



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>SIKH NATIONAL COLLEGE,QADIAN</b>
• Name of the Head of the institution	<b>Dr Harpreet Singh Hundal</b>	
• Designation	<b>Officiating Principal (Associate professor)</b>	
• Does the institution function from its own campus?	<b>No</b>	
• Phone no./Alternate phone no.	<b>01872220034</b>	
• Mobile No:	<b>9463684511</b>	
• Registered e-mail	<b>snc_qadian1@yahoo.co.in</b>	
• Alternate e-mail	<b>sncollegeqadian@gmail.com</b>	
• Address	<b>Thikriwal Road, Qadian</b>	
• City/Town	<b>GURDASPUR</b>	
• State/UT	<b>PUNJAB</b>	
• Pin Code	<b>143516</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Semi-Urban</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	GURU NANAK DEV UNIVERSITY				
• Name of the IQAC Coordinator	KOUSHAL KUMAR				
• Phone No.	8968939621				
• Alternate phone No.	01872220034				
• Mobile	8968939621				
• IQAC e-mail address	kaushal_kumar302@yahoo.com				
• Alternate e-mail address	sncollegeqadian@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="http://sncqadian.com/pdf/aqar_2021.pdf">http://sncqadian.com/pdf/aqar_2021.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sncqadian.com/calendar/2021-22.PDF">http://sncqadian.com/calendar/2021-22.PDF</a>				
<b>5.Accreditation Details</b>					
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	
NILL	NILL	NILL	NILL	NILL	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
The Conduct of Orientation programme of newly joined all programme students to information about, vision and mission and about institution.		
To encourage college students about sports activities to improve their physical /mental health		
IQAC team organize faculty development programmes, seminars, extension lectures etc.		
IQAC motivate students and mentors to conduct NSS namely Tree Plantation, Blood Donation Camp, Plastic Ban Awareness		
<b>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</b>		

Plan of Action	Achievements/Outcomes
The canteen committee will also regularly visit college canteen to monitor the condition and quality of all canteen facilities including food beverages, cleanliness, hygiene, utensils, ventilation etc.	Achieved and results are positives
Organization of faculty development programmes, seminars, extension lectures, etc. to strengthen the teaching and learning experience of both students and teachers.	Conducted smoothly
To active the alumni of the college	partially achieved
To conduct COVID19 Vaccination camps for Teachers and students with the help of local Civil hospital team	Achieved
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.
<b>13.Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
<b>Name</b>	<b>Date of meeting(s)</b>
Sikh Educational Society, Chandigarh	09/03/2022
<b>14.Whether institutional data submitted to AISHE</b>	
<b>Year</b>	<b>Date of Submission</b>
2021-2022	03/01/2023
<b>15.Multidisciplinary / interdisciplinary</b>	

Our college is fully prepared and geared up for offering a complete multidisciplinary and Interdisciplinary experience to our students. Our institution is affiliated with Guru Nanak Dev University (GNDU), Amritsar, therefore we are bound to abide all the regulations conveyed by University. We will adhere to all future guidelines that the university provides to our college.

#### **16. Academic bank of credits (ABC):**

Our institution is a affiliated college to GNDU and completely adheres to the curriculum framework and syllabi as approved by the University from time to time. The College is completely prepared to implement Academic Bank of Credits framework as approved by the University.

#### **17. Skill development:**

The National Education Policy (NEP) 2020 has given special emphasis on acquiring various employment skills among students. Our college is running various computer based 3 years courses which helps students in acquiring employment skills. We are also providing one year diploma course in computer which helps students in gaining basic computers skills.

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

The college has made several efforts to integrate Indian knowledge system in its extra curriculum activities using bilingual method, as the medium of the teaching is used in our college. The college celebrates many commemorative days to make students aware of Indian culture and heritage. Students are encouraged to observe the days of regional and national importance.

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

Following OBE policy our college also keeps record of result of every student through academic audit and mentor mentee system. Course Outcomes and Programme outcomes are discussed by the faculty members and displayed on the website.

#### **20. Distance education/online education:**

During the COVID-19 pandemic, the college has successfully implemented online teaching through zoom online platform. All the online classes were held using Zoom application and assignments and evaluations were also done online.

### **Extended Profile**

<b>1.Programme</b>	
1.1  Number of courses offered by the institution across all programs during the year	<b>12</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1  Number of students during the year	<b>528</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2  Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>120</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3  Number of outgoing/ final year students during the year	<b>156</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1  Number of full time teachers during the year	<b>26</b>
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	<b>11</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	21
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9275636
4.3 Total number of computers on campus for academic purposes	70

## 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	<a href="#">NA</a>

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

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

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

### 1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University 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	No File Uploaded
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

the year

0

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

### 1.3 - Curriculum Enrichment

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

These issues are integrated into the curriculum through the courses, such as Drug Abuse and EVS. Other activities, like the religious functions, morning assemblies, faculty development programmes, elective subjects (Punjabi, English) also help to integrate the issues into the syllabus in an effective manner

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

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

3

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

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

34

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

## 1.4 - Feedback System

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

**E. None of the above**

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

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

#### D. Feedback collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NA</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2285

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

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

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

169

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 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

In our institution every faculty members has been assigned to each class as a class-in charge/mentor for monitoring students' performances. The purpose of this formation is to discuss students' academic and non-academic problems. Students interact with their

class Incharge usually during off hours collectively or individually. The college various departments use monitoring and mentoring to keep track of slow learners' progress. Slow learners certainly benefit from this type of exercise. For slow learners, special classes, tutorials, and tests are conducted where appropriate guidance and counseling is provided by respective faculty members. To better understand the subjects' topics corrected assignments and answer sheets are shared with slow learning students and discussed to recognize their problem areas.

