

Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution

SIKH NATIONAL COLLEGE

Name of the head of the Institution	Prof Kulwinder Singh
Designation	Principal(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01872220034
Mobile no.	8968122855
Registered Email	snc_qadian1@yahoo.co.in
Alternate Email	sncollegeqadian@gmail.com
Address	Thikriwal Road, Qadian
City/Town	Gurdaspur
State/UT	Punjab
Pincode	143516
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Prof Gurdeep Singh
Phone no/Alternate Phone no.	01872220034
Mobile no.	7740078300
Registered Email	thegurdeep@gmail.com
Alternate Email	snc_qadian1@yahoo.co.in
3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://sncqadian.com/AQAR(2018-2019).pd

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4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:
Weblink :

<http://sncgadian.com/AcademicCalendar2019-2020.JPG>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	77.00	2004	03-May-2004	02-May-2009
2	B	2.37	2014	24-Sep-2014	23-Sep-2019

6. Date of Establishment of IQAC

01-Jul-2004

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting with Stakeholders	16-Oct-2020 1	30
Students and Teachers feedback Survey	07-Oct-2019 1	172
Extension Lectures in various departments	04-Sep-2019 21	180
Extension Activities	19-Sep-2019 16	200
To encourage Faculty to deliver lectures using LCD/PPTs	24-Jul-2019 1	28
Encouraging faculty members for Research and Publications	24-Jul-2019 1	28
Organization of FDPs for supporting staff	18-Jul-2019 1	28
IQAC Team Meeting	12-Nov-2019 1	15
IQAC Team Meeting	15-Oct-2019 1	15
IQAC Team Meeting	24-Jul-2019 1	15
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	NIL	2020 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

College Infrastructure Development (Interlocking tiles in Campus)

Purchase of New college bus for students from remote area

Department Wise Extension Lectures and Seminars

Renovation of Classrooms and Offices

Scholarship to Needy Students

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

Plan of Action	Achievements/Outcomes
To Construct smart classrooms	In Progress

To Expand Wifi Access	Achieved
To Complete pending Constructions	Achieved
Library Enhancement	Partially Achieved
Faculty Development Programmes and Extension Lectures	Achieved
Adoption of ICT tools and techniques	Achieved
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Sikh Educational Society, Chandigarh	11-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	16-Jun-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • Admissions • Fee • Examination Results • Students profile • House Test records • Absentee Fine • Annual budget(Estimated Income/ Expenditure) • Maintenance • UGC grants • State Grants • MP Lads • Donations • Trusts • Management Grants

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college is affiliated to Guru Nanak Dev University, Amritsar and follows the prescribed curriculum. For effective implementation of the curriculum the college formulates a structured pattern of action plans as per the academic calendar provided by the affiliating university in every session. With the approval of Principal, Academic calendar prepared in which all the activities of the academic year are planned is followed strictly. Every Department has an effective teaching plan for its theory and practical course. Time Tables are

prepared for all classes of respective programmes and displayed on the student's notice-board at the beginning of each semester. Allocation of lectures of all subjects is done according to Guru Nanak Dev University rules and regulations. 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. The college library has a good collection of books, journals and magazines. To inculcate research attitude and novel thinking students are encouraged to participate in Science Exhibition, Research Project. The institute provides all necessary infrastructural facilities such as Audio-visual hall, Science laboratories, educational software & material such as CD's, reference books in library and e-library facility. Students are encouraged to give feedback of their respective teachers which is analysed by the teachers themselves so as to ensure the effective implementation of the curriculum. Every Month an Academic council Committee Meeting is held to review the delivery of the syllabus and discuss the problems faced by the students regarding the availability of contents. Every staff member of the department is given free hand to suggest the changes as per requirement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Diploma in Library Science	31/05/2019	365	Course offers a bright prestigious career opportunity to students	Career in Schools And Colleges as assistant to librarian

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

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

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

	Certificate	Diploma Course
Number of Students	Nil	10

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NA	Nill
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>A well-established system of collecting feedback from various stakeholders is there in the college. Feedback boxes have been installed at various places for students and staff in college campus. Principal and Teachers are in constant communication with each other through formal and informal departmental meetings, e-mails and telephonic messages. Students, faculty, alumni and parents are encouraged to give their feedback through structured feedback forms on various aspects of curriculum. Feedback from alumni and parents are collected during alumni meet and parent-teacher meetings respectively. Regular Class Tests and Mid Semester Tests are held and the teachers convey their results to the students, their answer sheets are shown to them, their strengths and weaknesses discussed with them so that they can improve their result in the semester examination. The feedback regarding teachers reflected that majority of the students found teaching learning methodology excellent. The infrastructure of library was found to be magnificent by bulk of the students. Computer facility was also found to be adequate. Teachers are in touch with the parents and communicate any vital information relating to their wards to the parents. The college provides a structured feedback form to parents of students to know their views regarding curriculum. A feedback is also collected from the management by meeting they give the stress on improvement of results, Strength, new Courses, optimum utilization of available resources, scholarships for SC/BC, Green Campus. Also structured feedback form is prepared for teachers and their valuable suggestions are used for the progress of college.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	SEM-I	300	99	99
BA	SEM-III	300	52	52
BA	SEM-V	300	46	46
BSc	Non-Medical Sem-I	60	29	29

