



YEARLY STATUS REPORT - 2020-2021

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 /Constituent		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 Email address	snc_qadian1@yahoo.co.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	89N3PDyZzakoH7W6n8ZrjGDDktjh8iWFG6eKRvi3kvpQ				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sncqadian.com/calendar/academiccalendar2020-21.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	23/09/2019
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	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		

9.No. of IQAC meetings held during the year	2	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
College Infrastructure Development (college boundary wall)		
Different departments conducted Webinars and extension lectures under the Guidance of IQAC committee.		
Scholarship is provided to college needy students for the welfare of underprivileged students.		
Formation of Electoral Literacy Clubs to aware students about their electoral rights and familiarize them with the electoral process of registration and voting		
All the staff are encouraged to attend Webinars, workshops, Faculty development programs conferences etc.		
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
To Construct smart classrooms with latest Information and communications technology (ICT) based tools	In Progress
To conduct Seminars/Webinars/Workshops/Extension Lectures/Faculty development programs	Faculty development program was conducted for college teachers to enhance their basic computer skills by computer department from 01.07.2020 to 18.07.2020.
Motivating the teachers to participate in refresher courses, Faculty Induction Programs, seminars/webinars and workshops	In progress
In context of the present pandemic, upgrade institutional infrastructure and take necessary steps to ensure campus cleanliness and staff health.	The campus is regularly disinfected, and all required precautionary measures are followed. All staff members have received the full vaccinations through the college.
Improving Class room teaching and practical training by use of Modern audio-visual teaching aids.	Modern tools such as Charts ,LCD, PPT's and educational CD's are extensively used.
To complete remaining construction projects within the college's perimeter and to purchase electrical appliances	Achieved as college constructed boundary wall and also purchased new battery and inverter systems for college library.
Previous years student satisfaction survey report will be utilized for college policy making	In Progress
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Sikh Educational Society, Chandigarh	30/07/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
20	25/01/2022

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	435
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2	140
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	128
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

3.Academic3.1 **12**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **12**

Number of sanctioned posts during the year

File Description	Documents
Data Template	No File Uploaded

4.Institution4.1 **21**

Total number of Classrooms and Seminar halls

4.2 **7963674**

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	No File Uploaded
Link for Additional information	Nil

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

The academic calendar of 2020-2021 was prepared well in advance before the commencement of the session. the academic session began on 19th August 2020. The college principal addressed the students and teachers virtually keeping in view the goverement Covid-19 guidlines. The online classes began from 20th August 2020. The syllabusof both the semesters was completed in time through online mode. The different departments from the college conducted webinars throughout the session. Different activities by NCC and NSS department were conducted online.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sncgadian.com/calendar/academiccalendar2020-21.pdf

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

C. Any 2 of the above

following academic bodies during the year.
Academic council/BoS of Affiliating University
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

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. The academic session begin with the recitation of the path(Sukhmani Sahib), Langar(Community Kitchen) is prepared and served by students. The college ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities. The institution is a co-education institution and the numbers of girls students enrolled are more than the boys. In this session various awareness events were conducted virtually such as women day, Electrol day etc. Various extra curriculum activities like youth festival, NSS, NCC, tours take place in the college. College conducted gender sensitization programmes like lectures, seminars for students.

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

2

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
Institutional Data in Prescribed Format	No File Uploaded

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

19

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

E. None of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	E. Feedback not 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 students admitted during the year	
435	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
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	
140	

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

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
- Opportunities for publication in departmental journals and students' magazines Identification of weak students made on the basis of interactions and assessment tests during classes.

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

- The learning levels of the students are assessed systematically through Continuous assessment tests.
- 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.
- Slow learners are provided with additional materials as needed. Students' performance is discussed with their parents on a regular basis by their respective faculty advisors.
- ??Bridge courses are offered for students entering the first semester of any course and for students with lateral entry in the third or fifth semester.
- 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
Paste 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
435	12

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 seminars, group discussions, field trips, institutional visit, slide shows, case study based research projects, etc. have been adopted. Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-based Learning, Computer-assisted Learning, Experiential Learning etc. Student-centric methods are an integral part of the pedagogy adopted by the faculty for which the college provides all possible support as such :

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.

