



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SHRI GURU ARJUN DEV GOVERNMENT COLLEGE
Name of the head of the Institution		Mrs. Manjit Kaur
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01852501285
Mobile no.		9464792673
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	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)	http://www.sgadgovtcollege.com/Content/Client/files/AQAR-2016-2017.pdf
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4. Whether Academic Calendar prepared during the year

if yes, whether it is uploaded in the institutional website: Weblink :	Yes http://www.sgadgovtcollege.com/Content/client/files/academic-calendar2016-17.pdf
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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
communal Harmony Day	20-Nov-2017 1	60

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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	2018 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

No Files Uploaded !!!

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)

Increase in Guest Lectures by the external experts for the benefit of students.
Regular Tutorials Awareness Campaigns for students regarding De addiction

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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
Awareness drives for social evil of Drug Addiction	Buddy Programme initiative of DPI(c) started
Regular Tutorials	Moral and ethical awareness was generated through Tutorial Meets

To organize variety of co-curricular activities for holistic development of students	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	2019
Date of Submission	25-Feb-2019
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

Institution has the mechanism for well-planned curriculum delivery and documentation. S.G.A.D Govt. college is affiliated to GNDU, Amritsar. It follows a pre-determined curriculum. Major curriculum revision right reserves with the affiliating university. Syllabi are framed after obtaining feedback and suggestions from various institutions. The college has ensured the effective curriculum implementation through proper infrastructure in terms of smart class rooms, labs, virtual class rooms which are equipped with high-end instruments and are in tune with the current job market. The focus is on the enhancement of skill set and learning ability of the students. The development of soft-skills, language and presentation skills ensure the smoother transition of students from the college to the industry or employability. Curriculum delivery in a well-planned manner is ensured through time-table which is prepared before the beginning of an academic session. The subject's content is distributed according to the expertise and experience of teachers. The curriculum also provides educational experience through special lectures, student centric programmers, seminars which enhance the learning competencies of students. To complete with the technological demands of the modern era, faculty members have been insisted on to follow innovative pedagogy of teaching methods like internet, e-notes, mind maps, projectors and ppts apart from the chalk and talk method. At the end of the semester feedback is taken from the students and is then analyzed for formulating effective policies for the future. Students' participation in NSS camps, sports and cultural activities instill fundamental values of leadership, teamwork, co-operation, honesty and hard work among students and at the same time helps the students to attain a

crucial balance between studies, physical and mental health. College's library also feeds the knowledge hungry brains of youth. It houses hundreds of books on different subjects apart from syllabus books. Daily delivery of newspapers keeps students abreast of what is happening at local, national and international level.

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	Nil	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	arts	15/06/1966

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	MC Corporation	2
BCA	Hospital Management	2
BCA	School Management	2
BCA	Office Automation	2
BCA	Social Networking	2
BCA	e Governance	1
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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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 Administration, Laboratories, Library and Canteen, etc. 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 average of various criteria is calculated. The strengths and weaknesses as 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. The 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	arts	160	144	144
BSc	medical, non medical	160	55	55
BSc	cs	40	8	8
BCom	Nill	75	44	44
BCA	Nill	100	19	19
BSc	I.T	40	7	7

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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
2017	573	3	0	0	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	Numberof smart classrooms	E-resources and techniques used

25	5	3	3	2	2
View File of ICT Tools and resources					
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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
576	25	1:23

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	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	nil	Nill	Nill
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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
BA	nil	6	29/05/2018	03/07/2018
BSc	med, NM	6	29/05/2018	09/07/2018
BSc	CS6	6	29/05/2018	09/07/2018
BCA	nil	6	12/05/2018	02/07/2018
BSc	IT	6	16/05/2018	09/07/2018
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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, and teacher-wise

timetables are implemented as per UGC and university norms. Monthly class tests and mid-semester exams are conducted. Only those students are eligible to sit in the university exam. Who scored at least 20 percent marks in mid-semester exams. in each subject and who has attended at least 75 percent 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 the 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 the university for the admission schedule, university youth festival, vacations and university final examinations. Students are informed from time to time regarding the mid-semester examination, important days to be celebrated, educational tours, extension lectures and seminars, Departmental functions, alumni meetings through the college prospectus, notice boards and college websites.

2.6 – Student Performance and Learning Outcomes

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

<http://www.sgadgovtcollege.com/#>

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	BA	Nil	58	30	32
na	BSc	medical, NM	32	28	88
na	BSc	CS	8	7	88
na	BCom	Nil	12	6	50
na	BCA	Nil	11	11	100
na	MSc	Nil	11	11	100

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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)

0

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
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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		

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
0	0	

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)
Nil	Nil	0	0
No file uploaded.			

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	Nil
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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	Nil	Nil	Nil
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Resource persons	Nil	Nil	Nil	Nil
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Sadhbhavna Divas	NSS	2	50
International literacy Day	Political Science Department	4	70
Blood Donation Day	NSS	27	200
National Integration Day	District Administration	4	30
NSS Day	UNIVERSITY	5	50
National youth Day	District Administration	2	10
International Women Day	Department of child and women Development	2	50
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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	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World Human Rights Day	Political Science Department	SEMINAR	2	60

World Aids Day	Zoology Department	SEMINAR	4	50
National Voter Day	District Administration	Awareness drive	25	350
Republic Day	District Administration	District level function	25	90
Tobacco Prevention Day	Red Ribbon Club	Poster Making	4	10
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
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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	Nil
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	Nil
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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with Wi-Fi OR LAN	Existing

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
Nil	Nil	Nil	2023

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Nil	0	Nil	Nil	Nil	0	Nil
No file uploaded.						