BSc	Non-Medical Sem-III	60	15	15
BSc	Non-Medical Sem-V	60	17	17
BCA	Sem-I	120	36	36
BCA	SEM-III	120	18	18
BCA	SEM-V	120	12	12
BCom	SEM-I	75	29	29
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	414	53	22	7	29

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
29	20	6	2	1	6

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

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

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

College has a well-defined policy of mentoring undergraduate and postgraduate students. The College admits students from various socioeconomic backgrounds, from rural area. On the very first day, the Principal of the College addresses fresh students giving them the basic information about the College, various courses running in the College and relevance of these courses. In the same session, the Heads of all departments also brief to the fresh students about their individual department, their courses, laboratories and library facilities. The permanent teachers of the college have been engaged as mentors of each class. The classes, with large student's strength, have been assigned more than one mentor. In this way, each faculty is assigned with a small group of students for a complete year. Teachers share all kinds of official information with the students in these groups. The students meet mentors frequently and get their support in overcoming the emotional and other difficulties. So, faculty members mentor the students in timely manner regarding various issues experienced by the students during the academic year. Every department maintain the records of class tests/surprise tests, attendance records, records of student activities etc related to the reviewing of the performance of the students. After investigating the feedback, the Bridge courses and coaching are provided to the academically weak students. The intelligent and outshining learners are also identified and they are provided with the appropriate and additional study material to meet their needs. Students are also motivated to attend quiz, seminars, workshops etc so that their abilities could be increased. The College has a Book Bank where Teacher gives support in the form of books and notes facilities to the needy students. The College also has a Career Counselling Cell which provides guidance and information about various carrier prospects and jobs opportunities during and after completion of the courses. The mentors encourage the students to take part in games, NCC, NSS, and Red Ribbon Club as these programmes help in their personality development. Remedial Classes are organized for underperforming students and Special tests classes and tasks for outstanding students. Teachers

use audio video aids, movies and movie clips etc to literature students. Students are motivated to participate in all activities academic and non academic .They are allowed to form different Clubs /Societies in college to organize different literacy /cultural Programme. Teachers guide and encourage them to inculcate the qualities like discipline, responsibility, good citizen, self dependent and confident, care for poor and elders .Students are also guided for higher education pursuit .Their positive suggestions for any kind of improvement are taken into account.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
493	29	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	16	Nill	Nill	1

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	208601	02	01/10/2020	07/12/2020
MA	216501	02	08/10/2020	18/11/2020
PGDCA	303501	02	06/10/2020	04/12/2020
BCom	108501	06	03/10/2020	11/11/2020
BSc	105701	06	26/09/2020	20/11/2020
BCA	107201	06	24/09/2020	20/11/2020
BSc	103301	06	07/10/2020	17/11/2020
BA	103201	06	18/10/2020	17/11/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For this purpose 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 to this teacher take regular weekly class tests, presentation, seminars, and viva-voce. Students are evaluated on the

basis of their participation in activities taken NCC, NSS, Sports ,Cultural ,debates ,Religion Workshops for internal assessment . Reform: • We take extra classes for weak students • We give extra Stress on the Communication skills, writing competition to improve their skill • We organize essay writing, Quiz and debates competitions to enhance students skills. • Supplementary or Re-examinations are conducted for the absent students as per university guidelines.

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

For the conduct of academic activities academic council is constituted with Principal as chairperson .This council prepares academic calendar of various activities of the college including Exam Schedule .The various programs of academic calendar are Inaugural Day of college i.e. start of season , preparation of time -table ,Smooth Conduct of Classes , Mid Term or House Examination , seminars ,Extension Lectures ,Annual Prize Distribution function ,Workshops , Sports Meet, Youth welfare program ,Education tour, various events of district , state ,National level as per University /Government /UGC guidelines , Summers vacations , Govt. holidays etc

2.6 – Student Performance and Learning Outcomes

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

<http://sncgadian.com/program.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
208601	MSc	Computer Science	18	17	94.44
216501	MA	Punjabi	10	9	90
303501	PGDCA	Computer Applications	7	5	71.42
108501	BCom	Regular	23	17	73.42
105701	BSc	Information technology	6	6	100
107201	BCA	Computer Applications	12	9	75
103301	BSc	Non-Medical	16	15	93.75
103201	BA	Humanities	46	25	54.34

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://sncgadian.com/SSS19-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	NA	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Punjabi	3	0
International	Computer Applications	2	0.33
View File			

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

Department	Number of Publication
Punjabi	3
View File	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	3	Nil	Nil
Presented papers	1	3	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Army Attachment Camp	Punjab Government	1	9
Pre-RDC Camp	Punjab Government	1	3
Advance Leadership Camp	Punjab Government	1	10
Celebration of Poshan Pakhwara	Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	6	50
Celebration of Women day	Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	8	100

