



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

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

• Financial Status	Grants-in aid																		
• Name of the Affiliating University	GURU NANAK DEV UNIVERSITY																		
• Name of the IQAC Coordinator	KOUSHAL KUMAR																		
• Phone No.	8968939621																		
• Alternate phone No.	01872220034																		
• Mobile	8968939621																		
• IQAC e-mail address	kaushal_kumar302@yahoo.com																		
• Alternate Email address	sncollegeqadian@gmail.com																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.sncqadian.com/pdf/aqar_22_23.pdf">https://www.sncqadian.com/pdf/aqar_22_23.pdf</a>																		
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sncqadian.com/calendar/academiccalender23-24.PDF">https://sncqadian.com/calendar/academiccalender23-24.PDF</a>																		
<b>5.Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>77.00</td> <td>2004</td> <td>03/05/2004</td> <td>02/05/2009</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.37</td> <td>2014</td> <td>24/09/2014</td> <td>23/09/2019</td> </tr> </tbody> </table>		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
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Cycle 1	B+	77.00	2004	03/05/2004	02/05/2009														
Cycle 2	B	2.37	2014	24/09/2014	23/09/2019														
<b>6.Date of Establishment of IQAC</b>	01/07/2004																		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>NILL</td> <td>NILL</td> <td>NILL</td> <td>NILL</td> <td>NILL</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	NILL	NILL	NILL	NILL	NILL								
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount															
NILL	NILL	NILL	NILL	NILL															
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>	Yes																		
• Upload latest notification of formation of IQAC	<a href="#">View File</a>																		

<b>9.No. of IQAC meetings held during the year</b>	2	
<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>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<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>		
<p>1. Connecting with Local Communities: IQAC has made consistent efforts to bridge the gap between the institution and local people. By fostering relationships with nearby schools, students are gaining firsthand experience and knowledge from the community. This connection not only enriches the academic experience but also helps students understand real-world applications of their studies.</p>		
<p>2. Promoting Sports Among Students: IQAC is actively involved in promoting sports among interested students. After all, who doesn't love a little friendly competition? By encouraging physical activity and teamwork, IQAC is helping students develop essential life skills while keeping them fit and healthy.</p>		
<p>3. Encouraging Best Practices: Each department is motivated to adopt best practices, ensuring a high standard of education and administration. This initiative encourages departments to share their successful strategies and learn from each other</p>		
<p>4. NSS Activities IQAC has motivated students and mentors to conduct various National Service Scheme (NSS) activities, such as: Tree Plantation: Contributing to a greener planet! Blood Donation Camps: Saving lives and raising awareness. Plastic Ban Awareness: Educating the community on sustainable practices.</p>		
<p>5. Adhering to NEP 2020 Guidelines: The IQAC has successfully adopted all guidelines provided by the Affiliating University on the National Education Policy (NEP) 2020. This commitment ensures that the institution is aligned with national goals for higher education,</p>		

promoting a holistic and inclusive learning environment.

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

Plan of Action	Achievements/Outcomes
1. Promoting the development of young faculty members through various professional development programs such as Orientation Programmes, Refresher Courses, Faculty Development Programs (FDP), Faculty Improvement Programs (FIP), and workshops conducted by reputed higher education agencies.	A few of our staff members successfully completed a two-week refresher course organized by Ramanujan College, University of Delhi, and all of them earned an A+ grade in the program.
2. NAAC Third cycle Preparation	AQAR submitted approved and accepted as per NAAC format on the NAAC portal.
3. Teaching & Non Teaching faculty appraisal	Teaching & Non Teaching Faculty appraisal completed for 2021-2022
4. Environmental Preservation Initiative	As part of our Environmental Preservation Initiative, students participated in a tree plantation camp and successfully planted over 300 trees across the college campus.
5: Establish an effective feedback system	The feedback mechanism helped identify key areas for improvement, and significant changes were implemented based on student, faculty, and alumni input.

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

Yes

- Name of the statutory body

Name	Date of meeting(s)
Sikh Education Society	24/06/2024

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	10/02/2024

#### 15. Multidisciplinary / interdisciplinary

Vision and Plan for Transforming into a Holistic Multidisciplinary Institution: Our institution is steadfast in its commitment to nurturing a culture of interdisciplinary learning and collaboration. By integrating diverse disciplines and perspectives, we aim to create a comprehensive and dynamic educational environment that equips students to thrive in a complex, interconnected world. Key Strategies for Achieving the Vision: Aligning Vision and Mission: The institution revises its vision and mission statements to underscore the value of holistic, multidisciplinary education and research. This alignment establishes a unified direction and reinforces the commitment to interdisciplinary growth. Collaborative Planning: Strategic planning is conducted with active participation from faculty, staff, students, and other stakeholders. This inclusive process identifies clear goals, objectives, and actionable steps to promote interdisciplinarity. Regular feedback mechanisms ensure that plans remain relevant and effective. Enriching Student Life: Interdisciplinary projects, clubs, and extracurricular activities provide students with opportunities to engage beyond the classroom. These experiences foster teamwork, creativity, and practical problem-solving skills in real-world contexts. Investing in Faculty Growth: Faculty development programs (FDP) are designed to enhance interdisciplinary teaching and research competencies. These include workshops, training in emerging technologies, and exposure to developments across diverse fields. Faculty members are always encouraged to attend FDP, workshops and training programs. Expected Outcomes By implementing these strategies, our institution aims to: Develop graduates with the ability to address complex challenges through a multidisciplinary lens. Foster innovation and creativity in both academic and extracurricular pursuits. Build a vibrant academic community that thrives on collaboration and diversity of thought. Strengthen institutional reputation as a leader in holistic, interdisciplinary education. This vision not only aligns with national and global educational priorities, such as the NEP 2020, but also positions our institution as a transformative force in shaping the future of education.

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

Implementation of NEP 2020 and Academic Bank of Credits (ABC) As an affiliated institution of Guru Nanak Dev University, Amritsar, our college adheres to the rules and regulations prescribed by the university. In alignment with the National Education Policy (NEP) 2020, the college commenced the updated curriculum framework in 2022, following the mechanisms outlined by the affiliating university. Adoption of Academic Bank of Credits (ABC) The affiliating university has implemented and constituted a regularly monitored team for the Academic Bank of Credits (ABC). This mechanism facilitates flexibility in academic programs by enabling students to accumulate, transfer, and redeem credits earned across various recognized institutions. Role of the College: The college actively encourages enrolled students to register on the university-provided ABC portal. Students admitted in various courses are encouraged to get themselves registered for Academic Bank of Credit (ABC) and they also need to submit the same for creating their database. Awareness sessions and support mechanisms have been established to help students understand and utilize the benefits of ABC effectively. University's Central Monitoring: The monitoring and management of credits under the ABC framework are centrally administered by Guru Nanak Dev University. The institution ensures compliance with university directives and continuously supports students in leveraging this initiative for enhanced academic flexibility. By integrating NEP 2020 principles and the ABC system, the college is committed to fostering a progressive, student-centric learning environment aligned with national educational objectives.

## **17.Skill development:**

Skill Development and Community Engagement Initiatives Skill Development for Employability: Skill development forms the cornerstone of building a strong foundation for learners, preparing them for future employment opportunities. The National Education Policy (NEP) 2020 emphasizes the acquisition of diverse employment-oriented skills, and our college is actively implementing initiatives to align with these goals. Computer-Based Courses: The college offers various three-year computer-based courses designed to equip students with essential technical skills required in the modern job market. Diploma in Computer Applications: A one-year diploma course in computer applications has been introduced to address the rapidly evolving technological landscape and meet the changing demands of the industry. These programs are tailored to ensure students remain competitive, skilled, and adaptable in their professional journeys. In addition, teachers have been given scopes on regular basis to attend courses conducted by HRDCs, universities

and other institutions. Thus, the college has made constant efforts to impart skills among the students, teachers and the stakeholders throughout the academic year NSS Activities for Community Responsibility Our National Service Scheme (NSS) Unit is dedicated to fostering a sense of community responsibility among students through various activities, including: Cleanliness Campaigns: Promoting hygiene and environmental awareness. Health Screenings: Organizing free health check-ups for students and the local community. Blood Donation Camps: Encouraging voluntary blood donations to support healthcare needs. Skill-Building Seminars: Hosting workshops and seminars to enhance students' professional and personal skills. Literacy Campaigns: Supporting adult literacy and education initiatives in nearby communities. Social Awareness Programs: Conducting drives and events to address pressing social issues such as gender equality, mental health, and environmental conservation. Through these initiatives, the college not only enhances the employability of its students but also instills a sense of social responsibility, ensuring holistic development in line with the vision of the NEP 2020.

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

**Integration of Indian Knowledge System in Extracurricular Activities**  
Our college is committed to preserving and promoting the Indian knowledge system by integrating it into its academic practices and extracurricular activities. Using a bilingual approach, we aim to make education inclusive and reflective of India's cultural and linguistic diversity.

**Bilingual Teaching and Regional Language Usage**  
**Medium of Instruction:** In adherence to university directives, some courses are taught in the regional language, enabling students to connect with their cultural roots. Students are allowed to write their examination answers in Punjabi or Hindi, promoting linguistic diversity and making education accessible to all.

**Cultural Celebrations and Commemorative Days:** The college celebrates various commemorative days to raise awareness about Indian culture, heritage, and values among students.

**Observing Regional and National Days:** Students actively participate in observing days of both regional and national importance, fostering a sense of cultural pride and awareness.

**Events and Competitions:** Departments organize a variety of events and competitions every year, encouraging students to explore and learn about: Indian languages and their rich heritage. Historical milestones that shaped the nation. Cultural practices and their significance in Indian society. Encouraging Holistic Learning Through these activities, students gain deeper insights into the Indian education system, history, and culture,

helping them build a well-rounded understanding of their identity and heritage. This approach aligns with the broader goals of fostering a sense of responsibility and pride in India's knowledge traditions while encouraging holistic development.

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

**Outcome-Based Education (OBE) and NEP 2020 Implementation** The college has constantly focused on outcome-based education keeping in mind the competitiveness in job market and readying the students to become responsible future citizens. As we know the National Education Policy (NEP) 2020 emphasizes an outcome-based and learning-centric approach to education, aiming to equip students with skills and competencies for holistic development. As an affiliated institution of Guru Nanak Dev University (GNDU), our college aligns its practices with the university's framework, which prioritizes Outcome-Based Education (OBE). Programme Outcomes (POs) and Course Outcomes (COs) The Programme Outcomes (POs) and Course Outcomes (COs) for all courses are clearly displayed on the college website. This transparency helps students make informed decisions when selecting courses suited to their interests and career goals. The POs and COs serve as a roadmap for students to achieve desired learning objectives and competencies. Continuous Internal Assessment (CIA) To ensure the attainment of POs and COs, the college employs a robust Continuous Internal Assessment (CIA) system. This includes:

- Tests:** Periodic assessments to evaluate understanding and retention.
- Assignments:** Tasks designed to enhance critical thinking and practical application of knowledge.
- Presentations:** Opportunities for students to develop communication and analytical skills.
- Practical Work:** Hands-on learning experiences using direct and indirect evaluation methods.

**Innovative Teaching-Learning Practices**

- Tutorials:** Conducted in smaller groups, tutorials ensure personalized attention and effective learning outcomes.
- Field Visits:** Organized to provide experiential learning, connecting theoretical knowledge with real-world applications.

**Commitment to NEP 2020 Implementation** Our college is steadily progressing toward the complete implementation of NEP 2020 while adhering to the guidelines and framework set by Guru Nanak Dev University. Regular updates and revisions in practices and pedagogy ensure alignment with NEP 2020's objectives. Through these initiatives, the college is dedicated to fostering a student-centric, outcome-oriented education system that prepares learners for future challenges.