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.

ICT Enabled Teaching: College has set up one lab and one hall with ICT enabled Tools for teaching which includes Wi-Fi enabled equipments like LCD, Smart projector, wireless mike with speakers, E-learning resources etc. College conducts regular practical sessions, Online grammar test, Use of LCD projectors for seminars and workshops, Productive use of educational videos, Accessibility of non-print material for students of Computer studies.

Project - based learning: Project-based learning is compulsory in certain computer and environmental studies courses. Teachers serve as mentors to students during the project preparation process. Master of Science in IT and Bachelor of Computer Applications, Bachelor of Science in Information Technology, courses have project work in their final semester.

Student Seminars: The Student seminars are organized by various departments where in the power point presentation are presented by students on contemporary topics to enrich their learning experience.

File Description	Documents
Upload any additional information	No File Uploaded
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.
- Virtual labs are used to conduct labs through simulations.
- Online quizzes and polls are regularly conducted to record the feedback of the students.
- Adequate number of high end interactive projectors and computers for use in seminars and lectures
- Digitization of lessons
- State-of-the-art Media Lab, Computer Labs and Audio-Visual room
- A well-equipped open access computerized library with internet facility is available for faculty and students

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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****18**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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****12**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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)	No File Uploaded

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****171**

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.

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.

Reforms:

- Extra classes for weak students
- Stress on the Communication skills, writing competition to improve their skill.
- Essay writing, Quiz and debates competitions to enhance students skills.
- Supplementary or Re-examinations are conducted for the absentees students as per university guidelines.
- Interaction with students regarding their internal assesement

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

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

There is complete transparency in the internal assessment. Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient.The criterion adopted is as directed by the university.

- At the beginning of the semester, faculty members inform the

students about the various components in the assessment process during the semester.

- The grievances of the students with reference to assessment are made clear by showing his/her performance in the answer sheet.
- Any student who is not satisfied with the assessment and award of marks may approach the concern HOD who can intervene and seek opinion of another course Teacher.
- In University level examination evaluation, if the student scores less mark than expected, he/she can apply for revaluation of his/her answer script after paying the prescribed fee.
- RTI provision is also available for students.

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

2.6 - Student Performance and Learning Outcomes

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

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. 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sncqadian.com/program.php
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The institute adheres to the syllabi prescribed by the recognized university for all its subjects. This ensures the completion of the curriculum prescribed by a teaching plan which is also provided to the students at the beginning of the academic session. The Principal

presided over a meeting with the Heads of Departments to ensure that That all staff members implement the prescribed syllabus and complete it on time. Course outcomes are being analyzed annually for improving students performance in final exams

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sncqadian.com/courseoutcome/courseoutcome2020-21.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

128

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://sncqadian.com/pdf/student_satisfaction_survey20-21.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)

Nil

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 teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

3.1.3.1 - 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

3.2 - Innovation Ecosystem

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

Our college ensures a healthy environment, infrastructure,

resources, and enthusiasm for students and teachers to enhance their ability and competencies in research and innovative activities. All of the innovative and extension activities are focused on the students. Various activities are held to promote and enrich the minds of the youth. These programs assist students in understanding the numerous societal issues. It enables them to come up with answers to their problems. The college N.S.S. conducted various activities in innovative ways ,tree plantation, Swacch Bharat Abhiyan , awareness programmes about cleanliness construction of toilets ,construction of Vanarai bandhara etc.To enhance innovative ideas, students and teachers are encouraged to participate in Seminars, Workshops, and other competitive programs.

