



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1. Name of the Institution

SIKH NATIONAL COLLEGE, QADIAN

- Name of the Head of the institution **Dr. HARPREET SINGH HUNDAL**
- Designation **Officiating Principal (Associate professor)**
- Does the institution function from its own campus? **No**
- Phone no./Alternate phone no. **01872220034**
- Mobile No: **9463684511**
- Registered e-mail **snc_qadian1@yahoo.co.in**
- Alternate e-mail **sncollegeqadian@gmail.com**
- Address **Thikriwal Road, Qadian**
- City/Town **GURDASPUR**
- State/UT **PUNJAB**
- Pin Code **143516**

2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **GURU NANAK DEV UNIVERSITY**
- Name of the IQAC Coordinator **KOUSHAL KUMAR**
- Phone No. **8968939621**
- Alternate phone No. **01872220034**
- Mobile **8968939621**
- IQAC e-mail address **kaushal_kumar302@yahoo.com**
- Alternate e-mail address **sncollegeqadian@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.sncqadian.com/pdf/aqar_21_22.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sncqadian.com/calendar/academiccalender22-23.PDF>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.00	2004	03/05/2004	02/05/2009
Cycle 2	B	2.37	2014	24/09/2014	24/09/2019

6. Date of Establishment of IQAC

01/07/2004

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NILL	NILL	NILL	NILL	NILL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year **2**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

IQAC motivate students and mentors to conduct NSS namely Tree Plantation, Blood Donation Camp, Plastic Ban Awareness

Department Wise Extension Lectures and Seminars

Scholarship to Needy Students

Strengthening of ICT facilities by installation of high speed modems and installation of CCTV cameras in the college campus

Preparation of Academic, Administrative and Green Audit Report

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
Promoting young faculty members to undergo Orientation Programme, Refresher Course, FDP, FIP, different workshops, etc. conducted by various reputed higher education agencies.	Each stakeholder has been sensitized about the importance of such programmes/ courses as these courses open up vistas of new knowledge so important to nurture the quality culture of the college.
To prepare AQAR for current Academic Year 2022-2023	successfully achieved and submitted as per NAAC format on the NAAC portal.
Strengthening of ICT in college campus	A newly smartroom is constructed as per students requirements.
Tree plantation	The IQAC, NCC and NSS unit of our college have organized plantation programme in the college campus.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Sikh Educational Society, Chandigarh	09/03/2023

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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Name	Date of meeting(s)
Sikh Educational Society, Chandigarh	09/03/2023

14.Whether institutional data submitted to AISHE	
Year	Date of Submission
YES	10/02/2024

15.Multidisciplinary / interdisciplinary
As Our college vision is Committed and Persuasive efforts towards Holistic Education, the college takes efforts to inculcate the sense of discipline and develop a holistic approach among the learners. Our institution is affilated with Guru Nanak Dev University(GNDU), Amritsar, therefore we are bound to abide all the regulations conveyed by University. We will adhere to all

future guidelines that the university provides to our college. Some of the good practices implemented by the College to promote multidisciplinary / interdisciplinary approach in view of NEP 2020 are promotion of sustainable environment, social commitment and community outreach. Students are encouraged to participate in activities like paper recycling, rainwater harvesting and educating the underprivileged.

16. Academic bank of credits (ABC):

Our affiliating University is in initial stage of introducing Academic bank of credits policy which allows multiple entry to students at any of the three years degree programmes. Our institution is a affiliated college to GNDU and completely adheres the guidelines given by university time to time. The College has formed a dedicated team which helps college students in registering on ABC portal. Under the new National Education Policy 2020, our college will take necessary initiatives under ABC guidelines of NEP as per norms and guidelines issued by the University/UGC.

17. Skill development:

Skill development helps build up strong foundation for learners. The National Education Policy (NEP) 2020 has given special emphasis on acquiring various employment skills among students. Our college is running various computer based 3 years courses which helps students in acquiring employment skills. We are also providing one year diploma course in computer responding to the changing skills and technology requirements in the market. The NSS Unit regularly organizes activities to promote community responsibility: cleanliness campaigns, health screenings, blood donation camps, skill-building seminars, literacy campaigns and social awareness programs, etc.