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

**Technology-Enhanced Learning and Adaptation During COVID-19** Online Teaching and Learning During the Pandemic During the COVID-19

pandemic, the college effectively transitioned to online teaching, ensuring uninterrupted learning for students. Zoom Platform: All classes were conducted seamlessly using the Zoom application, providing a structured virtual learning environment. Assignments, evaluations, and feedback were managed online, ensuring academic continuity and effective assessment processes. Encouraging Digital Learning and Certifications The college promotes lifelong learning and skill development through various online certification platforms: SWAYAM and Coursera: Students and faculty members are encouraged to complete certification courses offered by SWAYAM and Coursera, enhancing their knowledge and skills in diverse fields. NPTEL Elective Courses: Students are provided flexibility to complete elective courses through the NPTEL platform, fostering a self-paced, technology-driven learning experience. Access to Digital Resources The college library ensures students and faculty have access to a wealth of academic resources: INFLIBNET Subscription: The library subscribes to INFLIBNET, offering unparalleled access to numerous e-books, journals, and research articles at the click of a button. This resource enhances research capabilities and supports academic excellence. By embracing technology and fostering digital literacy, the college has demonstrated resilience and adaptability during the pandemic while ensuring students and faculty remain connected to quality education and resources.

### Extended Profile

#### 1.Programme

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

File Description	Documents
Data Template	<a href="#">View File</a>

#### 2.Student

2.1	542
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>

2.2	80
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		<a href="#">View File</a>
2.3		<b>169</b>
Number of outgoing/ final year students during the year		
File Description		Documents
Data Template		<a href="#">View File</a>
<b>3.Academic</b>		
3.1		<b>30</b>
Number of full time teachers during the year		
File Description		Documents
Data Template		<a href="#">View File</a>
3.2		<b>8</b>
Number of sanctioned posts during the year		
File Description		Documents
Data Template		<a href="#">View File</a>
<b>4.Institution</b>		
4.1		<b>21</b>
Total number of Classrooms and Seminar halls		
4.2		<b>9998480</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>78</b>
Total number of computers on campus for academic purposes		

## Part B

### CURRICULAR ASPECTS

## 1.1 - Curricular Planning and Implementation

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

**Curriculum Implementation and Academic Planning:** Our college is affiliated with Guru Nanak Dev University, Amritsar, and strictly adheres to the curriculum prescribed by the university. The curriculum is meticulously designed by the university, either annually or batch-wise, before the commencement of each academic session, and the college implements it in its entirety.

**Academic Calendar:**The academic calendar is prepared with the approval of the Principal, outlining all activities for the academic year, including examinations, seminars, workshops, and extracurricular events. The institution strictly follows this schedule to maintain academic discipline.

**Teaching Plan:**Every subject teacher prepares a detailed teaching plan aligned with the university's curriculum, which includes:

- Lecture delivery schedules.
- Class seminars and tests.
- Extension lectures and interactive sessions.
  
- **Timetable Design:** A comprehensive timetable is structured, covering theory classes, practical sessions, and library periods, ensuring balanced academic engagement for students. The Syllabi of various Programmes, POs, PSOs, COs, are communicated through the college website.

### Monitoring and Syllabus Completion

- **Authority Supervision:** The institution maintains a close watch on the timely completion of the syllabus through regular monitoring by academic authorities. Academic Council Committee
  - Evaluate the progress of syllabus execution.
  - Address any challenges faced by students in accessing or understanding the content.

### Innovative Teaching Practices

Teachers are encouraged to adopt innovative teaching methods alongside traditional approaches to enhance the learning experience. These include:

- **ICT-Based Tools:** PowerPoint presentations, online assignments, and virtual discussions.
- **Interactive Methods:** Discussions, workshops, and student seminars.
- **Hands-On Activities:** Practical sessions and experiential learning opportunities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://https://www.sncgadian.com/calendar/academiccalender23-24.PDF">chrome-extension://https://www.sncgadian.com/calendar/academiccalender23-24.PDF</a>

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

#### Academic Session Planning and Evaluation Process:

- At the beginning of each academic session, students are informed about the academic calendar, which is:
  - Uploaded on the college website.
  - Displayed on notice boards and at strategic locations across the campus.
- The college ensures that all activities are planned and executed in strict adherence to the academic calendar, fostering an organized and efficient academic environment.

#### Time Table Preparation and Implementation

- **Departmental Time Tables:**
  - The Head of each department prepares a list of activities like tests, seminars, quizzes etc based on the guidelines provided by the affiliating university, ensuring the required credit hours for each subject are met.
  - After approval from the Principal, the finalized activities list are displayed on the notice boards of all departments for students and faculty

#### Continuous Internal Evaluation (CIE)

To assess student performance and promote consistent learning, the

college implements Continuous Internal Evaluation (CIE) through:

- **Assessments and Activities:**
  - **Tests, Quizzes, Presentations, and Assignments:** Teachers conduct various activities to evaluate students' progress throughout the session.
  - **Projects:** Students are also given project work to enhance their research and analytical skills.
- The question papers for internal examinations are prepared by the respective faculty members and approved by the Head of the Department to maintain quality and relevance.

**Student Feedback Mechanism**

- At the end of each academic session, students are encouraged to provide feedback through online feedback forms, ensuring complete anonymity.
- This feedback helps in evaluating teaching effectiveness, curriculum delivery, and overall academic processes for continuous improvement.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/https://www.sncgadian.com/calendar/academiccalender23-24.PDF">chrome-extension://efaidnbmnnnibpcajpcglclef indmkaj/https://www.sncgadian.com/calendar/academiccalender23-24.PDF</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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

### 1.3 - Curriculum Enrichment

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

#### Integration of Cross-Cutting Issues in Curriculum and Activities

The institution, affiliated with Guru Nanak Dev University, Amritsar, adheres to the university-prescribed syllabus and curriculum, which includes topics addressing cross-cutting issues. These topics enable students to develop critical thinking skills and act responsibly as citizens.

#### Curriculum-Based Integration

- **Topics in UG and PG Programs:** The syllabus incorporates subjects like Drug Abuse and Environmental Studies (EVS) to address critical societal and environmental issues.
- **Elective Subjects:** Courses in Punjabi and English further help integrate themes of culture, ethics, and sustainability effectively into the curriculum.

#### Activities Promoting Environmental Awareness

The college undertakes a range of activities to emphasize environmental sustainability and protection:

- **N.S.S. Unit Initiatives:**
  - **Tree Plantation Drives:** Regular programs to promote afforestation and green practices.
  - **Village Camps:**
    - Conducted annually in nearby villages, these camps focus on:
      - **Cleanliness Drives:** Enhancing sanitation and hygiene.
      - **Plastic-Free Campaigns:** Raising awareness about reducing plastic use.
      - **Competitions:** Poster and debate competitions to stimulate discussions on sustainability.

- **Special Events:** Activities such as quizzes, poster-making competitions, and invited talks are organized to increase awareness about biodiversity, nature, and sustainable practices.

### Promoting Holistic Development

- **Religious Functions and Morning Assemblies:** These activities instill ethical values and a sense of spiritual responsibility.
- **Faculty Development Programs (FDPs):** Regular FDPs focus on integrating these issues into teaching and curriculum delivery.
- **Extracurricular Competitions:** Students are encouraged to participate in intradepartmental, inter-college, sports, and cultural competitions to develop team spirit, collaboration, and social awareness.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

31

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sncqadian.com/pdf/student_satisfaction_survey_23-24.pdf">https://www.sncqadian.com/pdf/student_satisfaction_survey_23-24.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">nill</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 students admitted during the year

542

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

### 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

80

File Description	Documents
Any additional information	No File Uploaded
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

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

- More challenging work in the form of projects and home assignments.
- A well stocked library with advanced reference facilities
- Incentives in the form of merit scholarships and prizes
- Encouragement for participation in inter-college and intracollege competitions, and paper presentations using ICT
- Special lectures by eminent speakers from industry and academia

- Counseling by faculty to appear for competitive examinations

Career fairs, seminars and workshops The strategies adopted to level up the slow learners are as follows:

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

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

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

Number of Students	Number of Teachers
542	28

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

**Learning is Made More Student-Centric Through a Combination of Old and New Methods of Teaching**

In today's fast-paced world, the way we learn is changing rapidly. Traditional teaching methods are slowly being replaced by more engaging and interactive approaches. Student-centric learning is all about shifting the focus from teachers to students. Instead of being passive recipients of knowledge, students engage actively in their learning journey.

Why student centric learning is it Important?

- **Enhances Engagement:** Students are more likely to retain information when they are actively involved in the learning process.
- **Develops Critical Skills:** Skills like teamwork, problem-solving, and communication are nurtured through active participation.
- **Prepares for the Real World:** By engaging in hands-on activities, students get a taste of real-world challenges and how to tackle them.

### Innovative Teaching Methods

- **Workshops and Seminars**

Workshops and seminars provide students with opportunities to learn from experts in the field. These interactive sessions can spark curiosity and enhance understanding.

- **Group Discussions**

Group discussions allow students to express their thoughts and learn from each other.

- **Field Trips and Institutional Visits**

Nothing beats learning outside the classroom! Field trips and visits to relevant institutions expose students to practical applications of their studies. Think of it as a mini-adventure that enriches their learning experience.

### Experiential Learning and Activity-Based Assignments:

Experiential learning is all about learning through experience. It involves active participation, where students learn by doing. TEvery department implements activity-based assignments for continuous assessment. These assignments encourage participative learning.

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

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

In today's fast-paced world, the integration of Information and Communication Technology (ICT) into education is not just a trend; it's a necessity. An ICT enabled learning environment is one where technology is seamlessly integrated into the education process. This includes everything from computers and high-speed internet to online platforms like Google Meet and Zoom.

**Key Features of an ICT Enabled Learning Environment**

1. Access to Modern Teaching Aids

Both faculty and students benefit from a plethora of modern teaching aids. Interactive projectors, computers, and software tools enhance the learning experience and make complex concepts easier to grasp.

- **Interactive Projectors:** These allow teachers to engage students in a more interactive way. Imagine being able to visualize complex data right on the screen!

2. Well-Equipped Libraries and Facilities

A well-stocked library with high-speed internet connectivity, computers, and digital audio-visual facilities is essential.

- **Resources at Your Fingertips:** Whether it's a scanner, printer, or photocopier, having these resources readily available makes research and project work a breeze.

3. Efficient Communication with students

Utilizing platforms like WhatsApp and email ensures that faculty and students can communicate effectively.

- **Stay Connected:** Quick updates, reminders, or even sharing resources becomes effortless, fostering a community of collaboration.