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

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

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

1

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

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

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

2

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

3.4 - Extension Activities

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

During the time of the pandemic when the world was facing the tragedy of the covid- 19 communicable disease spreading in the world rapidly from one person to another person through their mode of

transmission like through air droplets and used material by the victims. It was too difficult to the peoples to understand this pandemic and was compelled to live in phobia. To understand the problem of the arising situation our teacher and students come forward to tackle it. Motivational lectures were given to the students to educate the mass about this pandemic. The students of our college educate the people who were residing nearby to their homes and in their villages about how to stop this pandemic to expand by following specific behaviour. They distribute masks, sanitizer to the people and advise them not to go outside, follow the advisories issued by state and centre government time to time and come in contact with peoples .This drive was taken place everywhere to the local area of our institution. Even when college opened in December 2020 masks and hand sanitizer were distributed by the teachers and students to every passer-by at the college gate. So with the efforts of the students were really helpful to the local population of the area .It reduce the pandemic to expand and helpful in decreasing the number of cases.

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

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

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise 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

3.4.3 - 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

3.4.3.1 - 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

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

75

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

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

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise 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 has sufficient infrastructural facilities for effective teaching and learning process. There are spacious class rooms. The College has appropriate number of classrooms, tutorial and department rooms in the Arts, Science, Commerce and Computer Science block for conducting lectures and other academic activities. Regular classes run from 9am to 4pm.

The College has separate laboratories for Physics, Chemistry, Computer departments. The well-designed and adequately equipped laboratories, cater the academic needs of the college students. The College has sufficient number of computers installed in various departments, like Computer laboratory, Library, College office, etc.

The College has Computer Laboratory, which mainly caters the academic needs of Computer Science students. The required equipments are provided in the laboratories according to the needs of the staff and students. To ensure regular and reliable power supply college has electricity generator backup system.

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 provides comprehensive facilities for cultural, sports and yoga activities. There are well-maintained and separate play grounds for the various sports and games, such as Volleyball, Basketball, Football, Athletics, Kabaddi, Cricket, etc. The equipments required for these sports, are acquired as per the needs of the students and the Sports department.

There is spacious Hall and Common-room for students to organize and participate in co-curricular and cultural activities. Training arrangements are often made with help of experts for different cultural events, like - Gidha Bhangra competition, Luddi Dance, Choreography, Debate competition and other music competitions.

The college has two auditoriums for extracurricular activities of the institution like cultural functions, orientation programmes, medical camps, college fest and awareness seminars etc. 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.

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**

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)	No File Uploaded

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)****552921**

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

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

- 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								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Upload any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File			
File Description	Documents								
Upload any additional information	No File Uploaded								
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)									
18820 Rupes only									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Audited statements of accounts</td><td>No File Uploaded</td></tr> <tr> <td>Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	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	
File Description	Documents								
Any additional information	View File								
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									
5									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>View File</td></tr> <tr> <td>Details of library usage by teachers and students</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Details of library usage by teachers and students	View File			
File Description	Documents								
Any additional information	View File								
Details of library usage by teachers and students	View File								
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: Desktops (Xeon, Intel i5, Dual Core, AMD processor based with 2 to 8 GB RAM and 100 GB to 1TB HDD). In 2018, WIFI facility was implemented in the college as a results college library, computer department seminar halls, and few common areas in the campus are now wi-fi enabled.

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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)

2.10967 lakhs

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

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 effectively maintains and utilizes the physical, academic and support facilities, like - laboratories, library, sports grounds, computers, classrooms etc. The college ensures the best possible allocation and utilization of the available financial resources for the maintenance of these facilities.

There are fully equipped laboratories for Physics, Chemistry and Computer departments. The Lab Assistants/Attendants assist the students during the practical classes in the laboratories. The availability of required equipments is ensured in the laboratories according to the needs of the respective departments. The College has Computer Laboratory, with internet connectivity, which fulfills the needs of Computer Science students. The maintenance of computer equipments is done by the technical staff and on call basis by the Hardware Experts.