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

The college has made several efforts to integrate Indian knowledge system in its extra curriculum activities using bilingual method, as the medium of the teaching is used in our college. Some of the courses are taught in regional language, also the students are permitted to write answers in punjabi, hindi in their examination as per the University directives. The college celebrates many commemorative days to make students aware of Indian culture and heritage. Students are encouraged to observe the days of regional and national importance. Every year various events and competitions are organized by the departments where

students are encouraged to participate so that they learn more about the Indian languages, History, Indian culture and their importance in Indian Education System.

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

As we know our new education policy(nep) is more focused on outcome and learning based education. As our college is affiliated Guru Nanak Dev University(GNDU) which frames syllabi of all the courses by keeping OBE as priority. Our college has displayed Programme Outcomes(PO) and Course Outcomes(CO) on college website which helps students in selecting appropriate course for them.To attain POs and COs, Continuous Internal Assessment (CIA) is undertaken which comprises tests, assignment, presentation and practical on the basis of direct and indirect methods. Our college conducts tutorials and field visit in smaller groups to make learning more effective. College will be heading towards complete implementation of NEP 2020 within the framework set by the Guru Nanak Dev University time to time.

20.Distance education/online education:

During the COVID-19 pandemic, the college has successfully implemented online teaching through zoom online platform. All the online classes were held using Zoom application and assignments and evaluations were also done online. Students and faculty are encouraged to complete various certification courses offered by SWAYAM, Coursera. students are offered flexibility to complete elective courses through NPTEL. The College library also subscribes to INFLIBNET which provides unparalleled access to innumerable resources at the click of a button.

Extended Profile

1.Programme

1.1 12

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 606

Number of students during the year

File Description	Documents
Data Template	View File

2.2 124

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 228

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 29

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 9

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	12
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	606
Number of students during the year	

File Description	Documents
Data Template	View File

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File Description	Documents
Data Template	View File

2.3	228
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	29
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	9
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	12743628
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	73
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Our college is affiliated to Guru Nanak Dev University, Amritsar and follows the prescribed curriculum provided by University. The curriculum is designed by the University either annually or batchwise before the commencement of the new academic session and our college has to adhere it completely. Academic calendar is prepared with the approval of the Principal, in which all of the academic year's activities are scheduled and strictly followed. Every subject teacher prepare a teaching plan keeping in view the university curriculum regarding lecture delivery, class seminars, class tests, extension lectures. The institution designed a time table concerning every theory, practicals and library period. The authority keeps a close watch on the timely completion of the syllabus. Teachers are encouraged to impart curriculum through innovative teaching methods using oral and ICT such as Power point presentations and assignments, discussions, workshops, seminars, apart from regular traditional methods. Every month, an Academic Council Committee Meeting is

organized to evaluate the execution of the syllabus and to discuss the issues that students have with content availability.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. College ensure and plan all activities in strict adherence to the academic calendar. Head of each department prepares the time table as per the guidelines of our affiliating university for the number of credit hours for each subject. After the approval from principal the final time table is displayed on notice boards of every department. The teachers engage in teaching as per their timetables and lesson plans. They conduct tests, quizzes, presentations and assignments and give projects for the continuous internal evaluation of students. The performance of the students in these tests and assignments is then tabulated for calculating their internal assessment. The question paper of internal exams is prepared by concerned faculties and is approved by head of the department. At the end of academic session students submit their feedback through online feedback forms maintaining complete anonymity.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University

D. Any 1 of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

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

These issues are integrated into the curriculum through the courses, such as Drug Abuse and EVS. College N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year, N.S.S. unit undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment related programs including tree plantation, village cleanliness, plastic free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. Other activities, like the religious functions, morning assemblies, faculty development programmes, elective subjects (Punjabi, English) also help to integrate the issues into the syllabus in an effective manner.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

41

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2225

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

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

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

127

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students through well planned program by forming Tutorial groups. A faculty member works as a tutor and is in - charge of a tutorial group of 30 students for counseling. A tutor takes tutorial classes every weekend to discuss facilities and issues related to the teaching- learning process. Problems encountered in the teaching-learning process are properly addressed and Implemented by corrective measures. We organize special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

- More challenging work in the form of projects and home assignments
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia
- Counseling by faculty to appear for competitive examinations
- Career fairs, seminars and workshops

The strategies adopted to level up the slow learners are as follows:-

Slow learners are given extra attention by the course handling faculty members.