**The Impact on Students and Faculty**

Students can access a wide range of educational materials, participate in engaging activities, and collaborate with peers. Faculty members are not left behind in this tech-savvy environment. With the right tools, they can create innovative teaching materials and enhance their teaching strategies.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</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

18

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

8

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

4

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

310

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 implemented an internal assessment mechanism for transparent, efficient, and timely grievance resolution. The transparency is maintained by sharing answer sheet with students and the grievances of the students about assessment if any are addressed. The Examination Committee regularly monitors the university portal and promptly communicates important information to students through SMS and WhatsApp. As per the academic calendar the college prepare tentative schedule and displayed on the notice board, website and on the whatsapp group of the classes. The committee, along with academic coordinators and HoDs, prepares and communicates comprehensive date sheets to students well in advance, providing sufficient preparation time. Any scheduling conflicts are promptly resolved, and date sheets are updated accordingly. After evaluation, students can review their answer sheets and seek clarification from teachers. Initially, they can approach faculty or HoD for grievance resolution. Unresolved matters can be escalated to the internal grievance committee. Missed tests result in retests for

improvement, while attendance concessions are given for sickness or participation in college activities. In the case of grievances related to mid-term exams, teachers handle the resolution process, while the principal takes charge of addressing issues such as out-of-syllabus questions and date sheet conflicts during end-term exams. Concessions in attendance are granted to deserving students who have missed classes due to their participation in extension activities, and retests are allowed for students who were unable to attend assessments due to illness or genuine reasons.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sncqadian.com/grievances-redressal.php">https://www.sncqadian.com/grievances-redressal.php</a>

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

The college has established an internal assessment system designed to ensure transparent, efficient, and timely resolution of grievances. The Examination Committee consistently oversees the university portal and swiftly disseminates crucial information to students via SMS and WhatsApp. In collaboration with academic coordinators and Heads of Departments, the committee prepares and shares detailed date sheets with students well ahead of time, allowing ample preparation opportunities. Any scheduling conflicts are addressed promptly, and date sheets are revised as necessary. Following evaluations, students have the opportunity to review their answer sheets and request clarifications from their instructors. Initially, they may approach faculty members or the Head of Department for grievance resolution. If issues remain unresolved, they can be escalated to the internal grievance committee. Students who miss tests are offered retests to enhance their performance, while attendance concessions are granted for illness or participation in college events. For grievances related to mid-term examinations, the resolution process is managed by the teachers, whereas the principal oversees issues such as out-of-syllabus questions and date sheet conflicts during end-term examinations. The principal serves as the liaison with university authorities to address these concerns.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institution clearly articulates and displays the programme and course outcomes for all its offerings on its website, within various departments, and communicates them to both faculty and students. These outcomes equip students with a thorough understanding of their respective disciplines, encompassing both scope and content. During the admission counseling sessions, students and their parents are informed about the program objectives and learning outcomes. The established Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are prominently displayed on the website, in classrooms, laboratories, and within the department block. To enhance students' understanding of the professional world, successful alumni share their experiences through formal lectures, meetings, and interactions. The college actively seeks feedback and suggestions from students, alumni, and parents, which plays a crucial role in evaluating the relevance and effectiveness of the courses offered. Faculty members are committed to participating in induction programs, orientations, and professional development initiatives to enhance their teaching skills and remain current with evaluation methodologies. They also prepare lesson plans that serve as structured guides for effective curriculum delivery. Through these initiatives, the college empowers students with the necessary knowledge, skills, and awareness to achieve their desired learning outcomes and make informed decisions regarding their future studies.

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

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

The college adopts a holistic approach to ensure the attainment of program outcomes (POs) and course outcomes (COs). The faculty prepares lesson plans, follows the prescribed syllabus, and maintains records of lectures delivered. The institute adheres to the syllabi prescribed by the recognized university for all its subjects. Institute adheres to a timeline to cover the syllabus within the designated timeframe. Regular departmental meetings address academic issues, while orientation programs help students make informed choices about their programs and courses, including electives and skill enhancement options. The Principal presided over the meetings with the Heads of Departments to ensure that all staff members implement the prescribed syllabus and complete it on time. Course outcomes are being analyzed annually for improving student's performance in final exams. The college also considers students' involvement in extracurricular activities and off-campus engagements to assess their personality development and qualities like leadership and teamwork. The attainment of outcomes is also measured by tracking the success of students in securing meritorious ranks in postgraduate entrance exams, gaining admission to reputable universities and clearing competitive exams.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.sncgadian.com/pdf/Results%202023-2024.pdf">www.sncgadian.com/pdf/Results%202023-2024.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

131

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="chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://www.sncgadian.com/pdf/Results%202023-2024.pdf">chrome-extension://efaidnbmninnibpcajpcglclef indmkaj/https://www.sncgadian.com/pdf/Results%202023-2024.pdf</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)**

[https://www.sncgadian.com/pdf/student\\_satisfaction\\_survey\\_23-24.pdf](https://www.sncgadian.com/pdf/student_satisfaction_survey_23-24.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0

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

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

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

0

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

## 3.2 - Innovation Ecosystem

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

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computerassisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Some Student centric methods are given below:

**Project methods:** The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes.

**Field Study:** A field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Data are collected about task flows, inefficiencies, and the organizational and physical environments of users.

**Interactive methods:**The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc.

**ICT Enabled Teaching:** ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

**Experiential learning:** Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, uses this method.

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

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

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

0

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

### **3.3 - Research Publications and Awards**

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

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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">nill</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

0

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

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

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

0

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

### 3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in

social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation ,water conservation , Group discussion Eradication of superstition, Beti Bacho Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness, etc. The NCC unit of the college comes under 22 Punjab Batalian Batala. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Save fuel save country programme, Swachhta Abhiyan , National equality awareness. Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication etc.

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

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

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

0

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

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

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

15

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

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

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

25

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

### 3.5 - Collaboration

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

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

0

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

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

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

0

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The Institution thrives on maintaining adequate infrastructure and physical facilities for effective teaching and learning process. The college has a seminar room and a modern, well-equipped auditorium for hosting workshops, seminars, and cultural events. The college has well-designed and adequately equipped laboratories in the Physics, Chemistry, and Computer departments for conducting practical as needed by the curriculum. The college has a sufficient number of computers installed in various departments, such as the computer laboratory, college office, library, etc. In the Arts, Science, Commerce, and Computer Science block, the college has a sufficient number of classrooms, tutorial rooms, and department rooms that are used for regular classes as well as for special lectures by experts and other academic activities.

The well-equipped Library meets the academic demands of the college students and faculty. The Library has seating capacity for 100 users. The college's computer lab primarily serves the academic requirements of students studying computer science. The necessary equipment is occasionally supplied in the labs in accordance with the needs of the personnel and students.

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

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

There are adequate facilities at the college campus for sports, cultural events and yoga activities,. Every sport and game, such as cricket, basketball, volleyball, football, athletics, kabaddi, and others, has a well-maintained play area. According to the needs of the students and the sports department, the necessary equipments are purchased for various sports activities. The necessary equipment for various activities is purchased based on the needs of the sports department and the pupils. The college campus hosts the Annual Sports Meet every year. The students are motivated and trained by the Sports department to participate in different sports events at university level. Yoga activities are also arranged at the college campus on various occasions. Additionally, the college campus has a well-maintained swimming pool. There is spacious Hall and Common-room for students to organize and participate in co-curricular and cultural activities. The college has a well-maintained auditorium for cultural and extracurricular events, such as annual functions, orientation programs, medical camps, seminars, and awareness programmes. With the assistance of professionals, training arrangements are frequently made for various cultural events, such as Gidha, Bhangra competition, Luddi Dance, Choreography, Music competition, and other cultural competitions. The college encourages students to participate in a variety of cultural events both within the college and at the university level.

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

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

03

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">null</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1439306

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

## 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="#">null</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)**

0

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

14

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

To maintain effective operation, the college is constantly working to modernize its ICT infrastructure and deliver cutting-edge technologies. Desktop computers with Xeon, Intel i5/i3, Dual Core, AMD processors and 8GB, 4GB, or 2GB of RAM, as well as 100 GB to 1TB HDDs, internet access, and necessary software, are part of the infrastructure. With the implementation of Wi-Fi facility, the computer science department, computer labs, college office, seminar halls, library, and few common areas in the campus are now Wi-Fi enabled. Both students and faculty on the campus have access to the internet. Computer is formatted in regular basis. Anti-virus is regularly installed in computer. All computer has anti-virus Wi-Fi connectivity is available as mentioned. i.e., in Principal chamber, Office-room, various departments and laboratories. CCTV is installed in some of classrooms.

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

#### 4.3.2 - Number of Computers

78

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

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

## Institution

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)

1245532

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

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.

For the maintenance and repair of its various infrastructures, the college makes sure that resources are allocated and utilized as efficiently as possible. The College makes certain that the academic and support facilities, such as laboratories, library, sports fields, computers, classrooms, etc., are properly maintained and used.

The college offers fully furnished laboratories for computer science, physics and chemistry. During the hands-on lab classes, the students receive assistance from the lab assistants or attendants. To meet the needs of students studying computer science, the college has a computer lab with internet access. The technical personnel and hardware experts do computer equipment maintenance on an as-needed basis.

The library at the college is spacious and well-maintained. It is situated in the main building's central hall on the ground floor. The library is open from 9 a.m. to 4 p.m. The college library makes its materials easily accessible for the best possible utilization in order to satisfy the academic needs of the campus community.

The playgrounds for different sports, are maintained time to time as per the requirement. The grounds are used for the different sports events that the college hosts. The technicians are invited on a call basis to maintain the equipment required for these activities. The college also established a sports committee to handle sports-related matters. Regular maintenance and inspections are carried out on the sporting facilities, including all of its grounds. . CCTV cameras are deployed in the classrooms and the college campus for the security and safety reason.

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

22

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

111

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)	No File Uploaded

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

C. 2 of the above

File Description	Documents
Link to Institutional website	<a href="#">nill</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**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
Details of student placement during the year (Data Template)	No File Uploaded

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

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

28

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<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 play a significant role in the development of the institution. The engagement of students' support and suggestions is essential for the success and welfare of the institution. In our college, students have participated in a variety of administrative roles in numerous capacities. Students are engaged in various decision-making processes. There are departmental organizations with elected students serving as Office Bearers. The Office Bearers are responsible for arranging the department in a cohesive and welcoming atmosphere. They take an active part in arranging lectures, seminars, and various departmental events. Our institution consistently aims to foster a relationship of shared respect.

Different teams have been formed consisting of members from academic, cultural, sports, literary events, Anti Ragging initiatives, and gender sensitization programs such as NSS and NCC activities. The students participate in events like Independence Day, Teacher's Day, Republic Day, and other various activities. The student representatives engage actively in the sports committee, cultural committee, magazine committee, and many more.

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

### 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

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

**Alumni Association not Registered yet.**

File Description	Documents
Paste link for additional information	<a href="#">nill</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 institution's governance aligns closely with its vision and mission statement, which serves as a roadmap for achieving its goals and objectives. The primary aim of the institution is to offer a well-rounded education that equips students with the skills and mindset needed to navigate the complexities of an ever-evolving society. Through this approach, students are nurtured into empowered individuals who are environmentally conscious and socially responsible members of their community. The college management entrusts the Principal and Heads of Departments with significant autonomy and flexibility to oversee the academic activities of the institution. Regular meetings are held to strategize and implement plans that support the institution's overarching mission. To better prepare students for the workforce, the institution has introduced job-oriented, self-financing degree and diploma courses aimed at enhancing students' employability by fostering independence and global competency. In addition to academic pursuits, the institution places a strong emphasis on holistic development by offering a diverse range of co-curricular activities throughout the year. Celebrations of important days, events, and cultural programs organized by various clubs and societies contribute to the cultural enrichment of the student body. Furthermore, moral values such as responsibility, leadership, and social empathy are instilled in students through a series of social outreach programs facilitated by the National Service Scheme (NSS).

File Description	Documents
Paste link for additional information	<a href="https://www.sncqadian.com/vision-mission.php">https://www.sncqadian.com/vision-mission.php</a>
Upload any additional information	<a href="#">View File</a>

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

The institution adheres to a Professional Management approach for

effective governance. Decentralization is a key aspect, allowing for better management. The college management, led by a dedicated and committed educationist, engages regularly with all stakeholders, including alumni. The focus of Professional Management is to bring innovation to academic and administrative matters. Top management, in collaboration with the Principal, provides leadership across all academic and institutional practices. Various academic and administrative committees are in place to oversee and ensure the smooth functioning of the college. The Principal oversees academic matters through the Heads of Departments, who are appointed based on seniority. This approach allows all department faculties to be involved in decision-making and the participative management of their respective departments. The Principal directs department heads to prepare annual departmental budgets. Operational autonomy is given to departments for the acquisition of goods and services, from requisition preparation to supplier payments and follow-up inquiries. University examinations are conducted through established committees within the institution. Responsibilities and leadership are delegated to faculty members, with officers-in-charge appointed on a rotational basis to ensure the smooth conduct of examinations.