The College Library has spacious and well maintained library. It is located at the ground floor in the central hall 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 done by the Software Developers/Providers. The Library provides easy access to its resources for the optimum utilization of Library material. The Library Committee has been formed to address the various matters regarding the college library.

The playgrounds for different sports, are maintained time to time as per the requirement. The grounds are utilized during the various sports activities organized by the College. The equipments required for these sports are maintained by way of inviting the technicians on call basis. The Sports committee is also constituted by the college for addressing the Sports issues.

The maintenance of the classrooms is ensured at frequent intervals. CCTV cameras are installed in the classrooms and the college campus for the security and safety purpose.

File Description	Documents
Upload any additional information	No File Uploaded
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

88

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

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

121

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)	View File

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

E. none 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)	No File Uploaded

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

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
Details of student placement during the year (Data Template)	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

20

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	View File

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
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	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.

0

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)	No File Uploaded

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)

The college provides necessary support to the students committee members in organizing & coordinating the events. It encourages the students to develop their leadership skills through these activities. Students committee members helps in managing various college activities such as

- Coordination in day to day academic activities at their level
- Coordination in communicating the information between students and Teaching faculty
- Coordination in conducting special events
- Coordination in organizing Cultural events

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

0

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

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

The college alumni is not yet registered.

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. Students from different cultural, religious and linguistic groups work together on the same platform to promote bonds of friendship, understanding and cooperation. Awareness of environmental and ecological issues and understanding the need for sustainable development is generated through a variety of measures like Green Audit exercise, tree planting ceremonies, etc.

The imparting of innovative teaching-learning process and technological skills to the students is supported by the provision of state-of-the-art technology. In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of Impart us a virtual platform dedicated to meeting the needs of complete knowledge sharing. The teaching faculty is actively involved in promoting a holistic education for the students manifest in the leadership provided by them in committees, clubs and in the organization of various activities and also by the participation of representative members in the Governing Body of the institution.

File Description	Documents
Paste link for additional information	https://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. 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 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. 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. Participative management and decentralization are also evident in the shuffling of committee members which ensures that faculty members play an active role in different committees during their tenure.

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 clearly stated in its vision and purpose statements. This strategic plan is driven and applied across every process, according to the strategic strategic plan. A monitoring mechanism evaluates each process on a 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 using ICT for teaching learning purposes and the usage of these tools has been increased in this covid pandemic.
- Applying the innovative teaching learning methods such as Cooperative learning, Group discussions, Seminars and Lab Demonstrations.
- 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 organised and trainers to familiarise 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, et cetera
4. Easy arrangement and smooth special lecture sessions delivered by invited speakers are organised and future access to the same by both teachers and students are facilitated.
5. 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 NSS cell of the college, various activities are organized to have a plastic-free campus. The college appreciates and Encourage the college faculty for research.

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.

The institution has various bodies for smooth execution of work in all departments and levels.

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. It comprises of the President of the Sikh Education society, The Secretary, The Principal, while there two Teacher Representatives and 1 Non-Teaching Staff Representative.

Some of the Governing Body Functions:

- To appoint Principal, the teaching and non teaching staff on

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.
- Following on the Finance Committee's recommendations, decide the tuition and other charges that students should pay at the college.

ADMINISTRATIVE SET UP: The Secretary and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. Under the administration of Principal various committees are formed which include IQAC, General body, Development-cum finance committee, committee for SC/ST, Library committee, Internal complaint committee, Sports committee etc. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college. The power delegation and decentralisation of authority enrich the effective and efficient functioning of the institution in all its spheres of planning, decision-making and implementation. The Management plays a crucial role in enriching the bottom-up approach in planning and execution of various academic activities.

File Description	Documents
Paste link for additional information	https://sncqadian.com/pdf/committees20-21.PDF
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

D. Any 1 of the above

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

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. 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 non-teaching 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 counselling 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-teaching staffs at College. The tie ups offer discounts on Investigations, Ambulance and Bed Charges. A blood donation camp was organized by the college on 31-07-2021.