Celebration of Voter Day	Centre Government/ Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	12	150
A Rally for Fit India Movement by Volunteers	Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	8	100
Quiz Competition of Volunteers on History Culture of Andhra Pradesh	Centre Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	6	50
One Time Use of Plastic (Plastic Ban Awareness)	Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	2	70
Anti-Stubble Burning	Punjab Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	2	200
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS	Punjab Government, Guru Nanak Dev University,	Swachta Pakhwana	2	70

	Amritsar and Sikh 4 49 National College, Qadian			
NSS	Centre Government, Guru Nanak Dev University, Amritsar and Sikh National College, Qadian	Ek Bharat Shreshtha Bharat	5	50
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
382500	1339479

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Others	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Bibliosoft	Partially	Standard	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7949	1114333	46	11814	7995	1126147
Reference Books	18850	1273524	70	27534	18920	1301058
e-Books	56	Nill	Nill	Nill	56	Nill
Journals	12	8504	6	Nill	18	8504
Digital Database	2	Nill	Nill	Nill	2	Nill
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Prof Koushal Kumar	Computer Applications	ILMS Through Network Sharing	11/01/2019
Prof. Harkawal Singh Bal	Computer Applications	ILMS Through Network Sharing	11/01/2019
Prof. Harjinder Singh	Library Information Science	ILMS Through Network Sharing	11/01/2019
Prof. Gurdeep Singh	English Language	ILMS Through Network Sharing	11/01/2019
Prof. Satwinder Singh	Computer Applications	ILMS Through Network Sharing	11/01/2019
Prof. Rakesh Kumar	Mathematics	ILMS Through Network Sharing	11/01/2019
Dr. Simratpal Singh	Physical Education	ILMS Through Network Sharing	30/01/2019
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	100	4	5	3	2	3	2	100	0
Added	0	0	0	0	0	0	0	0	0
Total	100	4	5	3	2	3	2	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
246000	205760	625000	354405

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

The College has adequate infrastructural facilities to facilitate effective teaching and learning. The institution ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep the facilities in consultation with the management. Computer Laboratory: The College regularly maintains the laboratory equipment there by checking the working status of instruments. The College has 65 computers installed in various facilities such as Computer laboratory, Library, College office, browsing centre, and the cabins of Principal, Librarian, HODs, Coordinators, etc. These machines are maintained by the Hardware Support Team hired by the college. All these machines are optimally utilized for academic, administrative and examination related work. The institution has well equipped Computer lab with internet connectivity. The entire lab is connected with power backup. The College has Computer Laboratory, which mainly caters the academic needs of Computer Science students. The equipments in Computer Laboratory are maintained by the technical staff. System formatting and software installation is done at frequent interval. Troubleshooting system hardware problems are addressed time to time. Network connectivity problems are solved frequently. Every system is connected with internet facilities. The maintenance of the computer hardware and other equipments is done on call basis by the Hardware Experts. The College has appointed Laboratory Assistant for helping the students using this laboratory for academic purposes. This Laboratory Assistant works under the guidance and supervision of the Head of the P.G. Department of Computer Science. Physics and Chemistry Lab: The College has separate laboratories for Physics and Chemistry departments. The JLA, LA helps the students during their practicals in laboratories. The required equipments are provided in the

laboratories according to the students needs. The minor maintenance being carried out time to time by the laboratory assistants. Library: The College Library is spacious with sufficient ventilation and well maintained. It is situated at the ground floor of the main building. The working hour of library is from 9am to 4pm. The College Library is partially computerized using 'Bibliosoft' Software. The support and maintenance of 'Bibliosoft' is looked after by the Software Developers/Providers. The Library provides easy access to its resources for the optimum utilization of Library material. Browsing centre/area for student utilization is provided at free of cost. Online access of free online learning resources is possible through college website. The Library Committee works to enhance the library resources and services. Sports Facilities: The College has separate play grounds for the sports of Kabaddi, Cricket, Volley Ball, Basket Ball, Foot Ball and Athletics. These grounds are maintained time to time as per the requirement. The grounds are utilized during the various sports activities organized by the College. The equipment's required for these sports are maintained by way of inviting the technicians on call basis. Classrooms: There are spacious class rooms. The College utilizes the classrooms located in the Arts, Science, Commerce and Computer Science buildings for conducting lectures and other academic activities such as group discussions, presentations, seminars, workshops, role plays, etc. Regular classes run from 9am to 4pm.