- Extra remedial classes are scheduled during the remaining hours of the day after completing routine workload.
- In addition, special classes are conducted by the faculty members different of the department for students weak in English, computer science and science to improve their analytical and communication skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
606	29

File Description	Documents
Any additional information	No File Uploaded

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

Learning is made more student-centric through a combination of old and new methods of teaching. In order to motivate the students beyond the scope of theoretical knowledge various student-centric learning methods like workshops, seminars, film shows, group discussions, field trips, institutional visit, slide shows, case study based research projects, internship etc. have been adopted. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support as such :

Experiential Learning:

Activity based assignments: All the departments have implemented activity-based assignments in every course for continuous assessment of the students. These are employed to enhance participative learning, and to achieve various skill for good jobs. Mini-projects are included in the curriculum of the UG programme. This course is intended to train the students to develop working models, real-time simulations, modelling and implementation, and fabrication of complex systems. Simulation based learning in their curriculum and syllabus so as to enhance the learning experience and problem solving capability.

Industrial visit / Internships

Minimum of an industrial visit in every semester is organized for the students to enhance the technical competency for better placements in reputed companies.

Problem solving methodologies

Competitive activities are conducted in various departments to nurture the skill sets of the students. In addition to the events organized by SNC, our students participate in the events organized by other institutions.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The ICT enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty is provided with the requisite facilities for preparation of computer aided teaching - learning material. Both faculty and students have access to the following modern teaching aids:

- The online teaching -learning facility was very much in place with the support of a renowned online platform like Google meet and Zoom apps. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between the teachers and the students. Regular classes are taken through this on-line platform according to a fixed routine time table set by the institution.
- Adequate number of high end interactive projectors and computers for use in seminars and lectures
- The library is equipped with necessary facilities High-speed internet connectivity, computers, and laptops, including Printer, scanner, and photocopier.
- In addition, various Digital Audio Video facilities are available in two conference rooms, one interaction room, one board room, and one auditorium for organizing seminars and PowerPoint Presentations etc.
- The college utilizes WhatsApp and email for efficient

communication among faculty and students.

By leveraging ICT resources, faculty members and students can access a wide range of educational materials, communicate efficiently, and participate in engaging activities, enriching the overall learning experience.

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

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

2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

3

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

290

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

To ensure transparency and fairness in internal assessments, Examination Committee, and Grievance Redressal Cell have been constituted. Detailed information about the assessment components is provided to students at the beginning of each session.

The Examination Committee diligently monitors the university portal, keeping a close eye on important updates. They promptly relay relevant information to students through SMS and WhatsApp, ensuring that everyone stays well-informed. For the purpose of

internal assessment, Controller of examination of college makes arrangements for Conduct of house examination. As per G.N.D.U. exam pattern teachers set question papers in line with academic calendar .The answer sheets of the students are evaluated and the result of their exam is shared with them. The students who do not clear the exam conditions are taken care of in remedial classes in order to improve their result.

In addition all assessments, including class tests, assignments, quizzes, paper presentations, group discussions, practical, viva voce, and mid-term tests, are returned to students along with constructive feedback to facilitate their improvement.

Concessions in attendance are granted to deserving students who have missed classes due to their participation in extension activities, and retests are allowed for students who were unable to attend assessments due to illness or genuine reasons.

Students can request revaluation for their assessments, and any grievances regarding out-of-syllabus questions or clashes in the date sheet are promptly forwarded to the university for appropriate action

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has implemented an internal assessment mechanism for transparent, efficient, and timely grievance resolution. The Examination Committee regularly monitors the university portal and promptly communicates important information to students through SMS and WhatsApp. The committee, along with academic coordinators and HoDs, prepares and communicates comprehensive date sheets to students well in advance, providing sufficient preparation time. Any scheduling conflicts are promptly resolved, and date sheets are updated accordingly. After evaluation, students can review their answer sheets and seek clarification from teachers. Initially, they can approach faculty or HoD for grievance resolution. Unresolved matters can be escalated to the internal grievance committee. Missed tests result in retests for improvement, while attendance concessions