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

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

1

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

0

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)	No File Uploaded

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. The students at the end of their course give an online feedback about all the teachers subject wise. 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.

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

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 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.

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)

400000

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.

- Review of departmental facilities
- Facilitate implementation of innovative methods in the departments.
- Dissemination of information on the various quality parameters of higher education.

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.

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

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

Gender equality refers to "fairness of treatment for both men and women, depending on individual needs." This may include "equal treatment" in terms of rights, privileges, obligations, and opportunities. Education is concerned with the formation of human behaviors therefore, education must be promoted and prioritise for equal participation of women and men in education. Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to future of girls and boys more than approaches men-centered, and girls will get benefits from public and domestic life as much as boy. The College provide these facilities for women to minimise the gender gap in higher education sector. E- Surveillance with high resolution cameras has been installed across the campus which ensure the safety of girls students.

a. Safety and security: Nowadays, safe and supportive campus community is both an obligation and a challenge for college administrators. The following committees are formed to ensure the safety of the girls' students.

1. •Discipline Committee
2. •Anti-Ragging and Sexual Harassment Committee
3. •Round Duty of Staff members
4. • Female students are accompanied by female faculty members during outreach activities
5. • CCTV helps to keep a check on anti-social activities.
6. The college ensures social security through Anti-Ragging

Committee and Grievance Redressal Committee.

b. Counseling: The college Faculty members counsel the students during mentoring regarding academic performance, career plans and personal issues

Tutorial Groups: For the responsibility of the students, tutorial groups are formed.

Grievances Redressal Cell: This cell aims to look into the complaints lodged by any student. Strict confidentiality is maintained by the cell.

Career Guidance cell: Career Guidance cell conducts special lectures and mock interviews for counselling of the students.

c. Common Rooms: There is common room for the students, where students come in their free time to relax. College canteen has separate space for girls to avoid inconvenience during working hours

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

Waste is collected on a daily basis and is separated on wet and dry basis.

Solid Waste Management: The College has a place on its campus where the solid wastes materials are disposed. It is segregated at source and collected by Safai Karmachari to dispose off properly to the dumping yards. Solid waste like plastic, metals, glass, cardboard, newspaper and stationery are collected and sold out to scrap vendor from time to time. Dustbins are placed in the different departments as well as in college premises.

E-Waste Management : Electronic gadgets are repaired for minor defects by our lab technicians to ensure its optimum utilization. The electronic waste components such as computer system components, CPU and ICs are used in practical demonstration to our students. Extras monitors and CPU are sold out to vendors.

Liquid waste management: Proper sewage system is present in all the washrooms of the college, appropriate care is taken to see that there is no water stagnation in any part of the college campus. The rain water from the terrace of the college is directed towards the ground through pipes where other trees and rain water harvesting pits are located

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

E. None of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Various policy documents / decisions circulated for implementation	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

E. None 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

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

D. Any 1 of the above

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 college has taken various initiatives for promoting tolerance and harmony towards cultural, regional, linguistics, social-economic and other diversities. Every year NSS cell conducts special camps in villages for NSS volunteers. These camps are directed towards various social issues impacting the lives of the people. The college

also organizes various cultural programs to celebrate the cultural diversity of India. Students from various cultural backgrounds participate in such programs and present their cultural folk songs and dances. To cater to the linguistic diversity, essay writings competitions in three languages are conducted.

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

The college sensitizes the students and the college employees to the constitutional obligations about values, rights, duties, and responsibilities of citizens which enable them to behave like a responsible citizen. Various important awareness programs are regularly held in the college such as Human rights Day, drug abusing and addiction, women day etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

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

The following events were celebrated during the session.

- Teacher day celebration
- International mother language day
- International Human Rights Day
- Teej celebration
- Fit India Movement
- International Yoga day celebration

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

1. The Scholarships and Concessions:

The intention behind this practice is that the college is committed to minimizing the financial hurdles of the needy, meritorious, and deserving students. These concessions provide a chance for the students to uplift themselves by getting an education. Another aim behind this practice is that students study hard to get these scholarships and concessions, which ultimately leads to better

results. The institute also provides concessions, worth Rs 604865 this year to encourage students for technical and professional courses.

