistic educational institution which provides students with unique possibilities to develop in various fields of their choice while also developing a global vision and a feeling of community duty. Academic excellence is our core competence and our co-curricular activities provide us with other reasons to be proud.

During the pandemic COVID-19 fight, college put its best foot forward as per the guidelines given by the different central and state bodies by arranging awareness among the people in nearby areas through NSS Volunteers and NCC Cadets. Our college students also make the masks by themselves and distributed the same to the poor as well as the people of their surrounding area. During the pandemic our IQAC sanitized the whole campus, gurudwara and police station of Killianwali. NSS volunteers and NCC cadets also undertook a survey regarding the precautions undertaken by the society members and also created awareness among village people about the importance of Vaccination Drive run by the government. A Covid-19 Precautionary Committee has also been operative since 18 June 2020 to handle all the instructions given by the government and to arrange vaccination camps and awareness for students and society.

Blood Donation Camp is a regular practice with the help of Alumni Association of the college. The spirit of Secularism is inculcated by celebrating prominent festivals e.g. Janamashtami, Lohri, Gurpurab etc. keeping respect and compassion for every religion.

To promote the girl education in this rural area, college provides the special concession for girls and also provides special concession for meritorious girls.

With global peace, sustainability and harmony at the core of our philosophy, we impart value based education not only theoretically but also practically.

Our sports facilities such as Lawn Tennis Court, Playground and Swimming Pool etc. are shared with the community around surrounding areas and are open for each and every comer.

The college fulfills its social responsibility by engaging students in numerous community development programs organized by various NCC and NSS.

The college has successfully hosted National and International Seminars, FDP sponsored by various government agencies such as ICSSR, DCDC and UGC.

During the pandemic, college organized various online activities to engage the faculty members as well as the students in the academic and social activities. A series of webinars have been conducted on the occasion of Birth anniversary of Shri Guru Teg Bahadur ji.

Concluding Remarks :

We never lost touch with our deep established traditions and principles as the institution progressed with changing times, embracing new strategies, adapting to changes, and adeptly taking the proper steps.

The institution is constantly setting new benchmarks and striving to achieve the goal of imparting holistic education to students of rural areas, creating a better world of better opportunities for posterity, and fostering the spirit of harmony, peace, and sustainability, all while keeping the institution's vision and mission in mind. We are confident that as we march on, with hope in our hearts, determination in our minds, and indomitable power in our spirits, we will overcome all challenges and hurdles, and create beauty and harmony in ourselves and around us, with all our might, love, and care.

We will continue to follow what is good in us and learn from the world to become better as time passes.

Growth necessitates the creation of college infrastructure such as well-equipped labs, classrooms, sport courts, conference rooms, seminar halls, and auditorium, among other things, allowing for a better teaching learning environment.

The college always thrives for organizing different workshops, webinars, conferences and seminars pertaining to social edification to make students aware of their civic and moral duties, to disseminate practical experience and expert knowledge to students. The students also bring glory to our college by bringing laurels in academic as well as on extracurricular front. Not only students but the teachers also keep themselves at pace with latest advancement in technology. The teachers are also encouraged to use ICT tools to deliver their lectures using audios, videos and PPTs. The college does efforts to add more feathers in its cap in the upcoming years & will continue to serve the society with a futuristic aim of encouraging education in the rural area.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS / Elective course system implemented. Answer before DVV Verification : 5 Answer after DVV Verification: 6</p> <p>Remark : Input edited as per given list of program in which CBCS implemented, excluding the PG diploma and CBA programs</p>																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>5</td> <td>5</td> <td>4</td> <td>2</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>3</td> <td>3</td> <td>3</td> </tr> </tbody> </table> <p>Remark : Input edited as per given documents</p>	2020-21	2019-20	2018-19	2017-18	2016-17	5	5	5	4	2	2020-21	2019-20	2018-19	2017-18	2016-17	3	3	3	3	3
2020-21	2019-20	2018-19	2017-18	2016-17																	
5	5	5	4	2																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
3	3	3	3	3																	
1.4.1	<p><i>Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders</i></p> <p>1) Students</p> <p>2) Teachers</p> <p>3) Employers</p> <p>4) Alumni</p> <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: E. None of the above</p>																				
1.4.2	<p>Feedback process of the Institution may be classified as follows:</p> <p>Options:</p>																				