are given for sickness or participation in college activities. In the case of grievances related to mid-term exams, teachers handle the resolution process, while the principal takes charge of addressing issues such as out-of-syllabus questions and date sheet conflicts during end-term exams. The principal acts as the point of contact with the university authorities to rectify these matters.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website, various departments and communicated to teachers and students. These outcomes provide students with a comprehensive understanding of their discipline, including scope and content coverage. The counseling sessions during admissions brief the students and parents on program objectives and learning outcomes. The defined POs and PSOs are displayed on Website, class rooms, laboratories and the department block. The POs, PSOs and the COs are listed in the lesson plan of individual course file and lab manuals. To enhance students' understanding of the professional world, successful alumni share their experiences through formal lectures, meetings, and interactions. This provides real-world insights and practical applications of chosen programs. The college values input from students, alumni, and parents through suggestions and feedback, contributing to the assessment of course relevance and effectiveness. Faculty members actively participate in induction programs, orientations, and development programs to update their teaching skills and stay updated with evaluation methodologies. Faculty members prepare lesson plans as roadmaps for logical and effective curriculum delivery. Through these measures, the college empowers students with knowledge, skills, and awareness for achieving desired learning outcomes and making informed decisions about their further studies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college adopts a holistic approach to ensure the attainment of program outcomes (POs) and course outcomes (COs). The faculty prepares lesson plans, follows the prescribed syllabus, and maintains records of lectures delivered. The institute adheres to the syllabi prescribed by the recognized university for all its subjects. Institute adheres to a timeline to cover the syllabus within the designated timeframe. Regular departmental meetings address academic issues, while orientation programs help students make informed choices about their programs and courses, including electives and skill enhancement options. The Principal presided over the meetings with the Heads of Departments to ensure that all staff members implement the prescribed syllabus and complete it on time. Course outcomes are being analyzed annually for improving student's performance in final exams.

The college also considers students' involvement in extracurricular activities and off-campus engagements to assess their personality development and qualities like leadership and teamwork. The attainment of outcomes is also measured by tracking the success of students in securing meritorious ranks in postgraduate entrance exams, gaining admission to reputable universities and clearing competitive exams.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sncgadian.com/programoutcome/programspecificoutcome2020-21.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year**181**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

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

https://www.sncgadian.com/pdf/best_practise_22-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

6

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

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

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Our College organized and participated in various extension and outreach activities in the last year with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community.

The NCC and NSS units of the college took part in various initiatives like Unnat Bharat Abhiyaan (College is a recipient of this scheme), Swachh Bharat Abhiyaan, blood donation camps, cleanliness, awareness programmes on AIDS prevention, Suicides prevention, distribution of kits for maintaining hygiene and sanitization, plantation drives, water conservation etc.

Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making

students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication etc. All these mentioned activities have positive impact on the students and it developed student community relationship, leadership skill and self confidence of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

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

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

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

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

Our College thrives on maintaining adequate infrastructure and physical facilities for effective teaching and learning process. The college has adequate number of classrooms, tutorial and department rooms in the Arts, Science, Commerce and Computer Science block which are used for regular classes as well as for conducting special lectures sessions by experts and other academic activities. These classrooms are spacious and well equipped with furniture. The college has a seminar room and a modern, well equipped auditorium for hosting workshops, seminars, and cultural events.

The college has well-designed and adequately equipped laboratories in Physics, Chemistry and Computer departments for conducting practical as per the need of curriculum. The college has sufficient number of computers installed in various departments, like computer laboratory, college office, library etc. The well-equipped Library caters the academic needs of the college students and teachers. The Library has seating capacity for 100 users.

The college has computer laboratory, which mainly fulfill the academic needs of Computer Science students. The required equipments are provided in the laboratories as per the requirements of the staff and students time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college has adequate facilities for cultural, sports and yoga activities. There are well-maintained and separate playgrounds for the various sports and games, such as Volleyball, Basketball, Football, Athletics, Kabaddi, Cricket, etc. The required equipments for these sports are acquired as per the requirement of the students and the Sports department. Every year, Annual Sports Meet (Athletics Meet) is organized in college campus. The students are motivated and trained by the Sports department to participate in different sports events at university level. Yoga activities are also organized on different occasions in the open space of the college campus. A well-maintained swimming pool is also available in the college campus.

There is spacious Hall and Common-room for students to organize and participate in co-curricular and cultural activities. The college has well-maintained auditorium for cultural and extra-curricular activities like annual function, orientation programmes, medical camps and awareness seminars etc. With the help of experts, the training arrangements are often made for different cultural events, like -Gidha, Bhangra competition, Luddi Dance, Choreography, Music competition and other cultural competitions. The students are encouraged by the college to take part in various cultural events in the college and at university level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**3**

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****1567901**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is automated with Integrated Library Management Software (ILMS) since the academic year 2018-2019. It consists of such as masters, book management, barcode facility, book accession, membership circulation, OPAC, catalogs and administration. Facility like database back up, restore facility, books reservation facility, status of books such as withdraw/write-off / damaged/ lost and paid is easily located. The library has various sections like; books staking, periodicals, references, reprography, technical processing,

circulation, e-accesses.