File Description	Documents
Paste link for additional information	<a href="#">nill</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 direction of the Institute is clearly articulated in its vision and purpose statements. This strategic framework serves as the guiding force behind every operational process within the organization, ensuring alignment and coherence across all activities. Regular monitoring and evaluation mechanisms are in place to assess the effectiveness and progress of each process, allowing for timely improvements. Institutional strategic goals are rooted in the development of competencies that cater to the dynamic and evolving needs of society. An integral part of this strategy is the empowerment of both faculty and students to excel in their respective roles and responsibilities. The college's swift adaptation to online teaching during the pandemic and subsequent lockdown is a testament to its proactive approach towards embracing digital solutions. Online training programs were swiftly organized for educators and students to acclimatize them with the virtual

platform for live classroom instruction. These programs include features such as a versatile whiteboard for interactive teaching, streamlined class scheduling capabilities, prompt notifications for students, screen sharing functionalities for seamless content sharing, and the utilization of various teaching aids like models, multimedia presentations, and NPTEL video lectures. The institution places a strong emphasis on environmental sustainability initiatives, including the planting of trees on the college campus, which is a collective effort undertaken by students to fulfill their environmental responsibilities. Through the collaborative efforts of the college's NSS cell, various activities are organized to promote a plastic-free campus and instill a sense of environmental consciousness among the student body.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">nill</a>
Upload any additional information	<a href="#">View File</a>

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

The Institutional Management is meticulously formed with a focus on transparency and efficiency, drawing upon the extensive hands-on experience of the management team. A well-defined hierarchical structure is in place, extending from the top management down to the operational level, clearly delineating Duties, Responsibilities, Accountability at each stage. The institution is guided by a dedicated Governing Body, tasked with monitoring and guiding the institution towards achieving its vision and mission. With an effective organizational structure in place, continuous monitoring and improvement efforts are undertaken to enhance the institution's overall performance. The Principal, in collaboration with the IQAC Coordinator, Departmental Heads, the Librarian, and Conveners of various Committees, leads and coordinates the collective efforts of the college staff, ensuring smooth operations and successful implementation of various academic activities. The Management actively promotes a bottom-up approach in the planning and execution of academic initiatives to foster continuous improvement and innovation. GOVERNING BODY: Serving as the institution's Policy-making body, the Governing Body convenes regularly to deliberate on the agenda set forth by the Principal. It evaluates the

institution's performance, reviews decisions made in previous meetings, and approves policy directives to steer the institution in the right direction. The Governing Body is entrusted with several key functions, including overseeing the smooth functioning of various departments and levels within the institution, endorsing the recommendations put forth by selection committees, reviewing and sanctioning budget proposals, and monitoring and evaluating the teaching programs offered by the institute while providing valuable recommendations for enhancement when necessary.

File Description	Documents
Paste link for additional information	<a href="#">nill</a>
Link to Organogram of the institution webpage	<a href="#">nill</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 inter faces	<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)	No File Uploaded

## 6.3 - Faculty Empowerment Strategies

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

The College has implemented various welfare activities for both the teaching and non-teaching staff members. Faculty members are granted all statutory leaves, with 'On duty leaves' specifically provided for attending Orientation Programmes, Refresher Courses, Seminars, and Workshops. Furthermore, the College actively encourages faculty members to participate in Seminars and Conferences at various

levels, often covering the registration fees for those presenting papers. Additionally, all non-teaching staff members receive annual festival bonuses, and a robust Grievance Redressal mechanism is in place for all staff. Free medical checkup facilities are provided for all staff members, with notices displayed at the start of each academic session detailing available medical services. The College has established partnerships with Bhatia Hospital to cater to the medical needs of both teaching and non-teaching staff members.

### Faculty Empowerment Strategies

#### For Teaching Staff:

- List the support given for faculty career advancement/ lifelong learning:
- Sabbatical leave (OD) for attending examination, FDP, National/ International conference.
- Registration fee reimbursement for FDP/ conferences.
- Motivation talks from the experts are conducted.
- The College encourages the faculty members to attend Seminars and Conferences at various levels.
- The College arranges free medical check-up facility for all staffs.
- Medical Leave in case of hospitalization for more than 3 days.

#### For Non-Teaching:

- Provident Fund contribution to all the staff members right from the day of joining.
- Free uniform is provided.
- Medical Leave in case of hospitalization for more than 3 days.
- Monthly one causal leave is allowed to avail.
- General Amenities

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

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

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

0

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

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

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

0

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

**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**

7

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

An Internal Performance Appraisal system is in place for all staff members, overseen by the Principal of the Institution. The Principal conducts evaluations of the entire staff's performance and provides feedback on areas for improvement or overall performance on an annual basis or as needed. Grievance Redressal and Suggestion boxes are strategically located on campus for students to express any concerns or queries about teachers, which the Principal considers. Additionally, online feedback is collected from students periodically. All feedback is thoroughly reviewed and assessed by the Principal, who then communicates the outcomes with staff members in a confidential manner. Faculty members and non-teaching staff are required to complete a performance appraisal form at the end of each financial year. This form, designed by the directorate of higher education, covers various activities carried out by teaching staff, such as teaching responsibilities, subject results, research activities, publication of research papers, seminar attendance, workshop presentations, and event organization within the college. Non-teaching staff, including librarians, sports teachers, office staff, support staff, and lab staff, also complete a specially designed performance appraisal form annually, which is then sent to the state directorate for assessment.

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

## 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

The institution conducts internal and external audits continuously. Internal audit assistants are based in the college office to oversee financial matters. The college has its own internal audit mechanism alongside external auditors who verify and certify the institute's income, expenditure, and capital expenditures annually. Following management directives, the Principal has established a pre-audit cell to review all financial payments, with the Bursar also conducting regular record checks throughout the year. External audits are conducted by appointed Chartered Accountants, who meticulously examine financial statements, documents, vouchers, and bills while ensuring compliance with statutory payments such as TDS, Professional Tax, PF, and ESI remittances. The auditors diligently verify all financial transactions and provide a detailed report of their observations, which prompts necessary adjustments to the financial accounts by the college accountant. Both internal and external auditors regularly review the institutional accounts, following suggestions offered by management and the Chartered Accountant for future improvements. External audits conducted at the district and state levels by authorities once a year culminate in a final report submitted to the Directorate of Public Instruction, Government of Punjab.

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

1503000

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's operations are overseen by the Governing Body, which adheres to the highest standards of practice in the current working environment. It is a priority for the institution to collect funds/resources promptly and manage them effectively through sound investments and staying within budgetary limits. Key sources of revenue include student fees, grants from the State Government and the UGC, interest earned on fixed deposits, fines, and various other miscellaneous income streams such as the sale of old newspapers, magazines, and scraps. Fee collection is carried out methodically within specified timeframes, with students being informed of the schedule through notifications posted on college notice boards, the website, and text messages. Any surplus funds are then invested in fixed deposits of differing durations. To ensure financial accountability, a budget for the upcoming fiscal year is prepared in March, and every effort is made to adhere to it. All purchases are made only after soliciting an appropriate number of quotations and careful scrutiny. All expenses must receive approval from office bearers and authorities before being processed. Internal checks and controls are rigorously maintained to guarantee transparency in the management of financial resources. Resources are allocated thoughtfully to fulfill overall administrative needs, including staff recruitment as necessary, infrastructure upgrades and maintenance, the improvement of the teaching and learning environment, and faculty development initiatives.

File Description	Documents
Paste link for additional information	<a href="#">nill</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 Internal Quality Assurance Cell (IQAC) of the college is dedicated to enhancing and upholding the standard of education by identifying innovative ways to utilize teaching aids, developing appropriate infrastructure, and providing recommendations for new self-financed courses. Established in 2004, the IQAC at our college consistently engages in various tasks. These include enhancing the quality of teaching and learning through regular feedback from teachers and students, recommending best practices in administration to optimize resource utilization and enhance services to students and staff. The IQAC also prepares, evaluates, and submits the Annual Quality Assurance Report (AQAR), as well as suggests new programs in alignment with National Missions and Government policies. Additionally, the IQAC collaborates with departments in implementing innovative teaching methods, offers inputs for Academic and Administrative Audits, and analyses results to improve areas of weakness. Upon receiving the academic calendar from the University, the IQAC creates the institution's academic calendar according to the scheduled administrative and academic events determined by the University. Furthermore, the IQAC provides suggestions to enhance the participatory nature of the teaching-learning process through the adoption of various methodologies. Faculty members are encouraged to utilize ICT-enabled tools and employ diverse teaching approaches in their classroom instruction.

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

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 continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. The institution consistently evaluates its teaching-learning process, operational structures, methodologies, and learning outcomes through the IQAC in accordance

with established norms. The incremental improvements in various activities are diligently recorded and monitored. The Academic Calendar is meticulously planned in advance, distributed across all college departments, and strictly adhered to. It includes important information such as program admissions, vacation schedules, exam timetables, and special event celebrations. Students are provided with details on the timetable, program structure, and course syllabi well before the semester commences. Random visits by the Chief Proctor and Discipline Committee members ensure the smooth functioning of classes. The integration of ICT tools has become essential in the teaching-learning process, with the IQAC consistently promoting their utilization in both academic and laboratory settings. Plans are devised for each department to enhance the use of ICT infrastructure. Additionally, the administration has been advised to enhance the ICT infrastructure by acquiring advanced tools, broadband internet, and Wi-Fi capabilities. During formal IQAC meetings, a thorough review of examination results, also known as academic audits, is conducted. Result analyses are meticulously prepared and tabulated.

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

**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="#">nill</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

#### Ensuring a Safe and Secure Atmosphere on Campus

The institute takes numerous initiatives and measures for ensuring a safe, secure and healthy atmosphere in the campus with respect to gender sensitization.

#### Key Initiatives

1. Comprehensive Gender Sensitization Programs: The institute goes beyond the traditional classroom setting by implementing numerous initiatives focused on gender sensitization. These programs are designed to raise awareness and educate students about gender issues, promoting respect and equality among all.

2. Discipline Committee: This committee acts in the best interests of the students by resolving their conflicts and creating a safe campus conducive to learning. 3. Counselling Committee: In trying to sustain an environment that encourages learning, this committee acts promptly in finding out the problems facing students and helps in solving them. 4. Anti - Ragging and Sexual Harassment Committee: Anti-Ragging and Sexual Harassment Committee has been established on the different campuses so as to address the complaints by the female students only.

5. CCTV Surveillance: This initiative prevents potential incidents since it camera's are installed on various locations across the institution to monitor the campus, and in case an incident occurs, it can be recovered easily. 6. Grievance Redressal Cell and Anti-

**Ragging Committee:**The college is equipped with social support measures such as the Grievance Redressal Cell and the Anti-Ragging Committee which also allows for students' voices to be heard and any concerns to be addressed in a bid to uphold healthy relationships on campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sncgadian.com/calendar/academiccalendar23-24.PDF">https://sncgadian.com/calendar/academiccalendar23-24.PDF</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="https://sncgadian.com/anti-ragging.php">https://sncgadian.com/anti-ragging.php</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	No File Uploaded
Any other relevant information	No File Uploaded

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

**It appears you are sharing information about waste management practices at a college. Here's a concise summary of the key points:**

- 1. Solid Waste Management:**All Departments and classrooms are provided with dustbins for dry wastage disposal. Segregation of waste in to dry and wet waste from the separately allotted dustbins is done in strategic locations, thus maintaining the Campus clean and Eco-friendly.

- The college has designated areas for solid waste disposal.
- Waste is separated at the source and collected by Safai Karmachari.
- Large, color-coded dustbins (green for degradable and red for non-degradable) are placed throughout the campus for proper waste segregation.
- Solid waste such as cardboard, metals, glass, plastic, paper, and stationery is regularly collected and sold to scrap vendors.

2. **Liquid Waste Management:**Next to air, water is the most important element for the preservation of life. Water is a finite commodity which, if not managed properly, will result in shortages in the near future. Water conservation can go a long way to help alleviate these impending shortages.

