



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHRI GURU ARJAN DEV GOVERMENT COLLEGE TARN TARAN
Name of the head of the Institution		Mrs Nutan Sharma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01852501285
Mobile no.		9872644543
Registered Email		gctarntaran@gmail.com
Alternate Email		sgadttcollege@gmail.com
Address		SGAD Govt. College Tarn Taran
City/Town		Tarn Taran
State/UT		Punjab
Pincode		143401

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Mrs. Jyoti Bala			
Phone no/Alternate Phone no.		01852501285			
Mobile no.		9780272500			
Registered Email		gctarntaran@gmail.com			
Alternate Email		sgadttcollege@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		<a href="http://www.sgadgovtcollege.com/Content/Client/files/AQAR-2016-2017.pdf">http://www.sgadgovtcollege.com/Content/Client/files/AQAR-2016-2017.pdf</a>			
4. Whether Academic Calendar prepared during the year		No			
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.46	2010	04-Sep-2010	03-Sep-2015
6. Date of Establishment of IQAC			02-Feb-2012		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
Quit India Day	09-Aug-2016 1		40		
Swatch bharat abhiyan	12-Aug-2016 1		40		

National Integration Day	31-Oct-2016 1	150
Seminar on Voter Awareness	16-Nov-2016 1	90
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2017 0	0
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

**10. Number of IQAC meetings held during the year :**

2

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

No

Upload the minutes of meeting and action taken report

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

No

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

Clean and Green Campus Healthy Lifestyle Study for all

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

Plan of Action	Achievements/Outcomes
Proposed activities to be performed by NSS unit	celebration of quit india day, poster making on Independence Day, swash bharat abhiyan,
sensitizing the students regarding	seminar on ill effects of drug abuse,

various social problems and issues	celebration of road safety week, celebration of world aids day,
to promote healthy lifestyle and clean and green environment	celebration of van mahautsav, world environment day and international yoga day
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	15-Feb-2018
17. Does the Institution have Management Information System ?	No

### Part B

#### **CRITERION I – CURRICULAR ASPECTS**

##### **1.1 – Curriculum Planning and Implementation**

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

S.G.A.D. GOVT. College, Tarn- Taran is affiliated to GNDU, Amritsar and as such follows a pre- determined syllabus set by the parent university. The college innovates within the pre-established academic framework, committed to encourage a holistic development of its students. Academic processes are streamlined with time-table, and other supporting administrative tasks prepared well in advance of teaching sessions. The papers/ options are allotted after careful consideration of the qualifications, subject's specializations and experience of the teachers. The minimum number of working days as stipulated by the affiliating university is adhered to in every semester. The college prospectus mentions the courses, fee structure, rules, policies and other relevant information about the institution. An up-to-date website is also maintained. Along with the traditional chalk and board method, classroom teaching is supplemented with seminars, group discussions and assignments. Use of ICT based learning especially PPTS, Projectors is incorporated to make the teaching learning process more learner centric. Problem solving methods are prioritized for effective syllabus delivery. Academic performance of the students is assessed through regular class tests. Proper attendance is ensured by giving warning to the defaulters and further by displaying timely notices on notice board. College library houses a vast repertoire of international and national books and reference material. Regional and national newspapers are available. Infrastructure of the college is continuously upgraded to suit the needs of the changing curriculum. Well- furnished laboratories ensure the effective

curriculum delivery. Teachers are encouraged to update their knowledge through active participation in seminars, conferences, and research and faculty development and orientation programmes. Students are encouraged to participate in co-curricular activities such as quiz competition, essay writing, debate, and declamation contests in youth festivals organized by university to enhance their cognitive and social skills. The qualities of leadership and social responsibility are instilled among students through various activities by NSS, dept.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	Nil	0	Nil	Nil

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Elective subjects	01/06/1974

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	project	13
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No

Parents

No

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

Feedback Obtained

Students feedback is obtained at the end of the academic year. A Performa is distributed to the students which they are required to fill. The information basically relates to the various aspects of the college including academics, Administration, Laboratories, Library and canteen etc. The feedback thus generated is analysed as follows:- The points are calculated according to the grades given by students in various criteria. The grades are given as A, B, C, D and E. The strength and weakness are mentioned by the students are then summarised. The different fields where improvements are required as per feedback from students are discussed in different committees and departments of the college. Strengths of the college are also taken into consideration for further improvement.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Nil	160	160	195
BCA	computer	100	30	30
BSc	medical, non-medical, economic s, i. t.	280	87	87
MSc	computer science	40	3	3
PGDCA	computer science	40	16	16