The advanced learners of various classes are identified through their academic performances. The class in charge identify such students through class participation, interaction, presentation, tests, assessment and assignments. For advanced learners advance notes and online courses are recommended for their growth and personality development. In order to enhance advanced learners confidence level, the department conducts different activities such as power point presentations (PPT's), Quiz seminars, Group Discussions etc.

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
528	10

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Our institution always emphasizes student-centered learning using a range of methodologies, including brainstorming sessions for groups, quizzes, presentations, and project work using active learning and problem-solving techniques. Our institution regularly organizes various participatory events including group discussions, seminars,

and extension lectures, and the students are actively engaged in these events both within and outside of the college. The institution's different departments use simulation and audio-video techniques, Language Labs, Field works to give students in-depth experiential and participative learning knowledge. Apart from this our students of BCA, BSc (IT), BA, B.Com, and MSc (IT) makes projects which help them to acquire experimental and problem solving skills. Furthermore, to enhance students learning experience various NSS and NCC events are organized in the institution such as Swach Bharat, awakening people regarding environmental issues, blood donation camps, Army attachment camps, and various social service and community development activities etc. In our institution student representation is given to some senior students in some administration committees such as Internal Quality Assurance Cell (IQAC), Grievance Cell to involve them in the decision making process and maintain transparency.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

In order to be prepared for the industry, students must now learn and master the newest technologies. In order to engage students in long-term learning, teachers are combining technology with conventional methods of teaching. College faculty is provided with the sufficient facilities for preparation of computer aided teaching - learning material for students. Our faculty uses Information and Communication

Technology (ICT) enable facilities to support and enhance the delivered lectures.

The following tools are used by teachers and students of our Institution.

1. The faculty members used Google meet or Zoom to conduct tests and for lecture delivery during Lockdown period.

2. Faculty members implemented various interactive methods for effective teaching such as Power point presentations (PPT) with

animations, Video clippings.

3. For in depth knowledge of various topics and subjects teachers uses and recommends various online resources from NPTEL, Coursera, udemy, and others cloud based portals to students.

4. A well-equipped open access computerized library with internet facility is available for faculty and students.

5. College has two auditoriums equipped with latest digital ICT based devices such as mike, projector, speakers, computer system, printer, scanner and highspeed internet connection.

6. Institution provides digital library resources to students in the form of eBooks, teachers provided notes in pdf forms, research journals etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NA</a>

### 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

24

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

### 2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

181

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.



The college has transparent and robust evaluation process in terms of frequency and variety. Our college is affiliated Guru Nanak Dev University, Amritsar and hence, follows its rules and guidelines regarding the assessment and evaluation process of students. College principal holds regular meetings of the faculty members and directs them to ensure effective and transparent implementation of the evaluation process. Our college holds internal examinations for the purpose of student evaluation, and teachers prepare question papers based on the G.N.D.U. exam pattern. Academic Calendar is prepared before the commencement of the academic session and is strictly followed by college. Schedule for the internal Examinations is notified at least 10 days before the beginning of the exams. After the completion of exams faculty members evaluate answer sheets and one or two dedicated sessions are conducted to discuss Question Paper problems. Final results are communicated to students as well as displayed on the notice board. Students are constantly evaluated by various means such as through Group Discussion, Unit Tests, Assignments, Presentations, Quiz, Field Work etc.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

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

The institution has a well-defined, highly effective, time bound and fair method for addressing internal examination grievances. While conducting internal examinations, our college strictly adheres to the rules and regulations provided by the affiliated university. An examination committee is established at the Institute level to address issues relating to the evaluation process. This committee is headed by a senior teacher and includes members from both the teaching and non-teaching staff.

**Redressal of grievances at College Level:** The student can approach the subject teacher, teacher in-charge, or HOD of department for any internal examination related grievances. Our college has constituted a grievances and redressal cell for addressing student's grievances in transparent and time bound manner. The students grievances related with internal examination are made clear by showing his/her performance in the answer sheet. If any student is unsatisfied with the evaluation and assignment of marks he/she may raise their concerns to the HOD. The students can also directly submit their

grievances to the college principal.