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 college is located in an 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. Moreover, NRIs, the local, political, and social dignitaries with joint efforts of the alumni responded to help the students with the poor economic background.

In spite of the detrimental effects of the Covid 19 pandemic our college managed to provide some scholarships and concessions to our students. This year, the concessions of worth Rs. 6,04,865- were provided to 122 economically weak students of the college from its own resources. The main challenge in designing the practice of scholarships and concessions was to decide the amount and to fix the number of students. The other big problem to start the practice was related to finding the sources of its funding. Moreover, this practice creates cutthroat competition amongst students which sometimes leads to unnecessary tension and conflict in them. Additionally, students start depending too much on the scholarships, which actually depend upon the availability of donations from other people. Thus, most of our students expect huge concessions and scholarships. Therefore, it is not possible for the college to grant these scholarships for an infinite time period from its limited resources.

The practice is also successful in the terms of pass percentage since the success rate in the computer-oriented courses is much more than the other courses. These trends indicate that the students even with the 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.

Title of the Practice II

1. College Property for Public Service:

Objectives of the Practice: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 a love for sports and health in them.

2. The Context:People and players start entering the college grounds early in the morning. Sportsmen practice daily in the games of their choice. Men and women of different age groups walk and jog at their convenience. In the morning, games like, races, high jump, long jump, hammer throw, and Kabbadi are practiced by both professional and amateur sportsmen. A lot of sportspersons with the district, state, national and international achievements have emerged due to this practice.

3. The Practice:The unique practice in the college is that the college allows people, children, and sportsmen of all ages to use college playgrounds, before and after college hours. The college gates are opened daily, at 4.00 am for the 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 at their convenience. 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 causes, like gatherings, rallies, and religious programs.

4. Evidence of Success:No events could take place due to Covid pandemic.

5.Problems Encountered and Resources Required: The first problem was related to the maintenance of the college grounds. Another problem was related to the security of the 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 to water, electricity, separate toilets and washrooms for men and women needed to be solved beforehand. Some people viewed it waste of money and some thought it a thankless job. Later on, the management and administration with the cooperation of some strong-headed dignitaries surmounted the constraints and limitations.

6. Notes (Optional) Please add any other information that may be

relevant for adopting/ implementing the Best Practice in other institutions A lot of sportspersons with the district, state, national and international achievements have emerged due to this practice. The college gates are opened daily, at 4.00 am for the 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. 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.

File Description	Documents
Best practices in the Institutional website	https://sncqadian.com/bestpractices/bestpractices2020-21.pdf
Any other relevant information	Nil

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 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. Sikh National College, Qadian 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. This college not only provides support to underprivileged undergraduates but also backs up students from all socio-economic backgrounds. The institution prioritizes various educational and awareness programs to make its students more laborious, self-reliant, skilled, and enthusiastic. The college desires to make its students confident so that they could bravely face the challenges of the fast-changing world. 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. Different activities, such as research, publications of our teachers, prove

the commitment of our teachers to the vision and mission of this college.

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

7.3.2 - Plan of action for the next academic year

Sikh National College, Qadian prepares a planned transcript for every session. The reason behind this preparation is that the institute intends to contribute to the development of the people of the region. The other reason to do so is, the institution has a tradition to plan and evaluate the previous tactics. Thus, the tradition might prove beneficial for the work and progress of the institution. In the academic year 2021-22, 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 a plan to organize activities related to the social, religious, and economic concerns of our region. 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 a need to modernize our library with new technology, recent books, and digital library subscriptions, such as NDL, Information and Library Network (INFLIBNET). Along with this, there is a plan to introduce smart classrooms, so that the teachers of our college could utilize this modern equipment for the welfare of students.