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	761	14	0	3	25

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
38	0	0	0	5	0

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

• College cater to the needs of students belonging to economically weaker section of the society with rural, agricultural background in this border belt of state. Students of college are divided into various tutorial groups. 30-40 students are kept in each tutorial group. Objective of these tutorial groups is • Building a close bond between the teachers and students. • To provide students a platform where their problems and complaints are being addressed. • To understand the financial and social standing power of the students and thereby providing them the necessary support. • To improve students' academic performance and thereby reducing the drop out ratio. • To ensure counselling of the students against usage of any drug or any other anti-social activity. • To encourage students to take part in cultural and creative activities. • To encourage students to maintain discipline in college

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
775	25	1:31

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
27	25	2	0	5

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	Nil	Nil	Nil

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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCom	NA	2016-17	Nil	Nil

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Planning of teaching learning and evaluation schedule is made at the start of the academic session. Commencement of classes, class wise time table and teacher wise time table are implemented as per UGC and university norms. Monthly class tests and mid semester exam are conducted Only those students are eligible to sit in university Semester exams who score at least 20 marks in each subject in mid semester exams and who have attended at least 75 of the lectures delivered during the semester. Weak students and slow learners are identified on the basis of monthly class tests. Mentor system is being followed in the college. Whereby a teacher mentor is appointed for a group of 30-40

students. These mentors keep watch on the performance of the students. It helps in continuous internal evaluation of the students. Continuous teacher feedback and assessment through assignments and participation in the class. Remedial classes are arranged not only for weak students and slow learners but also for those students who have actively participated in extracurricular activities.

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

College follows the deadlines communicated by university for the admission schedule, university youth festival, vacations and university final examination. Students are informed from time to time regarding the mid semester examination, important days to be celebrated, educational tours, extension lectures and seminars, departmental function, annual functions, alumni meet through college prospectus, notice boards and college website. Semester exams are conducted by the university as per the schedule announced by it. It includes both theory and practical exams.

## 2.6 – Student Performance and Learning Outcomes

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

**No Data Entered/Not Applicable !!!**

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
na	BSc	bsc	43	41	95.35
na	BCA	computer	20	16	80
na	BCom	bcom	21	20	95.23
na	BA	arts	41	27	65.85
na	PGDCA	computer	17	11	64.70
na	MSc	I.T	11	7	63.63

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## 2.7 – Student Satisfaction Survey

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

Though as stated before there is no formal mechanism of feedback yet the students give suggestions through Tutorial Meets and Suggestion Box installed in the campus.

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	0	0

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### 3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Nil	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	english	3	Nil
International	english	3	Nil
<a href="#">View File</a>			

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

Department	Number of Publication
Nil	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	0	0	Nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Quit India Day	NSS	2	50
Swatch bharat abhiyan	NSS	4	70
Independence Day	District Administration	27	200
Poster Making on Independence Day	NSS	4	30
Van Mahautsav	Botany Dept.	5	50
workshop on Digital India	GNDU ASR	2	10
Seminar on Drug Abuse	External Expert	2	50
National Integration Day	District Administration	4	40
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World AIDS Day	Red Ribbon Club	SEMINAR	2	55

Road Safety Week	District Administration	SEMINAR	3	100
National Voter Day	District Election Office	Awareness Champaign	4	120
Ill effects of Drug	Science Dept.	SEMINAR	5	150
World Environment Day	Science Dept.	Marathan Race	3	80
International Yoga Day	District Sports Administration	Physical Activity	7	30
<a href="#">View File</a>				

### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	0	Nil	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
16	1594724

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing

Laboratories	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
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#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	2.0	2022

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20386	Nil	0	Nil	20386	Nil
Journals	10	Nil	Nil	Nil	10	Nil
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	47	2	10	0	0	1	1	100	0
Added	30	0	0	0	0	0	0	0	0
Total	77	2	10	0	0	1	1	100	0

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

550 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
16	10	5.84	5.84

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

The physical facilities and learning resources at the govt college are adequate and excellent. We have a spacious and well-equipped and well-maintained playground for table tennis and badminton. The college has a well-equipped gym. The sports infrastructure is used under the supervision of the physical education dept. The college has a spacious and rich library. Classrooms are adequately ventilated. There is a provision for the Auditorium College Canteen, separate common rooms for boys and girls. Laboratories are well-equipped and managed by well-qualified staff and attendants. The college has the official residence of the Principal, Staff and non-teaching Staff.

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Dr. BR Ambekar post metric scheme for Sc/OBC	175	1520691
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling mentoring	18/08/2016	775	College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Nil	0	0	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2016	173	173	Arts, Science, Commerce and Computer Science	GNDU ASR, Punjab University Chd., Punjabi University Patiala B.Ed. colleges	Master Programme B. Ed.