**Redressal of grievances at University Level:** In University level examination evaluation, if the student scores less mark than expected, then they can apply for reassessment of their answer sheets after paying the requisite fee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.sncgadian.com/grievances-redressal.php">http://www.sncgadian.com/grievances-redressal.php</a>

## 2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website, various departments and communicated to teachers and students. 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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.sncgadian.com/ProgramOutcome.php">http://www.sncgadian.com/ProgramOutcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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 held a meeting with the Heads of Departments to ensure that all staff members implement the prescribed syllabus and complete it on time. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on. 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	<a href="http://www.sncgadian.com/CourseOutcome2021-22.pdf">http://www.sncgadian.com/CourseOutcome2021-22.pdf</a>

### 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

155

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="#">NA</a>

### 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)

[http://sncgadian.com/pdf/student\\_satisfaction\\_survey\\_21-22.pdf](http://sncgadian.com/pdf/student_satisfaction_survey_21-22.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)

NILL

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

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

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

**NILL**

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	<a href="#">NA</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

**6**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

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

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

NA

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

### 3.3 - Extension Activities

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

Our College organized and participated in various extension and outreach activities in the last year with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation especially in view of the current crisis triggered by the Covid-19 pandemic. The NCC and NSS units of the college took part in various initiatives like Unnat Bharat Abhiyaan (College is a recipient of this scheme), Swachh Bharat Abhiyaan, blood donation camps, awareness programmes on AIDS prevention, Suicides prevention, distribution of kits for maintaining hygiene and sanitization, plantation drives etc.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

**NILL**

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

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

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

**12**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<b>No File Uploaded</b>

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

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

**NCC/ Red Cross/ YRC etc., during the year**

130

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

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

0

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Our College 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. Annual Quality Assurance Report of SIKH NATIONAL COLLEGE The College has Computer Laboratory, which mainly caters the academic needs of Computer Science students. The required equipment's 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	<a href="#">NA</a>

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 equipment's 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

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

3

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1,53,928

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">NA</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**      **B. Any 3 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)****71,226**

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

**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****10**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**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	<a href="#">NA</a>

**4.3.2 - Number of Computers****70**

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

#### 4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

**4,48,186**

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 equipment's 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 equipment's 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

## 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

61

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

### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 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

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="#">NA</a>
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 benefitted 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 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

B. Any 3 of the above

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

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

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

20

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

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

### 5.3 - Student Participation and Activities

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

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



12

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

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

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

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
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

12

File Description	Documents
Report of the event	<a href="#">View File</a>
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

**We are in the process of registering our Alumni Association.**

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

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

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

File Description	Documents
Paste link for additional information	<a href="https://sncqadian.com/vision-mission.php">https://sncqadian.com/vision-mission.php</a>
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	<a href="#">NA</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the Institute is stated in its vision and purpose statements. This strategic plan is driven and applied across every process, according to the strategic plan. A monitoring mechanism evaluates each process on regular basis. Institutional strategic goals to develop competences to serve the ever changing needs of the society and strategy to empower the faculty and students are as follow. T The college has been quick to adapt to online teaching during the pandemic and subsequent lockdown. Online training Programmes for both teachers and students were organized to familiarize them with the virtual platform for live classroom teaching such as

1. Whiteboard that can be used both by teachers.
2. Easy scheduling of classes by teachers and prompt notification to students.
3. Screen sharing facility for quick sharing of PPTs, audio/video clip/Word/PDF, etc.
4. . Use of teaching aids such as Models, Multimedia Presentations, NPTEL video lectures etc. The college has special focus on implementing Green Initiatives such as by planting trees in the college campus which is done by the students as a responsibility towards Mother Nature. With the help of college NSScell of the college, various activities are organized to have a plastic-free campus

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NA</a>
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.

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

**Some of the Governing Body Functions:**

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

- The recommendations of the selection committees constituted. Reviewing and approving budgetary proposals

- To keep track and evaluate the institute's teaching programmes, as well as to provide recommendations for the improvement if required.

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

**ADMINISTRATIVE SET UP:**

The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. The power delegation and decentralization 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	<a href="#">NA</a>
Link to Organogram of the Institution webpage	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

## 6.3 - Faculty Empowerment Strategies

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

The College undertakes various welfare activities for both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course or Seminar/Workshop. The College encourages the faculty members to attend Seminars and Conferences at various levels. The College often funds the registration fee for the faculties who present papers in seminars and conferences. All 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 counseling of the students and staffs are done in the college. The College has made tie ups with Bhatia Hospital for both the members of the teaching and non-

teaching staffs at College. The tie ups offer discounts on Investigations, Ambulance and Bed Charges.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
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

2

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

**1**

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

#### **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	<a href="#">NA</a>
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 preaudit 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	<a href="#">NA</a>
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)

4.57 lakh

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)	<a href="#">View File</a>

#### 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	<a href="#">NA</a>
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	<a href="#">NA</a>
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	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NA</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Our Institution maintains the gender equity. Gender equality is known as 'Sexual Equality'. It means that Women and Men, Girls and Boys enjoy the same rights, resources, opportunities and protections. Gender equity in education means that males and females, boys and girls have equal opportunities in terms of economic, social, cultural, and political developments.