- Name of ILMS software - Bibliosoft Library Management Software
- Nature of automation (fully or partially) - Partially
- Version - N/A
- Year of Automation - 2018

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

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

B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.06376

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

24

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The college continuously strives to provide state-of-the-art technologies and update its ICT facilities to ensure efficient functioning. The infrastructure includes Desktop computers equipped with Xeon, Intel i5/i3, Dual Core, AMD processor based with 8GB/4GB/2GB RAM with Xeon, Intel i5, Dual Core, AMD processor, 100 GB to 1TB HDD with internet facility and required software. With the implementation of Wi-Fi facility, the computer science department, computer labs, college office, library, seminar halls, and few common areas in the campus are now Wi-Fi enabled. The facility of internet has been provided to both the faculty and the students in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

73

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

10.32405

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college ensures that available resources are allocated and utilized optimally for the upkeep and repair of diverse infrastructures. The Institute ensures effectively maintains and utilizes the physical, academic and support facilities, like - laboratories, library, sports grounds, computers, classrooms etc. The college has fully equipped Physics laboratory, Chemistry laboratory and Computer laboratory. The Lab Assistants/Attendants assist the students during the practical classes in the laboratories. According to the needs of the respective departments, the college ensures the availability of required equipments in these laboratories. The College has Computer Laboratory, with internet connectivity, which fulfills the needs of Computer Science students. The College has spacious and well maintained library. It is located at the ground floor in the central hall of the main building. The working hours of

library is from 9am to 4pm. To cater the academic needs of college community, college library provides easy access to its resources for the optimum utilization of Library material. The College Library is partially computerized using 'Bibliosoft' Software. The support and maintenance of Library software is provided by the Software Developers/Providers. The Library Committee is also constituted to address the various matters regarding the college library. The playgrounds for different sports, are maintained time to time as per the requirement.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

16

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

234

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>B. Any 3 of the above</p>
--	-------------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

25

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

4

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

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

Students constitute a major stakeholder in the institutional growth. Utilization of the support and ideas of the students is the paramount requirement for the prosperity and well-being of the institute. Students in our college have been involved in various administrative activities at different capacities. Students are actively involved in different decision-making processes. There are departmental societies having elected students as Office Bearers. The Office Bearers take the responsibility of organizing the department into a coherent and friendly environment. They play an active role in organizing lectures, seminars and other departmental activities.

Our institution always strives to build a relation of mutual respect and inculcate a sense of pride amongst the students for their own institute. Various teams have been made which comprises of members to monitor academic, cultural, sports, literary events, Anti-Ragging and gender sensitization programmes, NSS and NCC activities. The students involve themselves in events such as Independence Day, Teacher's day, Republic day and various other activities. The student representatives actively participate in sports committee, cultural committee, magazine committee, etc

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

20

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

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

We are in the process of registering our Alumni Association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of

the community. The college management gives liberal freedom and tractability to the Principal together with the departments HOD's to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Towards this objective, job-oriented, self-financing degree courses and diploma courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural Programmes organized by different clubs and societies seek to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach Programmes conducted by the NSS.

File Description	Documents
Paste link for additional information	https://www.sncgadian.com/vision-mission.php
Upload any additional information	No File Uploaded

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

The Institutions follows the Professional Management approach in managing the Institutions. This institution is effectively decentralized for a better governance and our college management is a devoted and committed educationist and visits the institution regularly for periodical interaction with all stakeholders including alumni. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The top Management of the institution in consultation with the Principal provides leadership in all academic and institutional practices. The institution has various academic and administrative committees to monitor, plan and execute smooth functioning of the college. The Principal co-ordinates on all academic matters through the Heads of Departments who are appointed on a seniority basis. In this way, all faculties of the departments get to play a role in decision-making and participative management of their respective departments. The Principal gives directives to the departmental heads to prepare the annual departmental budget. For the acquisition of goods and services,