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: E. Feedback not collected

2.1.1 Average Enrolment percentage (Average of last five years)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
451	481	470	541	611

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
198	236	185	231	299

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
960	1740	1740	1700	1660

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
960	1740	1740	1700	1660

Remark : Input edited as per list of students, considering only the students admitted to the first year of each program.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
117	159	164	218	247

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
31	81	56	54	120

Remark : Input edited as per given documents ,considering only the first year students.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

3.1.3.2. Number of departments offering academic programmes

Answer before DVV Verification:

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

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	30	27	13	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
17	30	20	13	7

Remark : Input edited as per given data template.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	3	0	3

Answer After DVV Verification :

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

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
43	25	11	17	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	3	4	1

Remark : Input edited as per given list of activities and number of students participated considering only the highlighted activities.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 4

Answer after DVV Verification: 2

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

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

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
1.5377	0.72	4.64	1.83	5.52

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.32527	0.35100	4.07905	1.80272	4.66242

Remark : Input edited as per given consolidated extract considering only the highlighted assets, but the expenditure of new books not consider here.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.313	0.149	0.754	1.603	0.545

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.412	0.758	0.975	0.355	1.12

Remark : Input edited as per given consolidated extract considering only the highlighted assets.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8.46	15.46	15.01	17.39	10.22

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8.7030	13.82546	14.61847	16.34774	9.76896

Remark : Input edited as per given documents , excluding the PU Affiliation fee and Audit fee

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
41	114	104	116	160

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
41	114	104	116	140

Remark : Input edited as per given list of students.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	4	1	5	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	1	5	5

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	4	1	5	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	4	1	5	5

Remark : Input edited as per given qualifying certificates.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	4	17	2	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
8	0	0	0	1

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

7.1.7 **The Institution has disabled-friendly, barrier free environment**

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment**
5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>141</td> <td>165</td> <td>165</td> <td>151</td> <td>137</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>124</td> <td>148</td> <td>148</td> <td>135</td> <td>122</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	141	165	165	151	137	2020-21	2019-20	2018-19	2017-18	2016-17	124	148	148	135	122
2020-21	2019-20	2018-19	2017-18	2016-17																	
141	165	165	151	137																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
124	148	148	135	122																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>8</td> <td>8</td> <td>8</td> <td>7</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>6</td> <td>6</td> <td>6</td> <td>5</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	8	8	8	8	7	2020-21	2019-20	2018-19	2017-18	2016-17	6	6	6	6	5
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	8	8	8	7																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
6	6	6	6	5																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>451</td> <td>481</td> <td>470</td> <td>541</td> <td>611</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>451</td> <td>481</td> <td>470</td> <td>541</td> <td>611</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	451	481	470	541	611	2020-21	2019-20	2018-19	2017-18	2016-17	451	481	470	541	611
2020-21	2019-20	2018-19	2017-18	2016-17																	
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2020-21	2019-20	2018-19	2017-18	2016-17																	
451	481	470	541	611																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>427</td> <td>774</td> <td>774</td> <td>756</td> <td>739</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>198</td> <td>236</td> <td>185</td> <td>231</td> <td>299</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	427	774	774	756	739	2020-21	2019-20	2018-19	2017-18	2016-17	198	236	185	231	299
2020-21	2019-20	2018-19	2017-18	2016-17																	
427	774	774	756	739																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
198	236	185	231	299																	

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	23	24	23	25

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	22	23	22	24

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 26

Answer after DVV Verification : 19

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
9.998	16.19	19.66	19.24	15.75

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
39.26992	29.71001	33.93117	37.35471	27.77423