- Emphasis is placed on water as a vital resource, highlighting the importance of proper management.
- Regular maintenance of taps, drainage, and water pipelines is conducted.
- Standard methods are used for safe disposal of liquid waste.
- Laboratories utilize micro-scale techniques to minimize chemical waste.
- The college promotes refilling bottles and accessing drinking water from taps as part of its best practices.

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="#">View File</a>

**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**

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

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

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

**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 Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen**

**D. Any 1 of the above**

**5.**

**reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution is cognizant of this requirement to develop a conducive ambience of promoting tolerance and harmony towards cultural/ regional/ linguistic/ communal socioeconomic and other diversities. Our Institution is taking several initiatives in the form celebration of days of Eminent personalities National

Festivals, NSS, NCC and other such activities to accommodate for an inclusive environment by bringing students and teachers with different backgrounds on a single platform for creating inclusive environment. These initiatives aim to promote quality education, uplift the poor, and establish social harmony. Each year college organizes a number of programmes to create tolerance and harmony towards the diversity in terms of culture, area, force of speech, socioeconomic class, and many more national festivals such as the Youth Festival, Constitution Day, etc. to impart tolerance and harmony among the students. The Gender equality policy focuses on equality in access, opportunities and rights of women and men.

Other co-curricular activities as a part of co-curricular activities college participates in various cultural and regional festivals such as Youth Festival held annually by Guru Nanak Dev University. These act as a source for spreading tolerance and harmony among the students. The essay writing competition and poem reciting competition (Punjabi, Hindi and English language) are held to reflect the linguistic diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. Our college is committed to providing students with a comprehensive education, and one of the main ways we do this is by educating them about our constitutional rights, principles, obligations, and responsibilities. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation. The college often organizes important awareness-raising events, such as Women's Day, Drug Abuse and Addiction Awareness Day, Gender Equity, and Human Rights Day. On January 26th,

Republic Day is celebrated annually with events that emphasize the value of the Indian Constitution. In order to emphasize the value of the Indian constitution and the fight for freedom, Independence Day is also observed annually. Human dignity, equality, social justice, human rights, freedom, the rule of law, equity, and the supremacy of the constitution in national affairs are all guaranteed by our constitution. These efforts include raising awareness of AIDS, the value of sanitation and hygiene, voter responsibility, and cleanliness drives.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">nill</a>
Any other relevant information	<a href="#">nill</a>

**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**

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

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

The college believes in celebrating events and festivals in college.

It is an integral part of learning and building a strong cultural belief in a student. Every year, our college actively celebrates National and International Days. To celebrate these days, all employees and students assemble in the college. An essential component of collegiate extracurricular activities is the celebration of constitutional and cultural festivals. Students celebrate various days during the session under the direction of their teachers, helping them in their understanding of other cultures and helps them to conceptualize India as a country. The College makes incredible efforts in celebrating the national and international days, events and festivals throughout the year. During this academic session 2023-24, our institution commemorated the following programs and events.

1. The Fit India Movement
2. Ghar Ghar Tiranga
3. Yoga Week
4. The Van Mahotsav
5. Shaheed-E-Azam S. Bhagat Singh's Birth Anniversary
6. National Unity Day
7. National Constitution Day
8. International Mother Language Day
9. Birth Anniversaries of Dr. Sarvapalli Radhakrishnan
10. National Voters Day
11. Women's International Day
11. Water conservation day
12. Mahatma Gandhi birthday
13. National Mathematics Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 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: Mentoring Programme

The goal of the mentoring program is to help students from different socio-economic backgrounds. These students often face challenges that they may not want to talk about in the open. Mentors have the most important roles, as they are the ones who advise, guide, and motivate. The normal issues with students are personal, financial, academic, health-related, and domestic problems that the mentors may meet. They maybe have the reasons for not sharing their problems, so they are most likely to have emotional distress and get frustrated. Our institution has appointed a committee that is responsible for the mentoring program, with the convener as the head. Each mentor is paired with 20 to 25 students as mentees. The scheme has served as an essential bridge between students and the college through this academic session 2023-24.

### Best Practice-II:

Title of the practice: College Property for Public Service:

The objective of this practice is to utilize the college's playgrounds for the betterment of the local community by promoting physical fitness, healthy lifestyles, and sportsmanship. The initiative aims to provide a free and accessible space for individuals of all ages to engage in physical activities, ranging from jogging and yoga to competitive sports, thus fostering overall well-being and creating opportunities for talent development in various sports. The initiative is designed to serve as a community resource, allowing individuals from the surrounding area to engage in fitness routines, practice sports, and participate in social and religious events

File Description	Documents
Best practices in the Institutional website	<a href="https://sncqadian.com/pdf/best_practise_23-24.pdf">https://sncqadian.com/pdf/best_practise_23-24.pdf</a>
Any other relevant information	Nil

### 7.3 - Institutional Distinctiveness

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

Sikh National College, Qadian, established in June 1938 at Lahore, stands as a historical and pioneering educational institution in the region. Operating under the stewardship of the Sikh Educational Society, Sector 26, Chandigarh, the college has consistently maintained a steadfast focus on fulfilling its vision and mission. Its primary objective is to educate and empower the youth of the region, equipping them with the knowledge and skills necessary to compete on a global stage. In this regard, the college provides a comprehensive educational experience that fosters both academic excellence and personal development. The college is deeply committed to addressing the financial challenges faced by underprivileged, meritorious, and deserving students, with a particular emphasis on supporting female students. To alleviate these financial burdens and make education more accessible, the institution offers a variety of scholarships and fee concession schemes. These financial assistance programs have been instrumental in enabling numerous deserving students to pursue their studies and realize their academic aspirations. In addition to financial support, Sikh National College places a strong emphasis on cultivating essential life skills in its students. To complement the academic curriculum, the college provides a dynamic platform for students to engage in extracurricular activities. Furthermore, the college's commitment to community service is evident through the active involvement of its National Service Scheme (NSS) wing and National Cadet Corps (NCC) unit. Both wings play a pivotal role in extending the services of the college to society, thereby fostering a sense of social responsibility and civic engagement among students.

## 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

**Curriculum Implementation and Academic Planning:** Our college is affiliated with Guru Nanak Dev University, Amritsar, and strictly adheres to the curriculum prescribed by the university. The curriculum is meticulously designed by the university, either annually or batch-wise, before the commencement of each academic session, and the college implements it in its entirety.

**Academic Calendar:**The academic calendar is prepared with the approval of the Principal, outlining all activities for the academic year, including examinations, seminars, workshops, and extracurricular events. The institution strictly follows this schedule to maintain academic discipline.

**Teaching Plan:**Every subject teacher prepares a detailed teaching plan aligned with the university's curriculum, which includes:

- Lecture delivery schedules.
- Class seminars and tests.
- Extension lectures and interactive sessions.
  
- **Timetable Design:** A comprehensive timetable is structured, covering theory classes, practical sessions, and library periods, ensuring balanced academic engagement for students. The Syllabi of various Programmes, POs, PSOs, COs, are communicated through the college website.

#### Monitoring and Syllabus Completion

- **Authority Supervision:** The institution maintains a close watch on the timely completion of the syllabus through regular monitoring by academic authorities. Academic Council Committee
  - Evaluate the progress of syllabus execution.
  - Address any challenges faced by students in accessing or understanding the content.

#### Innovative Teaching Practices

Teachers are encouraged to adopt innovative teaching methods alongside traditional approaches to enhance the learning experience. These include:

- **ICT-Based Tools:** PowerPoint presentations, online assignments, and virtual discussions.
- **Interactive Methods:** Discussions, workshops, and student seminars.
- **Hands-On Activities:** Practical sessions and experiential learning opportunities.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://https://www.sncgadian.com/calendar/academiccalender23-24.PDF">chrome-extension://https://www.sncgadian.com/calendar/academiccalender23-24.PDF</a>

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

**Academic Session Planning and Evaluation Process:**

- At the beginning of each academic session, students are informed about the academic calendar, which is:
  - Uploaded on the college website.
  - Displayed on notice boards and at strategic locations across the campus.
- The college ensures that all activities are planned and executed in strict adherence to the academic calendar, fostering an organized and efficient academic environment.

**Time Table Preparation and Implementation**

- **Departmental Time Tables:**
  - The Head of each department prepares a list of activities like tests, seminars, quizzes etc based on the guidelines provided by the affiliating university, ensuring the required credit hours for each subject are met.
  - After approval from the Principal, the finalized activities list are displayed on the notice boards of all departments for students and faculty

## Continuous Internal Evaluation (CIE)

To assess student performance and promote consistent learning, the college implements Continuous Internal Evaluation (CIE) through:

- **Assessments and Activities:**
  - **Tests, Quizzes, Presentations, and Assignments:** Teachers conduct various activities to evaluate students' progress throughout the session.
  - **Projects:** Students are also given project work to enhance their research and analytical skills.
- The question papers for internal examinations are prepared by the respective faculty members and approved by the Head of the Department to maintain quality and relevance.

## Student Feedback Mechanism

- At the end of each academic session, students are encouraged to provide feedback through online feedback forms, ensuring complete anonymity.
- This feedback helps in evaluating teaching effectiveness, curriculum delivery, and overall academic processes for continuous improvement.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sncqadian.com/calendar/academiccalender23-24.PDF">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sncqadian.com/calendar/academiccalender23-24.PDF</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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

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

### 1.3 - Curriculum Enrichment

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

#### Integration of Cross-Cutting Issues in Curriculum and Activities

The institution, affiliated with Guru Nanak Dev University, Amritsar, adheres to the university-prescribed syllabus and curriculum, which includes topics addressing cross-cutting issues. These topics enable students to develop critical thinking skills and act responsibly as citizens.

#### Curriculum-Based Integration

- **Topics in UG and PG Programs:** The syllabus incorporates subjects like Drug Abuse and Environmental Studies (EVS) to address critical societal and environmental issues.
- **Elective Subjects:** Courses in Punjabi and English further help integrate themes of culture, ethics, and sustainability effectively into the curriculum.

#### Activities Promoting Environmental Awareness

The college undertakes a range of activities to emphasize environmental sustainability and protection:

- **N.S.S. Unit Initiatives:**
  - **Tree Plantation Drives:** Regular programs to promote afforestation and green practices.
  - **Village Camps:**
    - Conducted annually in nearby villages, these camps focus on:
      - **Cleanliness Drives:** Enhancing sanitation and hygiene.
      - **Plastic-Free Campaigns:** Raising awareness about reducing plastic use.
      - **Competitions:** Poster and debate competitions to stimulate discussions on

sustainability.

- **Special Events:** Activities such as quizzes, poster-making competitions, and invited talks are organized to increase awareness about biodiversity, nature, and sustainable practices.

#### Promoting Holistic Development

- **Religious Functions and Morning Assemblies:** These activities instill ethical values and a sense of spiritual responsibility.
- **Faculty Development Programs (FDPs):** Regular FDPs focus on integrating these issues into teaching and curriculum delivery.
- **Extracurricular Competitions:** Students are encouraged to participate in intradepartmental, inter-college, sports, and cultural competitions to develop team spirit, collaboration, and social awareness.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

31

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.sncgadian.com/pdf/student_satisfaction_survey_23-24.pdf">https://www.sncgadian.com/pdf/student_satisfaction_survey_23-24.pdf</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
---	--

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="#">nill</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 students admitted during the year**

542

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

**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**

80

File Description	Documents
Any additional information	No File Uploaded
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

The institution assesses the learning levels of the students through well planned program by forming Tutorial groups. A faculty member works as a tutor and is in - charge of a tutorial group of 30 students for counseling. A tutor takes tutorial

classes every weekend to discuss facilities and issues related to the teaching- learning process. Problems encountered in the teaching-learning process are properly addressed and Implemented by corrective measures. We organize special programmes for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:

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

Career fairs, seminars and workshops The strategies adopted to level up the slow learners are as follows:

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

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

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

Number of Students	Number of Teachers
542	28

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

### Learning is Made More Student-Centric Through a Combination of Old and New Methods of Teaching

In today's fast-paced world, the way we learn is changing rapidly. Traditional teaching methods are slowly being replaced by more engaging and interactive approaches. Student-centric learning is all about shifting the focus from teachers to students. Instead of being passive recipients of knowledge, students engage actively in their learning journey.