including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, college practices decentralization by providing operational autonomy to the departments. University examinations are conducted in the institution through committees set up for the purpose and here too responsibility and leadership is delegated to the faculty members, e.g., officers-in-charge are now appointed on a rotational basis and they are responsible for the smooth conduct of each set of examinations.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the Institute is stated in its vision and purpose statements. This strategic plan is driven and applied across every process, according to the strategic plan. A monitoring mechanism evaluates each process on regular basis. Institutional strategic goals to develop competences to serve the ever changing needs of the society and strategy to empower the faculty and students are as follow. The college has been quick to adapt to online teaching during the pandemic and subsequent lockdown. Online training Programmes for both teachers and students were organized to familiarize them with the virtual platform for live classroom teaching such as 1. Whiteboard that can be used both by teachers. 2. Easy scheduling of classes by teachers and prompt notification to students. 3. Screen sharing facility for quick sharing of PPTs, audio/video clip/Word/PDF, etc.

4. Use of teaching aids such as Models, Multimedia Presentations, NPTEL video lectures etc. The college has special focus on implementing Green Initiatives such as by planting trees in the college campus which is done by the students as a responsibility towards Mother Nature. With the help of college NSScell of the college, various activities are organized to have a plastic-free campus

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

ADMINISTRATIVE SETUP: With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage. Our Institution has a Governing body to monitor and achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

GOVERNING BODY: It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. Some of the Governing Body Functions:

- The institution has various bodies for smooth execution of work in all departments and levels.
- The recommendations of the selection committees constituted.
- Reviewing and approving budgetary proposals.
- To keep track and evaluate the institute's teaching programmes, as well as to provide recommendations for the improvement if required.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College undertakes various welfare activities for both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course or Seminar/Workshop. The College encourages the faculty members to attend Seminars and Conferences at various levels. The College often funds the registration fee for the faculties who present papers in seminars and conferences. All nonteaching staffs are given with the festival bonuses annually. The Grievance Redressal mechanism is there for all staffs. The College arranges free medical check-up facility for all staffs. During the beginning of each academic session, notices are put up for the staffs of the college providing information of the medical facilities. General health inspection and counseling of the students and staffs are done in the college. The College has made tie ups with Bhatia

Hospital for both the members of the teaching and non-

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

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

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

0

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

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

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

1

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There is an Internal Performance Appraisal system for all its staff members headed by the Principal of the Institution. The Principal monitors and evaluates the performance of its entire

staff and communicates the areas of improvement or the overall performance annually or as per requirement. There are Grievance Redressal and Suggestion box placed at strategic locations in the campus where the students can express their query or concern about teachers which is also considered by the Principal. Online feedback is also obtained from all students time to time. All these are scrutinized and assessed by the Principal. The Principal further communicates the outcome with the staff members in a completely confidential manner. Both faculty members and non-teaching staff are regulated to fill up performance appraisal form provided to them, designed by the directorate of higher education at the end of every financial year. The format prescribed to the teaching staff has been so designed that it covers all the activities taken up by the faculty member throughout the academic year i.e. teaching of students, His/her Results of taught subjects, research activities publishing research paper, attending seminars and workshops paper presentation Organizing seminar/workshop in the college etc. Non-teaching staff of the college like librarian, sports teacher, office staff, supporting staff, lab staff are also required to full up performance appraisal form specially designed for them assessed annually and sent to the state directorate.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Institution conducts internal and external audit on a continuous basis. The Internal audit assistants are stationed in the college office. The institute has a mechanism for internal and external audit. College has own internal audit mechanism in addition to the external auditors to verify and certify the entire Income and expenditure and the capital expenditure of the institute each year. As per the instruction of Management, Principal has appointed preaudit cell for checking all the financial payments. In addition to this Bursar checks the

records regularly throughout the year. For External Audit the Management has appointed Chartered Accountants as the External Auditor of the college. The auditors review the financial statements, documents, vouchers and bills. They check statutory payments -TDS, Professional Tax, PF, ESI remittance etc. The auditors verify all financial transactions and submit a detailed report of observations. Based on the observations given, the accountant of the college modifies the statements of accounts as required.