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

Items	Number of students selected/ qualifying
Nil	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Poster making on independence day	institution	30
independence day celebration	district administration	200
international yoga day	institution	60

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## 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
2017	Nil	National	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Adequate number of students representatives are appointed as members of various administrative and academic committees in the college to have a democratic way of managing the different issues and activities in the college in an effective and efficient manner. Although there is no student council as such in the college but students get sufficient opportunities to have their say in the policy making and day to day activities of the college. Sufficient number of student representatives are nominated as office bearers of Departmental Societies to create a conducive academic environment and carryout various cultural and educational activities under the guidance of teachers at Departmental Level. College NSS Volunteers and NCC Cadets actively participate in arranging various Rallies, Campaign and Drives Concerning various Social, Cultural, Ethical Environmental issues. The college has 1 NSS Unit of 100 Volunteers , PTA (Parent Teacher Association) is formed every year this committee always has students and their parents as member. This committee receives the feedback of the students and parent members and thus tries to remove the difficulties under lined by the members regarding administration and academic sphering arranges teachers on nee basis from this funder and other developmental work. HEIS (Similar Higher education Institution Society is framed every year. This committee constitutes students as its members as its members. This Committee finances the self - financed causes of the college.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

90

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Regular meetings of the alumni association are held in the college. Though not registered yet the college had an old alumni association

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

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

System of decentralization participative management is duly followed by the college in both financial matters and day to day working of college, as it is a government college, therefore Punjab Government rules are strictly followed. Financial matters including major expenditures are incurred mostly on the recommendation of college Council it consists of five senior most teachers of the college. Expenditure is passed by the principal on recommendations of the duly appointed college bursar. Purchase committee of the college is formed every year. Proper procedure is followed by the committee to get sanction for

the purchased goods by filling up the sanctioned forms and getting it signed from the bursar and Principal. Quotations are gathered by the appointed committees if an item of expenditure exceeds 500 Rs. After obtaining the quotations from the Suppliers. They are opened in the presence of the principal. After this on the basis of the lowest quoted rates and comparing quality parameters, orders are placed to purchase. For carrying on various day to day activities different committees/ clubs are created by the principal at the beginning of the academic year. The Committees formed by the principal include Anti Ragging Committee, Red Ribbon and Red Cross Committee etc. Students are appropriately represented to these committees/clubs. These committees help in the smooth Functioning of the college works and encourage the involvement of the students in the effective working and progress of the college enthusiastically.

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

No

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	<p>Curriculum Development: -Curricular is planned by the University. The College follows it Strictly as per the university rules and regulations. Teachers actively Participate in the meetings organized by the University for the Up gradation of syllabus and contribute towards up graduation of syllabus. ? Teaching and Learning : - The college has truly dedicated and highly qualified staff. The staff is well versed and completely aware of the latest trends and technologies in the teaching and learning process. The college campus has smart class rooms, LCD, projector, video conferencing facility (Edu.-sat), Audio visual aids etc. and well-equipped computer and science labs. ? Examination and Evaluation : - Semester exams are conducted by the university as per its rules and regulations. The college conducts house exams as per the university norms. Regular class tests and assignments are taken from the students to deeply monitor their weakness and strong points. These also helps the teachers to find out slow learners and brilliant students. Teachers are encouraged to actively and duly participate in their examination duties as assigned by the university. For the improvement of the week students remedial. Classes/ finishing school is organized by the college. ? Research and Development: - All the faculty members are encouraged to</p>



undertake research project. Time to time the faculty is motivated to participate in different National or International seminars conferences and workshops. ? Library, ICT and Physical Infrastructure / Instrumentation

Library: - The college library maintained separate reading rooms for the Girls and boys. Library's infrastructure is well arranged and reading material like weekly and monthly magazines, newspapers in three languages (Hindi, English, Punjabi) are available along with the curriculum related books so that better exposure to the students can be provided. ?

Human Resource Management Human Resource Management: - As it is a government institute thus all the service conditions of all the employees are governed by Punjab government service Rules. Efforts are made to motivate the working faculty of the college. Teachers are also given the additional charges of various co-curricular and extra capabilities and choices. ? Industry Interaction / Collaboration nil ? Admission of Students Admission of students: -Students are admitted strictly as per university rules and regulations. Merit is strictly followed. Reservation policy of Punjab Government is duly followed. Offline admission procedure as implemented by university is duly followed.