<http://sncqadian.com/MaintenanceProcedures&police.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Fatherless merit holder, Needy students, Poor families	122	604863
Financial Support from Other Sources			
a) National	National scholarship scheme and minority scholarship late col.Ishar singh Bajwa Memorial Trust fund	127	823700
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Final Preparations of the Exams for BA/BSc/BC om/BCA/MA/MSC	28/10/2019	140	Sikh National College
Basic Computer Application	11/11/2019	50	Computer Department of the

			College
Yoga Training	22/10/2019	90	Physical Education Department of College
Coaching for B. Ed Entrance test	17/02/2020	8	Punjabi Department of the College
Coaching for UGC and JRF Test	03/02/2020	10	Punjabi Department of the College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	UGC NET	5	15	3	10
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
25	23	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	GNDU, Amritsar	6	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	56	BA/BSc/BCA /BCOM/	Arts, Computer, Science, Commerce	GNDU campus, Baring College, Chandigarh University, RR Bawa DAV	MCA, B.ED, MCOM, MA

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

Items	Number of students selected/ qualifying
Any Other	30
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletics meet	College	250
Poetry Recitation,Essay Writing,Quiz,Debate competition and painting	College	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	GOLD MEDAL	National	1	Nill	845	Amandeep Singh
2019	GOLD MEDAL	National	1	Nill	508	Gurwinder Pal
2019	GOLD MEDAL	National	1	Nill	859	Lovepreet Singh
2019	GOLD MEDAL	National	1	Nill	846	Manpreet Singh
2019	SILVER MEDAL	National	1	Nill	845	Amandeep Singh
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Our student council is performing very effective role between students and faculty and have specific responsibilities in these roles. The student council organizes college activities and service projects. Council is playing very important role in welfare programmes and to develop the qualities of responsibility, empathy, courage and perseverance among students .Students council have also very constructive and contributive role in planning the various events in college with the faculty members of the college. Our students organize and conduct various activities like fine arts, sports and other academic co curriculum activities like special lectures on various social

issues, Skill enhancement etc by various subject experts of different departments. Important days are observed in the college like birth and death anniversaries of important leaders ,National festivals, International women day. Sports day, Yoga day, Teachers day, Army day ,Youth day, Human rights day etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

10

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization leaves a significant impact on policy, planning and management of any organization, therefore it is relevant to create a system which allows the flow of ideas and decisions from bottom to top. Accordingly, college functions in a well-structured and defined manner to ensure participative management at all levels of decision making. Considering the importance of decentralization in mind, our college management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. The principal of college has assigned academic and nonacademic responsibilities fairly to all the staff members of the college in form of different committees. These Committees perform the various academic and co-curricular activities in the college campus during the academic year. Following are the different the committees which have been constructed by college principal. • Carrier Guidance placement cell • Admission Subcommittee • Library subcommittee • Subcommittee for games and sports • Cultural subcommittee • Outreach activity committee •Aishe portal and college website committee • Maintains and beautification committee • Research Publication committee • Cocurricular committee • UGC committee • NAAC Committee • Purchase and construction committee The Principal of the College holds regular meetings with above mentioned committees and various issues are taken up in these meetings for discussion before arriving at a final decision. The decentralized governance model is being implemented in each department which functions as a separate subunit, in deciding and implementing the Student centric programmes and actions. The matters at the department level are discussed by the head of department with the faculty team and with the Principal. This gives the faculty an enormous sense of belongingness and pride which brings out the best in them. Participative Management: The Management is always open to discussion with the teaching and nonteaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process. The Local management conducts frequent meetings for making strategic decisions which usually involves college Principal, governing body, the IQAC for defining policies

procedures, framing guidelines and rules regulations.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	Since our college is located in rural area where earnings of the people are very less. Therefore, the college helps the poor and needy students to take admission with minimum fee at the initial stage of admission process in every academic year. This is one of the important aspects which supports many students who are facing financial issues. The College also offers scholarships to the University positions holders. The student's take admission through a Single online Window platform provided by the Guru Nanak Dev University, Amritsar (http://collegeadmissions.gndu.ac.in/).The college supports and provides books for the whole semester to the poor students
Human Resource Management	The students are encouraged to participate in various social and community development programs to develop their all-round personality. To achieve this aim Blood Donation Camps, Seminars, Rallies etc. are organized by the institution. Extension lectures on various social evils, like Drug Addiction, Female Feticide, Traffic and Road Safety rules etc. are arranged to create social awareness in our students. The students are also motivated to participate in Religious March ('Nagar Kirtan') and holy congregations. Religious ceremonies, like 'Gurpurabs' (Birth/ Martyrdom Anniversaries of Gurus) are celebrated and 'Guru Ka Langar' (Community Kitchen) is prepared and distributed by our students. Through NCC and NSS activities, students practically learn to be good citizens and servitors of the society. Detailed roles and responsibilities of all the college staff are assigned in the college academic calendar in the form of committee members.
Library, ICT and Physical Infrastructure / Instrumentation	•In this session our college library has been updated with new journals, magazines, text and reference books. •

The college library has reading space with the facility for downloading eBooks and research papers for students. • The software enabled library with e-catalogued books, is managed by the competent and experienced Librarian • The internet bandwidth has been increased with new Fiber broadband connection. • Our college library has registered with National Digital Library of India for accessing e-resources. • College Library has registered with e-PG Pathshala which is an initiative of the MHRD under its National Mission on Education through ICT (NME-ICT) which is being executed by the UGC.