The institutional accounts are audited regularly by both external and internal auditor. Suggestions given by the Management and Chartered Accountant to be followed in future regarding accounts. External audits are done at District and state level by authorities once a year and the final report is submitted to Directorate of Public Instruction, Govt. of Punjab.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

2.81 Lakhs

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

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

The institution is administered by the Governing Body following the best possible practices in the given working scenario. The

institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investments and restricting to budgeted expenditure. The main sources of receipts are fees collected from students, grants from the State Government and the UGC, interest on fixed deposits, fines and other miscellaneous income from sale of old newspapers, magazines, scraps etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages. After collection of funds, the surplus is invested in fixed deposits of varied tenures. A budget is prepared in the month of March for the following financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by office bearers and authorities. Internal checks and controls are very much in place which ensures transparency in financial resource management. The resources are carefully allocated to meet overall administrative requirements including recruitment of staff as and when required, infrastructural up gradation and maintenance, enhancement of teaching learning environment, faculty development etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. The IQAC at our college was constituted on 2004. Since then, it has been performing the following tasks on a regular basis. Improvement in quality of teaching and learning by regular inputs to all concerned based on feedback from teachers and students. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff. The Institute IQAC prepares,

evaluates and recommends the submission of Annual Quality Assurance Report (AQAR), and New Programmes as per National Missions and Govt policies. IQAC also Facilitate implementation of innovative methods in the departments. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak. Once the academic calendar of the University is received, the IQAC prepare the academic calendar of the institution following the schedule of important administrative and academic events decided by the University. The IQAC gives suggestions for making the teaching-learning process more participative by adopting various methods. The faculties are encouraged to use ICT enabled tools and to employ other teaching methods in the class-room teaching.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC evaluates the teaching-learning process on a regular basis and takes steps to improve it. The Academic Calendar is produced ahead of time, posted and circulated in all the departments of the College, and strictly followed. The Academic Calendar contains information about admission to various programmes, summer, winter vacations, examination schedules and other special day celebrations. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. The Chief Proctor and the Discipline Committee members make random visits to ensure smooth functioning of classes. The use of ICT tools has become an integral part in teaching -learning process. IQAC always encouraged teachers to utilize these tools in academic and laboratories. IQAC prepares the plan to include the use and enrichment of ICT infrastructure expecting from each departments. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet Wi-Fi facility. In the formal meeting of IQAC, the review of Examinations Result is done. This is also called the academic audit. Here the Result analysis is prepared and tabulated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution strives in its spirit of academic and social endeavours in terms of women empowerment, women's rights and gender equity. The institution is well prepared to handle and respond to gender sensitive issues and provide an environment where men and women can work together with a sense of personal security and dignity. Concerns regarding security and safety are addressed by the various college committees formed before the commencement of session.

1. Discipline Committee is constituted for the maintenance of discipline in the college. The committee mainly focuses on solving students' related issues and creating a secured environment in the college.
2. Counselling Committee is constituted to ensure healthy and secure atmosphere in the college. The committee also ensures timely addressal of students' problems.
3. Anti-Ragging and Sexual Harassment Committee is formed in the college to address the complaints filed by the Girl students.
4. The institution implements a Proctorial system which aims at improving curricular activities, disciplined behavior and personal development of the students.
5. The College has appointed Prof. Sukhpal Kaur as Dean of Girl Students.
6. CCTV cameras are installed at prominent locations of the institution.
7. Female students are accompanied by female faculty members during outreach activities.
8. The college additionally regulates social security through the Grievance Redressal Cell and Anti-Ragging Committee.
9. Protected Campus: The college campus is fully protected by wall compound around the campus; trespassers are not allowed without permission.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management: College has a place on its campus where the solid wastes materials are disposed. Solid waste is separated at source and collected by Safai Karmachari to dispose off properly to the dumping yards. Differently coloured large size dustbins, green for degradable and red for non-degradable, are kept all over the campus for segregated disposal of waste. Solid garbage, such as cardboard, metals, glass, plastic, paper waste, and stationery, is regularly collected and sold to scrap vendors.

Liquid waste management:: As we all know next to air, water is the vitalelement for the preservation of human life. Water is a finite commodity which, if not managed properly, will result in shortages in the near future. In our institution regular maintenance is kept of taps, drainage and water pipelines. By using standard methods liquid waste is disposed safely. Micro scale technique is used in the laboratories where chemicals are used for the studiesto reduce the wastage of chemicals. Drinking water from the tap, and refilling bottle as often as the students need is one of the best practices followed at college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution remains mindful regarding the need for creating a comprehensive environment for promoting tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Our institution is undertaking various