#### Security and Safety:

1. Discipline Committee
2. Anti-Ragging and Sexual Harassment Committee is formed in the college to address the complaints filed by the Girl students.
3. Proctorial Duty of Staff members.
4. The College has appointed Prof. Sukhpal Kaur as Dean of Girl Students.
5. Female students are accompanied by female faculty members during outreach activities.
6. CCTV helps to keep a check on anti-social activities.
7. The college also takes care of social security through Anti-Ragging Committee and Grievance Redressal Cell

**Counseling:**The college teachers counsel the students during mentoring regarding their academic performance, their futuristic career plans and personal issues.

**Tutorial Groups:** Tutorial groups are formed for the responsibility of the students. The students discuss their different issues with teachers in these groups and teachers take the necessary action to resolve these issues.

**Grievances Redressal Cell:** This cell aims to sort out the issues and complaints lodged by any student. The Secrecy is strictly maintained by the cell.

**Career Guidance and Placement Cell:** Career Guidance and Placement Cell organizes special lectures for counselling of the students.

File Description	Documents
Annual gender sensitization action plan	<a href="#">NA</a>
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	<a href="#">NA</a>

**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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

**The college provides different types of facilities to dispose off the waste material to make the campus eco-friendly.**

**Solid waste management - Solid waste management is most commonly known as managing the trash and garbage. It is the process of collecting, treating and disposing of solid waste. Solid waste is separated at source and collected by Safai Karmachari to dispose off properly to the dumping yards. For collecting the solid waste from each and every corner of the college campus substantial numbers of dustbins are installed in the different departments. Solid waste including plastic, metals, glass, cardboard, paper waste and stationery are collected and sold out to scrap vendor from time to time.**

**Liquid waste management - The college has appropriate sewage systems, and proper precautions are taken to ensure that there is no water stagnation in any area of the campus. Rainwater from the college's terrace is piped down to the ground, where there are other**

trees and rainwater harvesting pits.

**E-waste management** - E-waste management is a process to collect e-waste, recover, recycle and reuse the material by safe methods, dispose off e-waste by suitable techniques to reduce its adverse impact on environment. Our laboratory technicians do simple repairs on electronic devices to ensure maximum functionality. For practical demonstrations with our students, we employ electronic waste parts like CPUs, ICs, capacitors, resistors, inductors etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NA</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following**  
**1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

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

**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	<a href="#">View File</a>
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 undertaken a number of programmes to encourage tolerance and harmony toward diversity in terms of culture, area, linguistics, socioeconomic class, and other factors. A special camp for NSS volunteers is held in a community every year by the NSS cell. These camps are focused on numerous social topics that have an impact on people's daily life. To honour India's rich cultural diversity, the college also puts on a number of cultural events. In these events, students from a variety of cultural backgrounds perform folk songs and dances. The essay writing competitions and poem recitation competitions (in Punjabi, Hindi and English language) are held to accommodate the linguistic diversity. The Mother Language Day is celebrated in the college, in which students give their presentations of poems, songs, lectures, etc. in their mother language.

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

In order for students and college staff to act in a manner befitting a responsible citizen, the institution educates them about their constitutional obligations regarding values, rights, duties, and responsibilities. The college routinely hosts significant awareness

events including Human Rights Day, drug abuse and addiction, Women's Day, etc. The college educates its staff and students about their constitutional duties and the ideals, rights, and responsibilities of being a citizen so they can conduct themselves in a civically responsible manner. In the college, key awareness events like Human Rights Day, drug abuse and addiction, Women's Day, etc. are regularly organized.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** **D. Any 1 of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

**Our college celebrated the following programmes/events**

during the session.

- Fit India Movement
- Van Mahotsav
- Birth Anniversary of Shaheed-E-Azam S. Bhagat Singh
- Clean India Movement
- National Constitution Day
- National Youth Day
- National Girl Child Day
- International Mother Language Day
- International Women's Day
- World Water Day

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.

### BEST PRACTICE 1:

#### 1.CLEAN AND GREEN ENVIRONMENT

##### Objectives:

- To spread awareness on Clean and Green Environment within the campus and in the surrounding area.
- To inspire students to identify and understand societal needs, participate in social activities such as raising awareness and providing emotional and social support, and contribute towards the empowerment of the community by setting up tasks in the village.

##### The Practice

On the campus initiatives:-

- The College celebrated 'Van Mahotsav' on 24th August 2021. The

NSS volunteers and Local Managing Committee members participated on this programme. Different species of plants were planted within the college campus.

## Practice 2:

### ANNUAL ATHLETICS MEET (ANNUAL SPORTS DAY)

#### Objectives of the Practice

- To create interest in sports among students
- To improve sports skills of students
- To appreciate and recognize sports achievements of students.

#### The Practice

Every year, students take part in the "ANNUAL ATHLETICS MEET". The students who got first, second, and third place in various games during the "Annual Athletics Meet" are welcomed to the victory stand to accept their awards. Students who performed well in their chosen sports during the "Athletics Meet" are inspired and motivated to compete and perform well in university sports events also.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

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

Sikh National College, Qadian (established in June 1938 at Lahore) is a historical and pioneer educational institution of the region, working under the management of Sikh Educational Society, Sector 26, Chandigarh.