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

E-governance area	Details
<p>Planning and Development</p>	<p>? Planning and Development Planning and Development: - Data processing and recording is completely computerised. Online interaction with the government and university is increased to obtain the latest instructions and to know the rules and regulations for the general working of the college time to time. ? Administration Administration: - Most of the general Administration process of the college is carried out by the computer and information sharing is also done online. CCTV cameras are installed in all the campus and Administrative blocks to have a keen watch over all activities. ? Finance and Accounts Finance and Accounts: - Most of the services such as financial services (pay orders, scholarship (SC,</p>

BC, and Minorities), Retirement funds, GIS, medical claims and various other services are managed online. For keeping and storing the office data use of computers has been increased. ? Student Admission and Support Students Admission and support: -Offline admission process as implemented by University is followed. Partially computerised admission records are maintained. Post metric scholarship scheme for SC, BC, and minorities etc. are implemented online as per the government norms and data is maintained and stored properly. ? Examination Examination: - Truly dedicated staff is provided for the better invigilation during the examination. Online information is received from the university regarding the examination schedule, date sheets and other exam related matters. Online uploading of practical awards and theory exams attendance is done within the time limits imposed by the university.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	Nil	Nil	Nil	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

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

No file uploaded.

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Punjab government provides various welfare schemes for its employees such as group insurance scheme. Provident fund, Medical leave, casual leave, Medical expense reimbursement, LTC, Gratuity, pension, family pension etc. (employees recruited after 01/01/2004 are covered under the new pension scheme).	Punjab government provides various welfare schemes for its employees such as group insurance scheme, provident fund, medical leave, casual leave, maternity leave, medical expenses reimbursement, LTC, gratuity, pension, family pension etc. (employees recruited after 01/01/2004 are covered under the new pension scheme.) Interest free wheat loans and festival advances for only class-4 employees as per Punjab government rules)	Nil

6.4 – Financial Management and Resource Mobilization

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

Financial management and resource mobilization Financial audit such as pay audit of regular staff (teaching and non-teaching), scholarship audit (SC, BC, OBC Minority) are conducted periodically by the A.G. office of Punjab Government. College also gets it account audited periodically from the Qualified chartered accounted on need basis.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

2923805

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil

Administrative	No	Nil	No	Nil
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Activities and support for PTA Parent teacher association meeting are held regularly in the college. Interaction between teachers and parent's students help in many ways as follows: - 1. Provide important suggestion for the development of the college. 2. Point out weakness of the college and suggestions to remove these weaknesses. 3. Give feedback on the general environment of the college which the students convey to their parents.

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

Providing opportunities to staff to participate in FDPs and seminars to update their knowledge and skills.

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

Safe and Clean Campus More student centric teaching approach Promoting Education for all in rural belt of Punjab

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	quit india day	09/08/2016	Nil	Nil	40
2016	national integration day	31/10/2016	Nil	Nil	150
No file uploaded.					

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nil	Nil	0	0

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

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

1) Tree plantations 2) Drugs and products related to drugs are strictly prohibited in the college campus. 3) LED bulbs installed in the college campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

Physical facilities	Yes	Nil
Scribes for examination	Yes	Nil

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.							

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nil	Nil

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
1) Independence day celebration	15/08/2016	15/08/2016	129
2) Swachbharatabhyan on occasion on Gandhi jyanti	02/10/2016	02/10/2016	70
3) Celebrations on Republic day.	26/01/2016	26/01/2016	68
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) LED Bulbs are installed in the campus. 2) Tree Plantations in the college campus.
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### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1) The college students participated in youth festivals conducted by university every year and won prize. 2) The students of college participated in Bhangra on 26th January and 15th August parade in Police line Ground/stadium. 3) Proctorial system is being used very efficiently and effectively whereby at least two Teachers are rotationally put on proctorial duty daily to regulate the students and maintained discipline in the college campus particularly during the working hours.
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Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

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

Most of our college students belongs to rural, Agricultural, economically backward areas. Students belong to scheduled caste, backward class, Minority.

College administration put efforts to provide them social equality by encouraging them to participate in various activities seminars, competitions etc. These efforts helps them to improve the confidence level, communication skills and learning capability. The girls students considerably out number their male counterparts in mot of the classes and subjects being taught in the college. Students are encouraged to actively participate in classes, have increased interaction with their teachers and take part in seminars. Students take part in seminars at class level. The seminar culture is proving very useful in promoting communication skills, learning capability and confidence level among students.

Provide the weblink of the institution

### **8.Future Plans of Actions for Next Academic Year**

- Evaluation and reformation of examination system.
- Organization of seminars workshop for internship development among the students.
- Parent teacher association.
- Academic counseling
- Students feedback
- Promotion of research culture among factually and students.
- Formation of blood donor's club from students' community.
- Improvement of teacher's student ratio for better academic development.
- The college plans to sustain the intake of more students from the Educationally and Economically Backward area of bora of border district Tarn Taran.
- To incentwaise the students belonging to the scheduled castes, Backward classes and other economically backward section of societies for higher learning.
- Encouraging the faculty members to participate an Regional, State and National Level seminars and workshops for improving their learning and teaching skills and capabilities.
- Creating awareness in the students about evils of drug addiction, falling prey to bad habits and nudging them to inculcate moral values and good habits.