Research and Development

• Research and Development Cell has been formed to promote Research and Development in the college. • The institute motivates the faculty and students for research work. • Faculty members are encouraged to attend and present papers in conferences at abroad and financial assistance is provided. • Research facilities of the institution are being improved by the procurement of quality, updated library facilities and subscription of research journals in various streams

Examination and Evaluation

Participation of students in informal discussions, response to general or specific issues, discipline in the class room learning, participation in the extracurricular activities etc have been adopted among formative evaluation approaches. Performance of students in formal class tests, house exams and the university examinations are the summative evaluation processes, which have been adopted to measure the achievement of students. All these have positively helped the students to attain success. • House examination is conducted every year as a regular practice • Question papers for internal assessment examination is prepared by the faculty members and submitted to the examination coordinator. • Additional classes are provided for the slow learning students. • Monthly class tests are conducted for evaluating the students and result are displayed within specified time.

Teaching and Learning

The objective of the college is to provide quality education to students, especially the rural pupils and to

provide the ample opportunities for the development of overall personality, so that they could act wisely and perform good actions. The following are the innovative processes adopted by the institute towards Teaching and learning process.

- Emphasis on performance of the students.
- Emphasis on interactive learning.
- Use of multimedia devices.
- Emphasis on class tests and assignments quiz, seminars and projects
- Emphasis on innovative methods.
- Demonstration of experiments for better visualization and understanding
- Soft copy of the lecture notes, question bank is forwarded to students through email.
- Updating the library with appropriate books as suggested by the faculty

Curriculum Development

Our College is affiliated to Guru Nanak Dev University, Amritsar, Punjab and it abides by the changes in curriculum as prescribed by the university. Therefore, the college is bound to implement the curriculum prescribed by university. The university supports the college teachers by making them faculty members through nomination. These nominated members attend the faculty meetings, at the university and there, they discuss the problems related to the syllabus, with the authorities to work out solutions. To improve the teaching practices, the university supports by organizing 'Orientation/ Refresher courses and faculty improvement programs. The teachers participate in these programs as per UGC, DPI, and the University norms. Being the university nominated faculty members, the teachers of our college have contributed a lot in the development of the curriculum, prescribed by the university. Our teachers attended the faculty meetings in the university and gave suggestions about designing the curriculum. Some of the teachers have also represented the college in the Board of Studies.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> • E-governance is the integration of Information and Communication Technology in all the working processes of the organization. It aims to minimize the manual efforts and improve

the communication, create transparent system, and to be cost and time effective. To facilitate the same college is using Management information system as a software for handling various tasks in the college such as Students admission's, Student's examination results, library management etc. Our college also actively uses online source of operations for various tasks like college Institute has its own high bandwidth fibre connection to communicate with outer world. • Institute maintains its website www.sncqadian.com to communicate its philosophy and updates to external stakeholders. • The college has constituted purchase and construction committee which involves senior teaching faculty, non-teaching staff, and college principal. Purchase and construction committee holds regular meetings and discusses financial matters regarding grants received, needs of departments so as to plan and budget. • Digitization of library database in the library. • Subscriptions of various journals for research and study purposes. • Library is managed by the newly purchased Bibliosoft software.

Administration

The Administration of the College functions with E-governance system at College level. Even though the college is located in rural area of district Gurdaspur, Punjab, the college tries its best to be in touch with latest tools of administration. • College is using the software to maintain the student's database and their other details. • College has successfully implemented Real time biometric attendance system for recording and storing the attendance of teaching and non-teaching staff. • The college campus is equipped with CCTV Cameras which are operative at various points inside the campus including Library, Students common room, Staff room, corridors, and Principal's office. • The college website displays notices before admission, posts picture of recent events that held in college.

Finance and Accounts

The college uses the software for e-governance for transparent functioning of Finance and Accounts department of the college. This helps to increase the

	efficiency of the staff towards the accuracy in financial transactions. The administrative office manages the financial records separately as per the financial heads.
Student Admission and Support	Since our college is located in rural area where earnings of the people are very less. Therefore the college helps the poor and needy students to take admission with minimum fee at the initial stage of admission process in every academic year. This is one of the important aspect which supports many students who are facing financial issues. The College also offers scholarships to the University positions holders. The student's take admission through a Single online Window platform provided by the Guru Nanak Dev University, Amritsar (http://collegeadmissions.gndu.ac.in/).The college supports and provides books for the whole semester to the poor students.
Examination	During the university examinations, the college issues roll numbers to students using automated software installed in administrative cell of the college. • The College issues authority letters to students, having technical problems with the university administration. • The student's marks of internal assessment, class test and college examination are entered in a spread sheet and preserved.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Dr. Harpreet Singh Hundal	Conference on "World Punjabi Literature"	Punjabi University Patiala	1500
2020	Dr. Harpreet Singh Hundal	Conference on Parwasi Punjabi Sahit	Gujranwala Guru Nanak Khalsa College, Ludhiana	1500
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
2019	Internet Application	Basic Computer Application	23/07/2019	27/07/2019	18	9