The College is consistently focused on its vision and mission by educating and empowering young students of this region that enables them to compete according to global standards. The college is committed to minimizing the financial hurdles faced by underprivileged, meritorious, and deserving students, particularly female students. The college offers scholarships and concessions

that provide students a chance to better themselves by pursuing their education at an affordable cost. These scholarships and fee concession schemes helped many deserving students every year.

The institution organizes a variety of instructional and awareness programmes to cultivate in its students a work ethic, independence, skill, and enthusiasm. Through the regular staging of sports, cultural, and academic events, the college offers its students a space where they can actively engage in life. The NSS wing and NCC unit of Sikh National College, Qadian are both active and support students to extend their services to society and contribute to the betterment of the community.

## 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	<a href="#">NA</a>

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

In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. College ensure and plan all activities in strict adherence to the academic calendar. Head of each department prepares the time table as per the guidelines of our affiliating university for the number of credit hours for each subject. After the approval from principal the final time table is displayed on

notice boards of every department. The teachers engage in teaching as per their timetables and lesson plans. They conduct tests, quizzes, presentations and assignments and give projects for the continuous internal evaluation of students. The performance of the students in these tests and assignments is then tabulated for calculating their internal assessment. The question paper of internal exams is prepared by concerned faculties and is approved by head of the department. At the end of academic session students submit their feedback through online feedback forms maintaining complete anonymity.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">NA</a>

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

C. Any 2 of the above

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

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

0

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

### 1.3 - Curriculum Enrichment

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

These issues are integrated into the curriculum through the courses, such as Drug Abuse and EVS. Other activities, like the



religious functions, morning assemblies, faculty development programmes, elective subjects (Punjabi, English) also help to integrate the issues into the syllabus in an effective manner

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

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

3

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

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

34

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

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>E. None of the above</b>
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>D. Feedback collected</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">NA</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

##### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2285

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	No File Uploaded

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

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

169

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

In our institution every faculty members has been assigned to each class as a class-in charge/mentor for monitoring students' performances. The purpose of this formation is to discuss students' academic and non-academic problems. Students interact with their class Incharge usually during off hours collectively or individually. The college various departments use monitoring and mentoring to keep track of slow learners' progress. Slow learners certainly benefit from this type of exercise. For slow learners, special classes, tutorials, and tests are conducted where appropriate guidance and counseling is provided by respective faculty members. To better understand the subjects' topics corrected assignments and answer sheets are shared with slow learning students and discussed to recognize their problem areas.

The advanced learners of various classes are identified through their academic performances. The class in charge identify such students through class participation, interaction, presentation, tests, assessment and assignments. For advanced learners advance notes and online courses are recommended for their growth and personality development. In order to enhance advanced learners confidence level, the department conducts different activities

such as power point presentations (PPT's), Quiz seminars, Group Discussions etc.

File Description	Documents
Link for additional Information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
528	10

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Our institution always emphasizes student-centered learning using a range of methodologies, including brainstorming sessions for groups, quizzes, presentations, and project work using active learning and problem-solving techniques. Our institution regularly organizes various participatory events including group discussions, seminars, and extension lectures, and the students are actively engaged in these events both within and outside of the college. The institution's different departments use simulation and audio-video techniques, Language Labs, Field works to give students in-depth experiential and participative learning knowledge. Apart from this our students of BCA, BSc (IT), BA, B.Com, and MSc (IT) makes projects which help them to acquire experimental and problem solving skills. Furthermore, to enhance students learning experience various NSS and NCC events are organized in the institution such as Swach Bharat, awakening people regarding environmental issues, blood donation camps, Army attachment camps, and various social service and community development activities etc. In our institution student representation is given to some senior students in some administration committees such as Internal Quality Assurance Cell (IQAC), Grievance Cell to involve them in the decision making process and maintain transparency.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">NA</a>

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

In order to be prepared for the industry, students must now learn and master the newest technologies. In order to engage students in long-term learning, teachers are combining technology with conventional methods of teaching. College faculty is provided with the sufficient facilities for preparation of computer aided teaching - learning material for students. Our faculty uses Information and Communication

Technology (ICT) enable facilities to support and enhance the delivered lectures.

The following tools are used by teachers and students of our Institution.

1. The faculty members used Google meet or Zoom to conduct tests and for lecture delivery during Lockdown period.

2. Faculty members implemented various interactive methods for effective teaching such as Power point presentations (PPT) with animations, Video clippings.

3. For in depth knowledge of various topics and subjects teachers uses and recommends various online resources from NPTEL, Coursera, udemy, and others cloud based portals to students.

4. A well-equipped open access computerized library with internet facility is available for faculty and students.

5. College has two auditoriums equipped with latest digital ICT based devices such as mike, projector, speakers, computer system, printer, scanner and highspeed internet connection.