initiatives in the form of celebration of days of Eminent personalities National Festivals, NSS, NCC and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. The initiatives are to promote better education, economic upliftment of the needy, and set communal harmony. Every year college organizes number of programmes to encourage tolerance and harmony toward diversity in terms of culture, area, linguistics, socioeconomic class, and other factors. Our institution takes part in cultural and regional festivals like Youth Festival, which are organized by university every year to spread tolerance and harmony among the students. The essay writing competitions and poem recitation competitions (in Punjabi, Hindi and English language) are held to accommodate the linguistic diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college believes in giving holistic all round education to the students and sensitizing students on our constitutional rights, values, duties and responsibilities is one of the primary educations given at the institute through various means. The college routinely hosts significant awareness events including Human Rights Day, Gender Equity, Drug Abuse and Addiction, Women's Day, etc. Every year Republic day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight the struggle of freedom and importance of Indian constitution. 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 whole country is governed on the basis of the rights and duties preserved in the Constitution of India. The annual cultural programs also promote the awareness towards rights and duties of citizens where Skits, Dances, Poetry, singing etc are based on such themes. Various other activities under the banner of NSS are organized. These include rally to

spread importance of cleanliness and Hygiene, voter's responsibility, Cleanliness drives, awareness on AIDS etc are part of these activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college celebrates National and International days enthusiastically every year. All staff members and students gather in the college to celebrate these days. Celebration of cultural and constitutional festivals is integral part of college's co-curricular activities. Throughout session different days are celebrated by students with guidance of teachers which

help them to know about different cultures and to cognitively imagine India as a nation. Our college celebrated the following programmes/events in this academic session.

1. Fit India Movement
2. Yoga week
3. Van Mahotsav
4. Ghar Ghar Tiranga
5. Birth Anniversary of Shaheed-E-Azam S. Bhagat Singh
6. National Constitution Day
7. National Unity Day
8. National Voters Day
9. International Mother Language Day
10. International Women's Day
11. World Water Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best practice 1:

The Scholarships and Concessions:

Objectives of the Practice: The underlying idea of the scheme is to provide financial assistance to the poor and meritorious students of the college to enable them to continue their studies.

The Context: To support the economically weaker students financially although, the government has many different scholarship schemes.

The Practice: These concessions provide a chance to the students to uplift themselves by getting education. Another aim behind

this practice is that students study hard to get these scholarships and concessions, which ultimately leads to better results.

Best Practice-II:

College Property for Public Service:

The unique practice in the college is that the college allows people, children and sportsmen of all ages to use college play grounds, before and after the college hours. The college gates are opened daily, at 4.00 am for public. People and players start entering the college grounds early in the morning. Most of them use college track for their activities and others exercise in the hockey ground, football ground and gymnasium. Men and women of different age groups walk and jog as per their convenience.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Sikh National College, Qadian (established in June 1938 at Lahore) is a historical and pioneer educational institution of the region, working under the management of Sikh Educational Society, Sector 26, Chandigarh. The College is consistently focused on its vision and mission by educating and empowering young students of this region that enables them to compete according to global standards. The college is committed to minimizing the financial hurdles faced by underprivileged, meritorious, and deserving students, particularly female students. The college offers scholarships and concessions that provide students a chance to better themselves by pursuing their education at an affordable cost. These scholarships and fee concession schemes helped many deserving students every year. The institution organizes a variety of instructional and awareness programmes to cultivate in its students a work ethic, independence, skill, and enthusiasm. Through the regular staging of sports, cultural, and academic events, the college offers its students a space where they can actively engage in life. The NSS

wing and NCC unit of Sikh National College, Qadian are both active and support students to extend their services to society and contribute to the betterment of the community.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of Action for the next academic year 2023-24

1. Quality enhancement in teaching-learning through ICT.
2. Strengthening student-centric learning: The college will focus on strengthening studentcentered learning by providing opportunities to engage in research, experiential learning, field-based learning, peer-learning and community service through outreach.
3. Strengthen ties with the community: The college will strengthen its ties with the local community by engaging in community service, outreach programs, and partnerships with local businesses, entrepreneurs and organizations.
4. Strengthen alumni relations: The college will strengthen its alumni relations by organizing alumni events, creating networking opportunities, and engaging alumni in mentoring and career guidance programs
5. Special Lectures/Extension Lectures on various topics by Eminent scholars (Online/ Offline)
6. Department-wise Academic Calendar will be prepared.
7. Special tree plantation programme for Environmental Conservation.
8. Programmes on National and International importance such as Yoga, Human Rights, Voter Awareness, etc.
9. Women empowerment entrepreneurship programmes Special focus on Career Counselling and Placement programmes.
10. Personality Development through various extra-curricular activities.