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NA	Nil	Nil	Nil	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	14	6	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
04	06	10

6.4 – Financial Management and Resource Mobilization

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

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 pre-audit cell for checking all the financial payments. In addition to this Bursar checks the records regularly throughout the year. An external audit is also carried out on quarterly basis. 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.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
Management Gurudwara Singh Sabha, Qadian, Mintoo Singh and Sunil Kumar	102220	Student Development

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6.4.3 – Total corpus fund generated

20140156

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Sikh Educational Society Chandigarh and Local Managing Committee S. N. College, Qadian
Administrative	Yes	Sokhi Syal Co., Phagwara	Yes	Sikh Educational Society Chandigarh and Local Managing Committee S. N. College, Qadian

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

1. Regular parent teacher meet to discuss about the educational progress of the students 2. Suggestions regarding academic and administrative reforms are welcomed and implemented 3. Parents support to promote social responsibilities among students.

6.5.3 – Development programmes for support staff (at least three)

Loan facility for the staff. Support for the improvement of qualification. The IQAC in coordination with department of computer science had conducted special training program in Computer and internet training during summer vacations to enhance computer skills in staff members.

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

The previous NAAC Peer Team had made a number of recommendations after assessing and visiting the college for betterment of the institution. Our efforts to enhance the quality, have led us to take many initiatives, not only complying with the recommendations, but also moving a few steps forward. The college has taken following initiatives for quality sustenance and quality enhancement. Post Accreditation Initiatives on Recommendation 1 The ICT thrust in Teaching and Learning has been strengthened by extending the facilities of LCD projectors, desktops, Computing Software, white board, Fiber Internet connection, Wi-Fi in all academic areas including college campus, administrative department, library, and the major departments. Post Accreditation Initiatives on Recommendation 2 The college has strengthened the college library with more books and subscribing with e-journals for encouraging the research among students and teacher's faculty. Various e-learning resources such as online Journals, CDs and online data bases through INFLIBNET are used by the students to enhance their knowledge. To automate library working college has purchased library management software worth Rs 23600 approx., named Biblosoft which is used for books management in an effective manner. Post Accreditation Initiatives on Recommendation 3 The college encourages its faculty to publish research papers every year and young faculty members are

encouraged to register for higher degree like MPhil, Ph.D. Currently our two teaching faculty members are doing Ph.D.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	A Rally for Fit India Movement by Volunteers	29/08/2019	29/08/2019	29/08/2019	100
2019	Celebration of Poshan Pakhwara	05/08/2019	05/08/2019	14/08/2019	50
2019	Seminar on Anti-Drug Awareness	19/08/2019	19/08/2019	19/08/2019	45
2019	Anti-Stubble Burning	04/10/2019	04/10/2019	04/10/2019	200
2020	Women Day Celebration	07/03/2020	07/03/2020	07/03/2020	100
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A one-day national seminar, So Kyon Manda Akhie Jit Jamhe Rajan (Why to Call Her Wicked Who Gave Birth to Kings)	07/03/2020	07/03/2020	150	80

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- The college staff and students are sensitized towards the idea of saving energy. They are advised to switch off lights and fans before leaving their department offices and classrooms.
- College NSS Unit organized "Environmental awareness campaigns" on regular basis to create environmental awareness in society.
- College student's organized rallies to highlight ill-effects of stubble burning.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nil
Rest Rooms	Yes	1
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	14/08/2019	3	Tree Plantation	Reforestation	20
2019	1	1	22/08/2019	1	One Time Use of Plastic (Plastic Ban Awareness)	Environmental	70
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Annual Report 2019-20 --Code of Conduct for the College Staff and Students	12/03/2020	A detailed handbook of the college Annual Report was prepared this year. This report contained the explicit information about the activities performed by our teachers and students. The report stresses that a student

must behave decently, inside the college premises. They are expected dress decently and not to use obscene, indecent or foul language. No student shall loiter in the college corridors, shout or disturb the lecturers and students in class rooms. Ragging is banned on the college campus. No student is expected to tamper with any electrical, water supply and sanitation installation inside the college premises. If any grievance arises from students especially from fresher's, regarding the violation of rules in this regard, the anti-ragging cell will take necessary steps. The teaching and non-teaching staff of the college is expected to keep a vigil on the student activities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Religious Exam conducted by SGPC.	04/02/2020	05/02/2020	136
A play, Gagan Mein Thal, in dedication to the 550th birth anniversary of Guru Nanak Dev ji, was enacted by the popular dramatist, Dr. Kewal Dhaliwal in the College Auditorium.	05/10/2019	05/10/2019	400
Our college celebrated "National Voter Day", on January 25, 2020.	25/01/2020	25/01/2020	300
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation programmes are organized by NSS and NCC Units.

NSS organized cleanness camps frequently to create cleanness awareness among students.

Guest lectures on importance of water with save water campaign.

The institute undertakes various activities like beautification, water and power management.