6. Institution provides digital library resources to students in the form of eBooks, teachers provided notes in pdf forms, research journals etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">NA</a>

### 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

24

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

### 2.4 - Teacher Profile and Quality

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

10

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

181

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

The college has transparent and robust evaluation process in terms of frequency and variety. Our college is affiliated Guru Nanak Dev University, Amritsar and hence, follows its rules and guidelines regarding the assessment and evaluation process of students. College principal holds regular meetings of the faculty members and directs them to ensure effective and transparent implementation of the evaluation process. Our college holds internal examinations for the purpose of student evaluation, and teachers prepare question papers based on the G.N.D.U. exam pattern. Academic Calendar is prepared before the commencement of the academic session and is strictly followed by college. Schedule for the internal Examinations is notified at least 10 days before the beginning of the exams. After the completion of exams faculty members evaluate answer sheets and one or two dedicated sessions are conducted to discuss Question Paper problems. Final results are communicated to students as well as

displayed on the notice board. Students are constantly evaluated by various means such as through Group Discussion, Unit Tests, Assignments, Presentations, Quiz, Field Work etc.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="#">NA</a>

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

The institution has a well-defined, highly effective, time bound and fair method for addressing internal examination grievances. While conducting internal examinations, our college strictly adheres to the rules and regulations provided by the affiliated university. An examination committee is established at the Institute level to address issues relating to the evaluation process. This committee is headed by a senior teacher and includes members from both the teaching and non-teaching staff.

**Redressal of grievances at College Level:** The student can approach the subject teacher, teacher in-charge, or HOD of department for any internal examination related grievances. Our college has constituted a grievances and redressal cell for addressing student's grievances in transparent and time bound manner. The students grievances related with internal examination are made clear by showing his/her performance in the answer sheet. If any student is unsatisfied with the evaluation and assignment of marks he/she may raise their concerns to the HOD. The students can also directly submit their grievances to the college principal.

**Redressal of grievances at University Level:** In University level examination evaluation, if the student scores less mark than expected, then they can apply for reassessment of their answer sheets after paying the requisite fee.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://www.sncqadian.com/grievances-redressal.php">http://www.sncqadian.com/grievances-redressal.php</a>



## 2.6 - Student Performance and Learning Outcomes

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

Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website, various departments and communicated to teachers and students. 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	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.sncqadian.com/ProgramOutcome.php">http://www.sncqadian.com/ProgramOutcome.php</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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 held a meeting with the Heads of Departments to ensure that all staff members implement the prescribed syllabus and complete it on time. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on. 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	<a href="http://www.sncqadian.com/CourseOutcome2021-22.pdf">http://www.sncqadian.com/CourseOutcome2021-22.pdf</a>

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****155**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Paste link for the annual report	<a href="#">NA</a>

**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)**

[http://sncqadian.com/pdf/student\\_satisfaction\\_survey\\_21-22.pdf](http://sncqadian.com/pdf/student_satisfaction_survey_21-22.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)**

**NILL**

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

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

**3.1.2.1 - Number of departments having Research projects funded by government and non-**

**government agencies during the year****NILL**

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	<a href="#">NA</a>

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****6**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****8**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

NA

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

### 3.3 - Extension Activities

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

Our College organized and participated in various extension and outreach activities in the last year with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation especially in view of the current crisis triggered by the Covid-19 pandemic. The NCC and NSS units of the college took part in various initiatives like Unnat Bharat Abhiyaan (College is a recipient of this scheme), Swachh Bharat Abhiyaan, blood donation camps, awareness programmes on AIDS prevention, suicides prevention, distribution of kits for maintaining hygiene and sanitization, plantation drives etc.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	<a href="#">View File</a>

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

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

NILL

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

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

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

12

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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

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

130

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

**3.4 - Collaboration**

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

0

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

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

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

0

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

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

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

Our College 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. Annual Quality Assurance Report of SIKH NATIONAL COLLEGE The College has Computer Laboratory, which mainly caters the academic needs of Computer Science students. The required equipment's 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	<a href="#">NA</a>

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 equipment's 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	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.****3****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****3**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)****1,53,928**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<b>No File Uploaded</b>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<b>No File Uploaded</b>

**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	<b>No File Uploaded</b>
Paste link for Additional Information	<a href="#">NA</a>

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**71,226**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**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**

**10**

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 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	<a href="#">NA</a>

#### 4.3.2 - Number of Computers

70

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

### 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)****4,48,186**

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 equipment's 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 equipment's 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.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NA</a>

**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**

61

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

**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**

151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>B. 3 of the above</b>
File Description	Documents
Link to institutional website	<a href="#">NA</a>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>0</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>B. Any 3 of the above</b>

**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

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

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

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

0

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

### 5.3 - Student Participation and Activities

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

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

12

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

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

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

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
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**

12

File Description	Documents
Report of the event	<a href="#">View File</a>
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

**We are in the process of registering our Alumni Association.**

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

## **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

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

The governance of the institution is in accordance with the vision and mission statement reflecting the goals and objectives of the institution. The institution strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. The college management gives liberal freedom and tractability to the Principal together with the departments HOD's to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Towards this objective, job-oriented, self-financing degree courses and diploma courses have been introduced to improve the employability of students by making them skilled, self-reliant and globally competent. A host of co-curricular activities conducted during the course of a year, celebration of important days and events and cultural Programmes organized by different clubs and societies seek to enhance the cultural development of the students. Moral values of responsibility, leadership and social empathy are inculcated among the students through various social outreach Programmes conducted by the NSS.