Why student centric learning is it Important?

- **Enhances Engagement:** Students are more likely to retain information when they are actively involved in the learning process.
- **Develops Critical Skills:** Skills like teamwork, problem-solving, and communication are nurtured through active participation.
- **Prepares for the Real World:** By engaging in hands-on activities, students get a taste of real-world challenges and how to tackle them.

### Innovative Teaching Methods

- **Workshops and Seminars**

Workshops and seminars provide students with opportunities to learn from experts in the field. These interactive sessions can spark curiosity and enhance understanding.

- **Group Discussions**

Group discussions allow students to express their thoughts and learn from each other.

- **Field Trips and Institutional Visits**

Nothing beats learning outside the classroom! Field trips and

visits to relevant institutions expose students to practical applications of their studies. Think of it as a mini-adventure that enriches their learning experience.

#### Experiential Learning and Activity-Based Assignments:

Experiential learning is all about learning through experience. It involves active participation, where students learn by doing. Every department implements activity-based assignments for continuous assessment. These assignments encourage participative learning.

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

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

In today's fast-paced world, the integration of Information and Communication Technology (ICT) into education is not just a trend; it's a necessity. An ICT enabled learning environment is one where technology is seamlessly integrated into the education process. This includes everything from computers and high-speed internet to online platforms like Google Meet and Zoom.

#### Key Features of an ICT Enabled Learning Environment 1. Access to Modern Teaching Aids

Both faculty and students benefit from a plethora of modern teaching aids. Interactive projectors, computers, and software tools enhance the learning experience and make complex concepts easier to grasp.

- **Interactive Projectors:** These allow teachers to engage students in a more interactive way. Imagine being able to visualize complex data right on the screen!

#### 2. Well-Equipped Libraries and Facilities

A well-stocked library with high-speed internet connectivity,

computers, and digital audio-visual facilities is essential.

- **Resources at Your Fingertips:** Whether it's a scanner, printer, or photocopier, having these resources readily available makes research and project work a breeze.

### 3. Efficient Communication with students

Utilizing platforms like WhatsApp and email ensures that faculty and students can communicate effectively.

- **Stay Connected:** Quick updates, reminders, or even sharing resources becomes effortless, fostering a community of collaboration.

### The Impact on Students and Faculty

Students can access a wide range of educational materials, participate in engaging activities, and collaborate with peers. Faculty members are not left behind in this tech-savvy environment. With the right tools, they can create innovative teaching materials and enhance their teaching strategies.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</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

18

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

8

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

4

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

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 implemented an internal assessment mechanism for transparent, efficient, and timely grievance resolution. The transparency is maintained by sharing answer sheet with students and the grievances of the students about assessment if any are addressed. The Examination Committee regularly monitors the university portal and promptly communicates important information to students through SMS and WhatsApp. As per the academic calendar the college prepare tentative schedule and displayed on the notice board, website and on the whatsapp group of the classes. The committee, along with academic coordinators and HoDs, prepares and communicates comprehensive date sheets to students well in advance, providing sufficient preparation time. Any scheduling conflicts are promptly resolved, and date sheets are updated accordingly. After evaluation, students can review their answer sheets and seek clarification from teachers. Initially, they can approach faculty or HoD for grievance resolution. Unresolved matters can be escalated to the internal grievance committee. Missed tests result in retests for improvement, while attendance concessions are given for sickness or participation in college activities. In the case of grievances related to mid-term exams, teachers handle the resolution process, while the principal takes charge of addressing issues such as out-of-syllabus questions and date sheet conflicts during end-term exams. Concessions in attendance are granted to deserving students who have missed classes due to their participation in extension activities, and retests are allowed for students who were unable to attend assessments due to illness or genuine reasons.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.sncqadian.com/grievances-redressal.php">https://www.sncqadian.com/grievances-redressal.php</a>

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

The college has established an internal assessment system designed to ensure transparent, efficient, and timely resolution of grievances. The Examination Committee consistently oversees the university portal and swiftly disseminates crucial information to students via SMS and WhatsApp. In collaboration with academic coordinators and Heads of Departments, the committee prepares and shares detailed date sheets with students well ahead of time, allowing ample preparation opportunities. Any scheduling conflicts are addressed promptly, and date sheets are revised as necessary. Following evaluations, students have the opportunity to review their answer sheets and request clarifications from their instructors. Initially, they may approach faculty members or the Head of Department for grievance resolution. If issues remain unresolved, they can be escalated to the internal grievance committee. Students who miss tests are offered retests to enhance their performance, while attendance concessions are granted for illness or participation in college events. For grievances related to mid-term examinations, the resolution process is managed by the teachers, whereas the principal oversees issues such as out-of-syllabus questions and date sheet conflicts during end-term examinations. The principal serves as the liaison with university authorities to address these concerns.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institution clearly articulates and displays the programme and course outcomes for all its offerings on its website, within

various departments, and communicates them to both faculty and students. These outcomes equip students with a thorough understanding of their respective disciplines, encompassing both scope and content. During the admission counseling sessions, students and their parents are informed about the program objectives and learning outcomes. The established Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) are prominently displayed on the website, in classrooms, laboratories, and within the department block. To enhance students' understanding of the professional world, successful alumni share their experiences through formal lectures, meetings, and interactions. The college actively seeks feedback and suggestions from students, alumni, and parents, which plays a crucial role in evaluating the relevance and effectiveness of the courses offered. Faculty members are committed to participating in induction programs, orientations, and professional development initiatives to enhance their teaching skills and remain current with evaluation methodologies. They also prepare lesson plans that serve as structured guides for effective curriculum delivery. Through these initiatives, the college empowers students with the necessary knowledge, skills, and awareness to achieve their desired learning outcomes and make informed decisions regarding their future studies.

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

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

The college adopts a holistic approach to ensure the attainment of program outcomes (POs) and course outcomes (COs). The faculty prepares lesson plans, follows the prescribed syllabus, and maintains records of lectures delivered. The institute adheres to the syllabi prescribed by the recognized university for all its subjects. Institute adheres to a timeline to cover the syllabus within the designated timeframe. Regular departmental meetings address academic issues, while orientation programs help students make informed choices about their programs and courses, including electives and skill enhancement options. The Principal presided over the meetings with the Heads of Departments to ensure that

that all staff members implement the prescribed syllabus and complete it on time. Course outcomes are being analyzed annually for improving student's performance in final exams. The college also considers students' involvement in extracurricular activities and off-campus engagements to assess their personality development and qualities like leadership and teamwork. The attainment of outcomes is also measured by tracking the success of students in securing meritorious ranks in postgraduate entrance exams, gaining admission to reputable universities and clearing competitive exams.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="http://www.sncgadian.com/pdf/Results%202023-2024.pdf">www.sncgadian.com/pdf/Results%202023-2024.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

131

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="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sncgadian.com/pdf/Results%202023-2024.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sncgadian.com/pdf/Results%202023-2024.pdf</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)

[https://www.sncgadian.com/pdf/student\\_satisfaction\\_survey\\_23-24.pdf](https://www.sncgadian.com/pdf/student_satisfaction_survey_23-24.pdf)

**RESEARCH, INNOVATIONS AND EXTENSION**

**3.1 - Resource Mobilization for Research**

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

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

**3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

0

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

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

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

0

--

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

### 3.2 - Innovation Ecosystem

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

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project and field work method, computerassisted method, experiment method etc. Teaching and learning activities are made effective by these practices. Some Student centric methods are given below:

**Project methods:** The project work stimulate student's interest on the subject and provide student an opportunities of freedom of thoughts and free exchange of different views. As per the requirement of syllabi, the project work is done. For example, the Projects are done in PG classes.

**Field Study:** A field study is a general method for collecting data about users, user needs, and product requirements that involves observation and interviewing. Data are collected about task flows, inefficiencies, and the organizational and physical environments of users.

**Interactive methods:**The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs, etc.

**ICT Enabled Teaching:** ICT enabled teaching includes class rooms with LCD, Language Lab, Smart Class rooms, etc. The institution adopts modern pedagogy to enhance teaching-learning process. The institution has the essential equipments to support the faculty members and students.

**Experiential learning:** Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. Especially, the department of Chemistry, Physics, uses this method.

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

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

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

0

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

### 3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	<a href="#">nill</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

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

0

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

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

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

0

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

### 3.4 - Extension Activities

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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness , tree plantation ,water conservation , Group discussion Eradication of superstition, Beti Bacho Beti Padhao,

Environmental awareness, Women empowerment, National Integrity, Aids awareness, etc. The NCC unit of the college comes under 22 Punjab Batalian Batala. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, spirit of adventure and the ideal of self service. The NCC unit of the college organizes various extension activities as tree plantation, Road safety awareness, Save fuel save country programme, Swachhta Abhiyan, National equality awareness. Other than NSS and NCC units, the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication etc.

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

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

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

0

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

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

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

15

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

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

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

25

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

### 3.5 - Collaboration

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

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

0

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

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

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

0

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

**INFRASTRUCTURE AND LEARNING RESOURCES**

**4.1 - Physical Facilities**

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

The Institution thrives on maintaining adequate infrastructure and physical facilities for effective teaching and learning process. The college has a seminar room and a modern, well-equipped auditorium for hosting workshops, seminars, and cultural events. The college has well-designed and adequately equipped laboratories in the Physics, Chemistry, and Computer departments for conducting practical as needed by the curriculum. The college has a sufficient number of computers installed in various departments, such as the computer laboratory, college office, library, etc. In the Arts, Science, Commerce, and Computer Science block, the college has a sufficient number of classrooms, tutorial rooms, and department rooms that are used for regular classes as well as for special lectures by experts and other academic activities.

The well-equipped Library meets the academic demands of the college students and faculty. The Library has seating capacity for 100 users. The college's computer lab primarily serves the academic requirements of students studying computer science. The necessary equipment is occasionally supplied in the labs in accordance with the needs of the personnel and students.

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

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

There are adequate facilities at the college campus for sports, cultural events and yoga activities,. Every sport and game, such as cricket, basketball, volleyball, football, athletics, kabaddi, and others, has a well-maintained play area. According to the needs of the students and the sports department, the necessary equipments are purchased for various sports activities. The necessary equipment for various activities is purchased based on the needs of the sports department and the pupils. The college campus hosts the Annual Sports Meet every year. The students are motivated and trained by the Sports department to participate in different sports events at university level. Yoga activities are also arranged at the college campus on various occasions. Additionally, the college campus has a well-maintained swimming pool. There is spacious Hall and Common-room for students to organize and participate in co-curricular and cultural activities. The college has a well-maintained auditorium for cultural and extracurricular events, such as annual functions, orientation programs, medical camps, seminars, and awareness programmes. With the assistance of professionals, training arrangements are frequently made for various cultural events, such as Gidha, Bhangra competition, Luddi Dance, Choreography, Music competition, and other cultural competitions. The college encourages students to participate in a variety of cultural events both within the college and at the university level.

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

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

03

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">nill</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<b>No File Uploaded</b>

**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)**

**1439306**

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

**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="#">nill</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)**

0

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

14

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

To maintain effective operation, the college is constantly working to modernize its ICT infrastructure and deliver cutting-edge technologies. Desktop computers with Xeon, Intel i5/i3, Dual Core, AMD processors and 8GB, 4GB, or 2GB of RAM, as well as 100 GB to 1TB HDDs, internet access, and necessary software, are part of the infrastructure. With the implementation of Wi-Fi facility, the computer science department, computer labs, college office, seminar halls, library, and few common areas in the campus are now Wi-Fi enabled. Both students and faculty on the campus have access to the internet. Computer is formatted in regular basis. Anti-virus is regularly installed in computer. All computer has anti-virus Wi-Fi connectivity is available as mentioned. i.e., in Principal chamber, Office-room, various departments and laboratories. CCTV is installed in some of classrooms.