Awareness campaign against the burning of the paddy-stalk.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-I- The Scholarships and Concessions The aim behind this practice is to encourage students for technical and professional courses. These scholarships also act as the morale booster for the needy and the deserving students. The intention behind this practice is that we are committed to minimize the financial hurdles of the needy, meritorious and deserving students. 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. The main challenge in designing the practice of scholarships and concessions was to decide the amount and to fix the number of students. It is a matter of immense happiness that with the passage of time, the number of students availing the scholarships and concessions has increased and the quantity of these scholarships and concessions too, has grown to a considerable extent. The other big problem to start the practice was related with the finding the sources of its funding. Although the practice is being run successfully, yet it has some limitations. This practice creates a cut throat competition amongst students which sometimes leads to unnecessary tension and conflict in them. Sometimes students start depending too much on the scholarships, which actually depend upon the availability of donations from other people. Another constraint in this practice is that the college is located in the economically and educationally backward area, so the institute has limited financial resources. It is an area, where large numbers of people do not have that kind of earning, which could facilitate the cost of education for their wards. The other big reason behind the problem is that the people are educationally backward too. Many of them are not ready to accept the education in spite of the present practice of scholarships and concessions. Thus, most of our students expect huge concessions and scholarships. Therefore, it is not possible for the college to grant these scholarships for infinite time period from its limited resources. Later on, NRIs, the local, political and social dignitaries with joint efforts of the alumni responded and helped to overcome to this hurdle with great interest. Then the third problem was linked with setting the criteria for this noble practice. Later on, with the consent of the management, principal and staff some criteria were decided and it was agreed upon that the students, with poor economic background and the students, with good academic performance will be given scholarships and concessions. Following scholarships and concessions are provided to our students. a. Concessions of worth Rs 604863-/were provided this year to 122 economically weak students of the college from its own resources. b. Concessions of worth Rs 85700-/were given to the needy students from the, Late Col Ishwar Singh Bajwa Memorial Trust. c. The college managed to provide Rs. 738000-/ help to 123 students from the center/state governments' scholarship schemes for minority, SC, BC and ST students. d. In this way, the college managed to provide Rs. 1428563-/ economic support to 249 students of the college. The practice is successful, since in spite of the costly education, students are continuing their study in various programmes, with the help of these scholarships and concessions. The practice has not only helped the students economically, but it has also uplifted them socially. Now being a graduate, these students are now capable to understand

the importance of education and by doing some job they can also improve their economic condition. These scholarships have provided some of our students an opportunity to get training and job in different sectors, like software companies and banking organizations. The practice is also successful in the terms of pass percentage also, since the success rate in the computer courses is much more than the other courses. These trends indicate that the students even with rural background can excel in the computer courses and the courses offering 'computer' as an optional choice, if they are supported with the facility, like scholarships and concessions.

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. Sportsmen practice daily in the games of their choice. In the morning, games like, races, high jump, long jump, hammer throw and Kabaddi are practiced by both the professional and amateur sportsmen. Some people also carry out yogic exercises, like 'Pranayaam'(breathing exercises) and 'Aasans'(body postures). Lots of people also play cricket, football, volleyball and badminton. Men, women, boys, girls, children and sportsmen of all ages keep coming in and going out of the college grounds till 8.30 am. After the college hours, the same practice resumes around about 4.00 pm and it lasts till 8.00 pm to 8.30 pm. In this way, the college facilitates people to enjoy their leisure time and helps them to get maximum benefits in their lives during these hours. The college grounds are also made available to people for social cause, like gatherings, rallies and religious programmes. It was not that easy to start this practice. Since many problems had to be resolved before actually putting this idea into practice. The first problem was related with maintenance of the college grounds. Another problem was related with security of college building and its property. Children or teenagers knowingly or unknowingly could damage the property and other assets of the college. Some antisocial elements could harm the college building, property, parks etc. The problems related with water, electricity, separate toilets and washrooms for men and women needed to be solved beforehand. Some people viewed it wastage of money and some thought it a thankless job. Another aspect was related with the identification of sources, for sustenance of these amenities and facilities. These constraints and limitations stood strongly on the way and they made it almost impossible to implement the practice. Later on, with the management and administration with the cooperation of some strong headed dignitaries surmounted the constraints and limitations. With their courage, confidence and strong will power, they began and managed the practice successfully. The practice was started, viewing that people, children and the sportsmen, of all ages of the area could be provided an atmosphere, which would develop love for sports and health in them. Since the practice is still continuing incessantly, it can be said that the performance in developing love for sports and health among people, is excellent till now. This is so because the people are increasingly coming in the college grounds to keep themselves fit. Sportsmen practice daily in the games of their choice. In the morning, games like, races, high jump, long jump, hammer throw and Kabaddi are practiced by both the professional and amateur sportsmen. Lot of sports persons with district, state, national and international achievements have emerged due to this practice. The following achievements are the indicators of successful continuation of this best practice.