File Description	Documents
Paste link for additional information	<a href="https://sncqadian.com/vision-mission.php">https://sncqadian.com/vision-mission.php</a>
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	<a href="#">NA</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic plan of the Institute is stated in its vision and purpose statements. This strategic plan is driven and applied across every process, according to the strategic plan. A monitoring mechanism evaluates each process on regular basis. Institutional strategic goals to develop competences to serve the

ever changing needs of the society and strategy to empower the faculty and students are as follow. T The college has been quick to adapt to online teaching during the pandemic and subsequent lockdown. Online training Programmes for both teachers and students were organized to familiarize them with the virtual platform for live classroom teaching such as

1. Whiteboard that can be used both by teachers.
2. Easy scheduling of classes by teachers and prompt notification to students.
3. Screen sharing facility for quick sharing of PPTs, audio/video clip/Word/PDF, etc.
4. . Use of teaching aids such as Models, Multimedia Presentations, NPTEL video lectures etc. The college has special focus on implementing Green Initiatives such as by planting trees in the college campus which is done by the students as a responsibility towards Mother Nature. With the help of college NSScell of the college, various activities are organized to have a plastic-free campus

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="#">NA</a>
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.

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

**Some of the Governing Body Functions:**

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

- The recommendations of the selection committees constituted. Reviewing and approving budgetary proposals

- To keep track and evaluate the institute's teaching programmes, as well as to provide recommendations for the improvement if required.

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

#### ADMINISTRATIVE SET UP:

The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the Teachers' Council Secretary, the Librarian as well as Conveners of various Committees coordinates and mobilizes the entire work process of the college. The power delegation and decentralization 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	<a href="#">NA</a>
Link to Organogram of the Institution webpage	<a href="#">NA</a>
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The College undertakes various welfare activities for both the teaching as well as non-teaching staffs. All the statutory leaves are granted to the faculty members and 'On duty leaves' are given to the teaching staffs for attending Orientation Programme and Refresher Course or Seminar/Workshop. The College encourages the faculty members to attend Seminars and Conferences at various levels. The College often funds the registration fee for the faculties who present papers in seminars and conferences. All 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 counseling of the students and staffs are done in the college. The College has made tie ups with Bhatia Hospital for both the members of the teaching and non-teaching staffs at College. The tie ups offer discounts on Investigations, Ambulance and Bed Charges.

File Description	Documents
Paste link for additional information	<a href="#">NA</a>
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**

2

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**
**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

1

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

#### 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	<a href="#">NA</a>
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 preaudit 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	<a href="#">NA</a>
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)

4.57 lakh

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)	<a href="#">View File</a>

#### 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	<a href="#">NA</a>
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	<a href="#">NA</a>
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	<a href="#">NA</a>
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

**D. Any 1 of the above**

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">NA</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Our Institution maintains the gender equity. Gender equality is known as 'Sexual Equality'. It means that Women and Men, Girls and Boys enjoy the same rights, resources, opportunities and protections. Gender equity in education means that males and females, boys and girls have equal opportunities in terms of economic, social, cultural, and political developments.

#### **Security and Safety:**

1. Discipline Committee
2. Anti-Ragging and Sexual Harassment Committee is formed in the college to address the complaints filed by the Girl students.
3. Proctorial Duty of Staff members.
4. The College has appointed Prof. Sukhpal Kaur as Dean of Girl Students.
5. Female students are accompanied by female faculty members during outreach activities.
6. CCTV helps to keep a check on anti-social activities.
7. The college also takes care of social security through Anti-Ragging Committee and Grievance Redressal Cell

**Counseling:** The college teachers counsel the students during

mentoring regarding their academic performance, their futuristic career plans and personal issues.

**Tutorial Groups:** Tutorial groups are formed for the responsibility of the students. The students discuss their different issues with teachers in these groups and teachers take the necessary action to resolve these issues.

**Grievances Redressal Cell:** This cell aims to sort out the issues and complaints lodged by any student. The Secrecy is strictly maintained by the cell.

**Career Guidance and Placement Cell:** Career Guidance and Placement Cell organizes special lectures for counselling of the students.

File Description	Documents
Annual gender sensitization action plan	<a href="#">NA</a>
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	<a href="#">NA</a>

**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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

**The college provides different types of facilities to dispose off the waste material to make the campus eco-friendly.**

**Solid waste management** - Solid waste management is most commonly known as managing the trash and garbage. It is the process of collecting, treating and disposing of solid waste. Solid waste is separated at source and collected by Safai Karmachari to dispose off properly to the dumping yards. For collecting the solid waste from each and every corner of the college campus substantial numbers of dustbins are installed in the different departments. Solid waste including plastic, metals, glass, cardboard, paper waste and stationery are collected and sold out to scrap vendor from time to time.

**Liquid waste management** - The college has appropriate sewage systems, and proper precautions are taken to ensure that there is no water stagnation in any area of the campus. Rainwater from the college's terrace is piped down to the ground, where there are other trees and rainwater harvesting pits.