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

#### 4.3.2 - Number of Computers

78

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

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

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)

1245532

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

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.

For the maintenance and repair of its various infrastructures, the college makes sure that resources are allocated and utilized as efficiently as possible. The College makes certain that the academic and support facilities, such as laboratories, library, sports fields, computers, classrooms, etc., are properly maintained and used.

The college offers fully furnished laboratories for computer science, physics and chemistry. During the hands-on lab classes, the students receive assistance from the lab assistants or attendants. To meet the needs of students studying computer science, the college has a computer lab with internet access. The technical personnel and hardware experts do computer equipment maintenance on an as-needed basis.

The library at the college is spacious and well-maintained. It is

situated in the main building's central hall on the ground floor. The library is open from 9 a.m. to 4 p.m. The college library makes its materials easily accessible for the best possible utilization in order to satisfy the academic needs of the campus community.

The playgrounds for different sports, are maintained time to time as per the requirement. The grounds are used for the different sports events that the college hosts. The technicians are invited on a call basis to maintain the equipment required for these activities. The college also established a sports committee to handle sports-related matters. Regular maintenance and inspections are carried out on the sporting facilities, including all of its grounds. . CCTV cameras are deployed in the classrooms and the college campus for the security and safety reason.

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

22

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

111

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)	No File Uploaded

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

C. 2 of the above

File Description	Documents
Link to Institutional website	<a href="#">nill</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<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>	
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
<b>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>	<b>B. Any 3 of the above</b>
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
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

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

28

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

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

07

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<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 play a significant role in the development of the institution. The engagement of students' support and suggestions is essential for the success and welfare of the institution. In our college, students have participated in a variety of administrative roles in numerous capacities. Students are engaged in various decision-making processes. There are departmental organizations with elected students serving as Office Bearers. The Office Bearers are responsible for arranging the department in a cohesive and welcoming atmosphere. They take an active part in arranging lectures, seminars, and various departmental events. Our institution consistently aims to foster a relationship of shared respect.

Different teams have been formed consisting of members from academic, cultural, sports, literary events, Anti Ragging initiatives, and gender sensitization programs such as NSS and NCC activities. The students participate in events like Independence Day, Teacher's Day, Republic Day, and other various activities. The student representatives engage actively in the sports committee, cultural committee, magazine committee, and many more.

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

**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**

07

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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

Alumni Association not Registered yet.

File Description	Documents
Paste link for additional information	<a href="#">nill</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 institution's governance aligns closely with its vision and mission statement, which serves as a roadmap for achieving its goals and objectives. The primary aim of the institution is to offer a well-rounded education that equips students with the skills and mindset needed to navigate the complexities of an ever-evolving society. Through this approach, students are nurtured into empowered individuals who are environmentally conscious and socially responsible members of their community. The college management entrusts the Principal and Heads of Departments with significant autonomy and flexibility to oversee the academic activities of the institution. Regular meetings are held to strategize and implement plans that support the institution's overarching mission. To better prepare students for the workforce, the institution has introduced job-oriented, self-financing degree and diploma courses aimed at enhancing students' employability by fostering independence and global competency. In addition to academic pursuits, the institution places a strong emphasis on holistic development by offering a diverse range of co-curricular activities throughout the year. Celebrations of important days, events, and cultural programs organized by various clubs and societies contribute to the cultural enrichment of the student body. Furthermore, moral values such as responsibility, leadership, and social empathy are instilled in students through a series of social outreach programs facilitated by the National Service Scheme (NSS).

File Description	Documents
Paste link for additional information	<a href="https://www.sncqadian.com/vision-mission.php">https://www.sncqadian.com/vision-mission.php</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

The institution adheres to a Professional Management approach for effective governance. Decentralization is a key aspect, allowing for better management. The college management, led by a dedicated and committed educationist, engages regularly with all stakeholders, including alumni. The focus of Professional Management is to bring innovation to academic and administrative matters. Top management, in collaboration with the Principal, provides leadership across all academic and institutional practices. Various academic and administrative committees are in place to oversee and ensure the smooth functioning of the college. The Principal oversees academic matters through the Heads of Departments, who are appointed based on seniority. This approach allows all department faculties to be involved in decision-making and the participative management of their respective departments. The Principal directs department heads to prepare annual departmental budgets. Operational autonomy is given to departments for the acquisition of goods and services, from requisition preparation to supplier payments and follow-up inquiries. University examinations are conducted through established committees within the institution. Responsibilities and leadership are delegated to faculty members, with officers-in-charge appointed on a rotational basis to ensure the smooth conduct of examinations.

File Description	Documents
Paste link for additional information	<a href="#">nill</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 direction of the Institute is clearly articulated in its vision and purpose statements. This strategic framework serves as the guiding force behind every operational process within the organization, ensuring alignment and coherence across all activities. Regular monitoring and evaluation mechanisms are in place to assess the effectiveness and progress of each process, allowing for timely improvements. Institutional strategic goals are rooted in the development of competencies that cater to the dynamic and evolving needs of society. An integral part of this strategy is the empowerment of both faculty

and students to excel in their respective roles and responsibilities. The college's swift adaptation to online teaching during the pandemic and subsequent lockdown is a testament to its proactive approach towards embracing digital solutions. Online training programs were swiftly organized for educators and students to acclimatize them with the virtual platform for live classroom instruction. These programs include features such as a versatile whiteboard for interactive teaching, streamlined class scheduling capabilities, prompt notifications for students, screen sharing functionalities for seamless content sharing, and the utilization of various teaching aids like models, multimedia presentations, and NPTEL video lectures. The institution places a strong emphasis on environmental sustainability initiatives, including the planting of trees on the college campus, which is a collective effort undertaken by students to fulfill their environmental responsibilities. Through the collaborative efforts of the college's NSS cell, various activities are organized to promote a plastic-free campus and instill a sense of environmental consciousness among the student body.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="#">nill</a>
Upload any additional information	<a href="#">View File</a>

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

The Institutional Management is meticulously formed with a focus on transparency and efficiency, drawing upon the extensive hands-on experience of the management team. A well-defined hierarchical structure is in place, extending from the top management down to the operational level, clearly delineating Duties, Responsibilities, Accountability at each stage. The institution is guided by a dedicated Governing Body, tasked with monitoring and guiding the institution towards achieving its vision and mission. With an effective organizational structure in place, continuous monitoring and improvement efforts are undertaken to enhance the institution's overall performance. The Principal, in collaboration with the IQAC Coordinator, Departmental Heads, the Librarian, and Conveners of various Committees, leads and

coordinates the collective efforts of the college staff, ensuring smooth operations and successful implementation of various academic activities. The Management actively promotes a bottom-up approach in the planning and execution of academic initiatives to foster continuous improvement and innovation. GOVERNING BODY: Serving as the institution's Policy-making body, the Governing Body convenes regularly to deliberate on the agenda set forth by the Principal. It evaluates the institution's performance, reviews decisions made in previous meetings, and approves policy directives to steer the institution in the right direction. The Governing Body is entrusted with several key functions, including overseeing the smooth functioning of various departments and levels within the institution, endorsing the recommendations put forth by selection committees, reviewing and sanctioning budget proposals, and monitoring and evaluating the teaching programs offered by the institute while providing valuable recommendations for enhancement when necessary.

File Description	Documents
Paste link for additional information	<a href="#">nill</a>
Link to Organogram of the institution webpage	<a href="#">nill</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 inter faces	<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)	No File Uploaded

**6.3 - Faculty Empowerment Strategies**

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

The College has implemented various welfare activities for both the teaching and non-teaching staff members. Faculty members are granted all statutory leaves, with 'On duty leaves' specifically provided for attending Orientation Programmes, Refresher Courses, Seminars, and Workshops. Furthermore, the College actively encourages faculty members to participate in Seminars and Conferences at various levels, often covering the registration fees for those presenting papers. Additionally, all non-teaching staff members receive annual festival bonuses, and a robust Grievance Redressal mechanism is in place for all staff. Free medical checkup facilities are provided for all staff members, with notices displayed at the start of each academic session detailing available medical services. The College has established partnerships with Bhatia Hospital to cater to the medical needs of both teaching and non-teaching staff members.

#### Faculty Empowerment Strategies

##### For Teaching Staff:

- List the support given for faculty career advancement/ lifelong learning:
- Sabbatical leave (OD) for attending examination, FDP, National/ International conference.
- Registration fee reimbursement for FDP/ conferences.
- Motivation talks from the experts are conducted.
- The College encourages the faculty members to attend Seminars and Conferences at various levels.
- The College arranges free medical check-up facility for all staffs.
- Medical Leave in case of hospitalization for more than 3 days.

##### For Non-Teaching:

- Provident Fund contribution to all the staff members right from the day of joining.
- Free uniform is provided.
- Medical Leave in case of hospitalization for more than 3 days.
- Monthly one causal leave is allowed to avail.
- General Amenities

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

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

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

0

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

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

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

0

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

**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**

7

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

An Internal Performance Appraisal system is in place for all staff members, overseen by the Principal of the Institution. The Principal conducts evaluations of the entire staff's performance and provides feedback on areas for improvement or overall

performance on an annual basis or as needed. Grievance Redressal and Suggestion boxes are strategically located on campus for students to express any concerns or queries about teachers, which the Principal considers. Additionally, online feedback is collected from students periodically. All feedback is thoroughly reviewed and assessed by the Principal, who then communicates the outcomes with staff members in a confidential manner. Faculty members and non-teaching staff are required to complete a performance appraisal form at the end of each financial year. This form, designed by the directorate of higher education, covers various activities carried out by teaching staff, such as teaching responsibilities, subject results, research activities, publication of research papers, seminar attendance, workshop presentations, and event organization within the college. Non-teaching staff, including librarians, sports teachers, office staff, support staff, and lab staff, also complete a specially designed performance appraisal form annually, which is then sent to the state directorate for assessment.

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

#### **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

The institution conducts internal and external audits continuously. Internal audit assistants are based in the college office to oversee financial matters. The college has its own internal audit mechanism alongside external auditors who verify and certify the institute's income, expenditure, and capital expenditures annually. Following management directives, the Principal has established a pre-audit cell to review all financial payments, with the Bursar also conducting regular record checks throughout the year. External audits are conducted by appointed Chartered Accountants, who meticulously examine financial statements, documents, vouchers, and bills while ensuring compliance with statutory payments such as TDS, Professional Tax, PF, and ESI remittances. The auditors diligently verify all financial transactions and provide a detailed report of their observations, which prompts necessary

adjustments to the financial accounts by the college accountant. Both internal and external auditors regularly review the institutional accounts, following suggestions offered by management and the Chartered Accountant for future improvements. External audits conducted at the district and state levels by authorities once a year culminate in a final report submitted to the Directorate of Public Instruction, Government of Punjab.

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

1503000

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's operations are overseen by the Governing Body, which adheres to the highest standards of practice in the current working environment. It is a priority for the institution to collect funds/resources promptly and manage them effectively through sound investments and staying within budgetary limits. Key sources of revenue include student fees, grants from the State Government and the UGC, interest earned on fixed deposits, fines, and various other miscellaneous income streams such as the sale of old newspapers, magazines, and scraps. Fee collection is carried out methodically within specified timeframes, with students being informed of the schedule through notifications posted on college notice boards, the website, and text messages.

Any surplus funds are then invested in fixed deposits of differing durations. To ensure financial accountability, a budget for the upcoming fiscal year is prepared in March, and every effort is made to adhere to it. All purchases are made only after soliciting an appropriate number of quotations and careful scrutiny. All expenses must receive approval from office bearers and authorities before being processed. Internal checks and controls are rigorously maintained to guarantee transparency in the management of financial resources. Resources are allocated thoughtfully to fulfill overall administrative needs, including staff recruitment as necessary, infrastructure upgrades and maintenance, the improvement of the teaching and learning environment, and faculty development initiatives.