1. Our college students participated in the inter-college athletic meet, inter-college Kabaddi competition, inter-college cricket competition, open district athletic meet during the academic session, 2019-20.
2. Our students, Amandeep Singh, Manpreet Singh, Love Preet Singh and Gurinderpal won gold medal in 400 X 100 relay race.

In this GNDU event, our students defeated the students of Lyallpur College and Jalandhar, Khalsa College, Amritsar. Apart from this, our student, Amandeep Singh secured silver medal in 100mts race and he represented GNDU, Amritsar in the All-India Inter-University Sports Championship, held at Mangalore. 3. In the knock-out matches, our Kabaddi Team defeated A B College, Pathankot and Guru Nanak Dev University College, Pathankot and won the 4th rank in the inter-college Kabaddi league. 4. Our college students (Athletes), Sanpreet Singh, and Arti, won gold medal in open district athletic meet and participated in the open state athletic meet. 5. Our college celebrated Annual-Sports meet on Feb. 22, 2020. In the meet, the students participated and won medals in the Tug-of-war, 100mts, 200mts, and 400mts race, shot-put and other routine sports.

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

<http://sncgadian.com/Bestpractices1.pdf>

7.3 – Institutional Distinctiveness

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

Sikh National College, Qadian one of the oldest and historical educational institutions of the region, was established in June 1938 at Lahore, with S. Niranjan Singh as its founder principal. Presently, the Sikh Educational Society, Sector 26, Chandigarh is managing the college affairs, along with five other pioneer educational institutions, SGGs College, SGGs College for Woman, SGGs College of Pharmacy. The college aims at providing quality education to the students of this region, at an affordable cost, especially to women from the poorest and rural strata of the society. Not only providing support to under privileged students, but the college is backing up students from all the socio- economic backgrounds. The institution gives priority in organizing various educational and awareness programmes to make its students more laborious, self-reliant, skilled and enthusiastic to accomplish their task confidently and to face the challenges of the fast changing world gallantly. Our approach to the mission of the college is reflected in our university results. The university examination results were excellent for Nov/Dec Semesters, 2019. Our two students, Darshan Kaur and Balbir Kaur of MSc (IT), respectively secured third and sixth positions in Guru Nanak Dev university, in the university examinations for the first semester. Their positions in the university examinations have brought laurels to the college. The IQAC always reminds us to perform in the direction of the objectives and mission of the college. The IQAC is the life and soul of all the activities, performed in our college. This year too, all the infrastructural, academic, extracurricular and research activities were carried out under the supervision and direction of the cell. To ensure the proper functioning of the IQAC, our honorable secretary, S E S Col. J S Bala ji has provided valuable directions. In this academic session, achievements have been made in infrastructural, academic, extracurricular and research activities. Different activities, such as research, publications of our teachers, prove the commitment of our teachers to the vision and mission of this college.

Provide the weblink of the institution

<http://sncgadian.com/vision-mission.php>

8.Future Plans of Actions for Next Academic Year

Every college prepares plans for the next session and evaluates the previous tactics, so that the institution could work and progress in a smooth manner. The smooth working of an academic institution also contributes in the development of the people of the region. In this context a planned transcript happens to be the

most important element to achieve the desired aims. The plans indicate that in what directions, the authorities wish to take their college and how well, they would perform in the coming time. In my opinion, adherence to the plans and consistent performance are the key factors, that can enable an institute to become a favoured choice of the students. This signifies that dedication and work ethics should be paid attention by the authorities. To implement the above ideas, the college authorities, after evaluating the previous plans, proposed the following plan of action for the next session. In the academic year 2020-21, efforts can be made to increase the number of students in the college, so that the youth of the region could be equipped with higher education. For this, the people should be approached to gain their trust. Therefore, it is suggested that the students should take part in the extra-curricular and co-curricular activities. There is plan to organize social, religious and economic activities. In this connection, the NCC cadets and NSS volunteers are expected to take part enthusiastically. There is a plan to start new courses, support courses and vocational courses. In order to begin these courses, there is need to modernize our library with new technology, recent books and digital library subscriptions, such as NDL, Information and Library Network (INFLIBNET). We also require to start dialogue through seminars, lectures, declamation and debates on different problems and subjects. There is plan to create two new parks, plant new trees and increase beauty of the campus. In this way there is an intention to make the campus more green. In most colleges, the initiative of the activities to make planet safer comes from administration faculties. However, any little action of every student will help to protect our Earth. Therefore, the plan has been formed to go green the range of college life. The college organizes different functions in the campus related to culture, academics, society etc. From the next session, the efforts will be made to bring in the academicians, prominent personalities. The teachers are motivated to think on these lines. There is plan introduce smart class-rooms, so that at least science and other departments could utilize these modern equipment for the welfare of students. There is plan to purchase the modern computers with latest technology and configuration. In addition to the above, there is a plan to make following additions in the 2020-21 academic year.

1. Extension lectures
2. New Courses
3. Promotion of research activities
4. Smart Class Rooms
5. Seminars
6. Language Lab
7. Installation of Solar Panels