**E-waste management** - E-waste management is a process to collect e-waste, recover, recycle and reuse the material by safe methods, dispose off e-waste by suitable techniques to reduce its adverse impact on environment. Our laboratory technicians do simple repairs on electronic devices to ensure maximum functionality. For practical demonstrations with our students, we employ electronic waste parts like CPUs, ICs, capacitors, resistors, inductors etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">NA</a>
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting  
Bore well /Open well recharge Construction of tanks and bunds Waste water recycling  
Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

#### 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

#### 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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 undertaken a number of programmes to encourage tolerance and harmony toward diversity in terms of culture, area, linguistics, socioeconomic class, and other factors. A special camp for NSS volunteers is held in a community every year by the NSS cell. These camps are focused on numerous social topics that have an impact on people's daily life. To honour India's rich cultural diversity, the college also puts on a number of cultural events. In these events, students from a variety of cultural backgrounds perform folk songs and dances. The essay writing competitions and poem recitation competitions (in Punjabi, Hindi and English language) are held to accommodate the linguistic diversity. The Mother Language Day is celebrated in the college, in which students give their presentations of poems, songs, lectures, etc. in their mother language.

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

In order for students and college staff to act in a manner befitting a responsible citizen, the institution educates them about their constitutional obligations regarding values, rights, duties, and responsibilities. The college routinely hosts significant awareness events including Human Rights Day, drug abuse and addiction, Women's Day, etc. The college educates its staff and students about their constitutional duties and the ideals, rights, and responsibilities of being a citizen so they can conduct themselves in a civically responsible manner. In the college, key awareness events like Human Rights Day, drug abuse and addiction, Women's Day, etc. are regularly organized.

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

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

**D. Any 1 of the above**



File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Our college celebrated the following programmes/events during the session.

- Fit India Movement
- Van Mahotsav
- Birth Anniversary of Shaheed-E-Azam S. Bhagat Singh
- Clean India Movement
- National Constitution Day
- National Youth Day
- National Girl Child Day
- International Mother Language Day
- International Women's Day
- World Water Day

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.

**BEST PRACTICE 1:**

## 1.CLEAN AND GREEN ENVIRONMENT

### Objectives:

- To spread awareness on Clean and Green Environment within the campus and in the surrounding area.
- To inspire students to identify and understand societal needs, participate in social activities such as raising awareness and providing emotional and social support, and contribute towards the empowerment of the community by setting up tasks in the village.

### The Practice

#### On the campus initiatives:-

- The College celebrated 'Van Mahotsav' on 24th August 2021. The NSS volunteers and Local Managing Committee members participated on this programme. Different species of plants were planted within the college campus.

### Practice 2:

#### ANNUAL ATHLETICS MEET (ANNUAL SPORTS DAY)

### Objectives of the Practice

- To create interest in sports among students
- To improve sports skills of students
- To appreciate and recognize sports achievements of students.

### The Practice

Every year, students take part in the "ANNUAL ATHLETICS MEET". The students who got first, second, and third place in various games during the "Annual Athletics Meet" are welcomed to the victory stand to accept their awards. Students who performed well in their chosen sports during the "Athletics Meet" are inspired and motivated to compete and perform well in university sports events also.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

Sikh National College, Qadian (established in June 1938 at Lahore) is a historical and pioneer educational institution of the region, working under the management of Sikh Educational Society, Sector 26, Chandigarh.

The College is consistently focused on its vision and mission by educating and empowering young students of this region that enables them to compete according to global standards. The college is committed to minimizing the financial hurdles faced by underprivileged, meritorious, and deserving students, particularly female students. The college offers scholarships and concessions that provide students a chance to better themselves by pursuing their education at an affordable cost. These scholarships and fee concession schemes helped many deserving students every year.

The institution organizes a variety of instructional and awareness programmes to cultivate in its students a work ethic, independence, skill, and enthusiasm. Through the regular staging of sports, cultural, and academic events, the college offers its students a space where they can actively engage in life. The NSS wing and NCC unit of Sikh National College, Qadian are both active and support students to extend their services to society and contribute to the betterment of the community.

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

7.3.2 - Plan of action for the next academic year

Plan of Action for the next academic year 2022-23

- Quality enhancement in teaching-learning through ICT.
- Focus on Value added/ skill oriented/ career-oriented courses/ programmes
- Special Lectures/Extension Lectures on various topics by Eminent scholars (Online/ Offline)
- Department-wise Academic Calendar will be prepared.
- To organize Seminars/ Webinars/ Conferences/ Workshops (Online/Offline)
- Special tree plantation programme for Environmental Conservation.
- Programmes on National and International importance such as Yoga, Human Rights, Voter Awareness, etc.
- Organizing and arranging events like Industrial and field visits for college students.
- Women empowerment entrepreneurship programmes
- Special focus on Career Counselling and Placement programmes.
- Personality Development through various extra-curricular activities
- Membership of N-LIST programme (National Library and Information Services Infrastructure for Scholarly Content) of INFLIBNET Centre, Gujarat.
- To make College website more dynamic and informative by uploading college information on regular basis.
- Renovation and up gradation of existing playgrounds
- Renovation and up gradation of existing computer labs
- Increase in Number of Computers
- Construction of new smart class rooms.