File Description	Documents
Paste link for additional information	<a href="#">nill</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 Internal Quality Assurance Cell (IQAC) of the college is dedicated to enhancing and upholding the standard of education by identifying innovative ways to utilize teaching aids, developing appropriate infrastructure, and providing recommendations for new self-financed courses. Established in 2004, the IQAC at our college consistently engages in various tasks. These include enhancing the quality of teaching and learning through regular feedback from teachers and students, recommending best practices in administration to optimize resource utilization and enhance services to students and staff. The IQAC also prepares, evaluates, and submits the Annual Quality Assurance Report (AQAR), as well as suggests new programs in alignment with National Missions and Government policies. Additionally, the IQAC collaborates with departments in implementing innovative teaching methods, offers inputs for Academic and Administrative Audits, and analyses results to improve areas of weakness. Upon receiving the academic calendar from the University, the IQAC creates the institution's academic calendar according to the scheduled administrative and academic events determined by the University. Furthermore, the IQAC provides suggestions to enhance the participatory nature of the teaching-learning process through the

adoption of various methodologies. Faculty members are encouraged to utilize ICT-enabled tools and employ diverse teaching approaches in their classroom instruction.

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

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 continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. The institution consistently evaluates its teaching-learning process, operational structures, methodologies, and learning outcomes through the IQAC in accordance with established norms. The incremental improvements in various activities are diligently recorded and monitored. The Academic Calendar is meticulously planned in advance, distributed across all college departments, and strictly adhered to. It includes important information such as program admissions, vacation schedules, exam timetables, and special event celebrations. Students are provided with details on the timetable, program structure, and course syllabi well before the semester commences. Random visits by the Chief Proctor and Discipline Committee members ensure the smooth functioning of classes. The integration of ICT tools has become essential in the teaching-learning process, with the IQAC consistently promoting their utilization in both academic and laboratory settings. Plans are devised for each department to enhance the use of ICT infrastructure. Additionally, the administration has been advised to enhance the ICT infrastructure by acquiring advanced tools, broadband internet, and Wi-Fi capabilities. During formal IQAC meetings, a thorough review of examination results, also known as academic audits, is conducted. Result analyses are meticulously prepared and tabulated.

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

<p><b>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)</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="#">nill</a>
Upload e-copies of the accreditations and certifications	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>
Upload details of Quality assurance initiatives of the institution (Data Template)	<b>No File Uploaded</b>

**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

**Ensuring a Safe and Secure Atmosphere on Campus**

The institute takes numerous initiatives and measures for ensuring a safe, secure and healthy atmosphere in the campus with respect to gender sensitization.

**Key Initiatives**

1. **Comprehensive Gender Sensitization Programs:** The institute goes beyond the traditional classroom setting by implementing

numerous initiatives focused on gender sensitization. These programs are designed to raise awareness and educate students about gender issues, promoting respect and equality among all.

2. Discipline Committee: This committee acts in the best interests of the students by resolving their conflicts and creating a safe campus conducive to learning. 3. Counselling Committee: In trying to sustain an environment that encourages learning, this committee acts promptly in finding out the problems facing students and helps in solving them. 4. Anti - Ragging and Sexual Harassment Committee: Anti-Ragging and Sexual Harassment Committee has been established on the different campuses so as to address the complaints by the female students only.

5. CCTV Surveillance: This initiative prevents potential incidents since its camera's are installed on various locations across the institution to monitor the campus, and in case an incident occurs, it can be recovered easily. 6. Grievance Redressal Cell and Anti-Ragging Committee: The college is equipped with social support measures such as the Grievance Redressal Cell and the Anti-Ragging Committee which also allows for students' voices to be heard and any concerns to be addressed in a bid to uphold healthy relationships on campus.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sncgadian.com/calendar/academiccalendar23-24.PDF">https://sncgadian.com/calendar/academiccalendar23-24.PDF</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="https://sncgadian.com/anti-ragging.php">https://sncgadian.com/anti-ragging.php</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	No File Uploaded
Any other relevant information	No File Uploaded

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

It appears you are sharing information about waste management practices at a college. Here's a concise summary of the key points:

1. **Solid Waste Management:**All Departments and classrooms are provided with dustbins for dry wastage disposal. Segregation of waste in to dry and wet waste from the separately allotted dustbins is done in strategic locations, thus maintaining the Campus clean and Eco-friendly.
  - The college has designated areas for solid waste disposal.
  - Waste is separated at the source and collected by Safai Karmachari.
  - Large, color-coded dustbins (green for degradable and red for non-degradable) are placed throughout the campus for proper waste segregation.
  - Solid waste such as cardboard, metals, glass, plastic, paper, and stationery is regularly collected and sold to scrap vendors.
  
2. **Liquid Waste Management:**Next to air, water is the most important element for the preservation of life. Water is a finite commodity which, if not managed properly, will result in shortages in the near future. Water conservation can go a long way to help alleviate these impending shortages.
  - Emphasis is placed on water as a vital resource, highlighting the importance of proper management.
  - Regular maintenance of taps, drainage, and water pipelines is conducted.
  - Standard methods are used for safe disposal of liquid

waste.

- Laboratories utilize micro-scale techniques to minimize chemical waste.
- The college promotes refilling bottles and accessing drinking water from taps as part of its best practices.

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="#">View File</a>

**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**

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

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

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

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	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution is cognizant of this requirement to develop a conducive ambience of promoting tolerance and harmony towards cultural/ regional/ linguistic/ communal socioeconomic and other diversities. Our Institution is taking several initiatives in the form celebration of days of Eminent personalities National Festivals, NSS, NCC and other such activities to accommodate for an inclusive environment by bringing students and teachers with different backgrounds on a single platform for creating inclusive environment. These initiatives aims to promote quality education, uplift the poor, and establish social harmony. Each year college organize a number of programmes to create tolerance and harmony towards the diversity in terms of culture, area, force of speech, socioeconomic class, and many more national festivals such as the Youth Festival, Constitution Day, etc. to impart tolerance and harmony among the students. The Gender equality policy focuses on equality in access, opportunities and rights of women and men.

Other co-curricular activities as a part of co-curricular activities college participates in various cultural and regional festivals such as Youth Festival held annually by Guru Nanak Dev University. These act as a source for spreading tolerance and harmony among the students. The essay writing competition and poem reciting competition (Punjabi, Hindi and English language) are held to reflect the linguistic diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. Our college is committed to providing students with a comprehensive education, and one of the main ways we do this is by educating them about our constitutional rights, principles, obligations, and responsibilities. The college establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation. The college often organizes important awareness-raising events, such as Women's Day, Drug Abuse and Addiction Awareness Day, Gender Equity, and Human Rights Day. On January 26th, Republic Day is celebrated annually with events that emphasize the value of the Indian Constitution. In order to emphasize the value of the Indian constitution and the fight for freedom, Independence Day is also observed annually. Human dignity, equality, social justice, human rights, freedom, the rule of law, equity, and the supremacy of the constitution in national affairs are all guaranteed by our constitution. These efforts include raising awareness of AIDS, the value of sanitation and hygiene, voter responsibility, and cleanliness drives.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">nill</a>
Any other relevant information	<a href="#">nill</a>

<p><b>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</b></p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college believes in celebrating events and festivals in college. It is an integral part of learning and building a strong cultural belief in a student. Every year, our college actively celebrates National and International Days. To celebrate these days, all employees and students assemble in the college. An essential component of collegiate extracurricular activities is the celebration of constitutional and cultural festivals. Students celebrate various days during the session under the direction of their teachers, helping them in their understanding of other cultures and helps them to conceptualize India as a country. The College makes incredible efforts in celebrating the national and international days, events and festivals throughout the year. During this academic session 2023-24, our institution commemorated the following programs and events.

1. The Fit India Movement
2. Ghar Ghar Tiranga

3. Yoga Week
4. The Van Mahotsav
5. Shaheed-E-Azam S. Bhagat Singh's Birth Anniversary
6. National Unity Day
7. National Constitution Day
8. International Mother Language Day
9. Birth Anniversaries of Dr. Sarvapalli Radhakhishnan
10. National Voters Day
11. Women's International Day
11. Water conservation day
12. Mahatma Gandhi birthday
13. National Mathematics Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 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: Mentoring Programme

The goal of the mentoring program is to help students from different socio-economic backgrounds. These students often face challenges that they may not want to talk about in the open. Mentors have the most important roles, as they are the ones who advise, guide, and motivate. The normal issues with students are

personal, financial, academic, health-related, and domestic problems that the mentors may meet. They maybe have the reasons for not sharing their problems, so they are most likely to have emotional distress and get frustrated. Our institution has appointed a committee that is responsible for the mentoring program, with the convener as the head. Each mentor is paired with 20 to 25 students as mentees. The scheme has served as an essential bridge between students and the college throught this academic session 2023-24.

**Best Practice-II:**

**Title of the practice: College Property for Public Service:**

The objective of this practice is to utilize the college’s playgrounds for the betterment of the local community by promoting physical fitness, healthy lifestyles, and sportsmanship. The initiative aims to provide a free and accessible space for individuals of all ages to engage in physical activities, ranging from jogging and yoga to competitive sports, thus fostering overall well-being and creating opportunities for talent development in various sports. The initiative is designed to serve as a community resource, allowing individuals from the surrounding area to engage in fitness routines, practice sports, and participate in social and religious events

File Description	Documents
Best practices in the Institutional website	<a href="https://sncgadian.com/pdf/best_practise_23-24.pdf">https://sncgadian.com/pdf/best_practise_23-24.pdf</a>
Any other relevant information	Nil

**7.3 - Institutional Distinctiveness**

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

Sikh National College, Qadian, established in June 1938 at Lahore, stands as a historical and pioneering educational institution in the region. Operating under the stewardship of the Sikh Educational Society, Sector 26, Chandigarh, the college has consistently maintained a steadfast focus on fulfilling its vision and mission. Its primary objective is to educate and

empower the youth of the region, equipping them with the knowledge and skills necessary to compete on a global stage. In this regard, the college provides a comprehensive educational experience that fosters both academic excellence and personal development. The college is deeply committed to addressing the financial challenges faced by underprivileged, meritorious, and deserving students, with a particular emphasis on supporting female students. To alleviate these financial burdens and make education more accessible, the institution offers a variety of scholarships and fee concession schemes. These financial assistance programs have been instrumental in enabling numerous deserving students to pursue their studies and realize their academic aspirations. In addition to financial support, Sikh National College places a strong emphasis on cultivating essential life skills in its students. To complement the academic curriculum, the college provides a dynamic platform for students to engage in extracurricular activities. Furthermore, the college's commitment to community service is evident through the active involvement of its National Service Scheme (NSS) wing and National Cadet Corps (NCC) unit. Both wings play a pivotal role in extending the services of the college to society, thereby fostering a sense of social responsibility and civic engagement among students

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

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action for the next academic year 2024-2025.

1. **Enhancing Student Engagement:** It's crucial! Students need to feel connected to their learning.
2. **Fostering Faculty Development:** Happy teachers lead to happy students. Investing in our educators is key.
3. **Promoting Inclusivity:** Every student deserves a voice. Let's make sure everyone feels welcome.
4. **Promoting student-centered learning:** The institution will put emphasis on improving student-centered learning by offering chances for research, field-based learning, experiential learning, peer-learning, and outreach-based community engagement.
5. **Student Support Services such as Counseling Services,**

**Tutoring, and Career Services**

6. **6.Strengthen alumni relations:** The college will strengthen its alumni relations by organizing alumni events, creating networking opportunities, and engaging alumni in mentoring and career guidance programs.
7. **Department-wise Academic Calendar** will be prepared.
8. **To continue to provide congenial learning environment for holistic development of Students, Faculty and Supporting Staff.**
9. **To foster and strengthen relationship through Faculty and Student Exchange Programmes**