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	100	2	1	1	2	0	0	3	0
Added	0	0	0	0	0	0	0	0	0
Total	100	2	1	1	2	0	0	3	0

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

550 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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
0	0	0	0

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 spacious and well equipped and a 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 of the Auditorium College Canteen, separate common rooms for girls. Laboratories are well-equipped and managed by well-qualified staff and attendants. College has official residence of the Principal, Staff and non-teaching Staff

<http://www.sgadgovtcollege.com/Content/client/files/procedures-and-policies.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	1.BR Ambedkar Scholarship for SC/OBC 2.Minority scholarship	200	Nil
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
Nil	Nil	Nil	Nil
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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
2018	Nil	Nil	Nil	Nil	Nil
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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	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	0	Nil	Nil	Nil	Nil
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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 Tobacco Prevention Day	institution	10
Poster making on Aids awareness Day	institution	30
Rangoli Competition	institution	10
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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 Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Each year student council is constituted in college comprising of meritorious students i.e. the students who excel in extra co-curricular activities. It develops a stronger sense of membership in the members of student council. No elections are held for the same to keep the system non-political. The names of the students approved by council. The member names of students approved by council. The members of council include class representatives who represent and encourage the students in participating in different college activities.

Besides they take care of requirements and aspirations of all students and report the same to concerned faculty members.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

at least two meetings in a year

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)

To Provide affordable quality education, while equipping students with knowledge and skills. In their chosen stream, inculcate values, identify hidden talents, provide opportunities for students to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings. Vision and mission of the college, Effective leadership by setting values and participative decision making process are keys not only to achieve the vision, mission and goals of the institution but also in building the organizational culture. The formal and informal arrangements in the institution to co-ordinate the academic and administrative planning and implementation reflects the institutional efforts in achieving its vision. The mission of Guru Arjan Dev Govt. college is to provide to the youth educational opportunities that emphasize skill and knowledge the students to adjust through a lifetime of social and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual sense of worth, value and high ethical standards. The college staff is committed to offer quality education to its students so that they can achieve educational goals. In order to fulfil the mission of SGAD Govt. College the institution sets following objectives which reflect the overall goals of the college. a) To provide a varied selection of academic curricula in business specialized areas and in general education by systematic classroom facilities, equipment, curriculum faculty and staff. b) To expand the range of disciplines available to students at the under-graduate level.

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	? Curriculum Development 1) Curriculum Development: - Curriculum is planned by the university. The College

apply it strictly as per the university rules. Teachers actively participate in the meeting organised by the university for the up gradation of syllabus and contribute towards up gradation of syllabus. ? Teaching and Learning Teaching and learning: - The college has truly dedicated and highly qualified staff. The teaching staff is completely aware of the latest trends and technologies in the teaching and learning process. The College campus has smart class rooms, overhead projectors, LCD projects, audio video conferencing facility and well-furnished science labs. ? Examination and Evaluation Examination and evaluation: - Semester exams are conducted as per university schedule. Teachers actively and duly participate in their examination and evaluation duties as assigned by the university. The college conducts regular class tests and assignments are taken from the students to deeply monitor their weaknesses. The college conducts house exams as per the university norms. These also help the teachers to find out slow learners. ? Research and Development Research and Development: -All the factually member are encouraged to undertake any research project. Time to time faculty attend national and international seminars, Conferences and workshops. ? Library, ICT and Physical Infrastructure / Instrumentation Library: - The college libraries have separate reading rooms for the boys and girls. The infrastructure available is well managed and enough amount of reading material that is weekly and monthly magazines, newspaper in three different languages and other literary books along with the textbooks are available for broadening/enhancing their thinking and reading abilities. ? Human Resource Management Human Resource Management:- Since it is a government institution thus all the Service conditions of all the staff (teaching and non-teaching) are governed by the Punjab Government service rules. To motivate the working force of the college constant efforts are made. Addition charges of the various co-Curricular and extra-curricular activities are also given to the faculty as per their capabilities

and tastes. ? Industry Interaction / Collaboration ? Admission of Students
 Admission of Students: - University rules and regulations are strictly followed by the College in the entire admission procedure. Merit Criteria Punjab Governments Reservation Policy is duly followed. Offline and partially online admission procedures are implemented as per university.

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 from time to time. ? Administration Administration: - Majority of administrative process of the college is carried out in e-mode on the computer. Online information sharing is also done. ? Finance and Accounts Finance and Accounts: -Most of the office services such as financial services (Pay orders, scholarship (SC, BC, and Minorities), Retirement funds, GIS, Medical claims and various other services are merged online. Storing of the office data is done by computers. ? Student Admission and Support Student Admission and Support: -University Implemented offline admission procedure in followed. Computerised admission records are maintain post metric scholarship scheme for SC, BC, and minorities etc. are implemented online as per the government norms as data is maintained. ? Examination Examination: - Truly dedicated staff is provided for the better invigilation during the examination information is online received by the university regarding the examination schedules, data sheet and other exam related information. Online uploading of practical awards and theory exams attendance is done properly. CCTV cameras are installed in examination class room.</p>

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/	Name of the	Amount of support
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		workshop attended for which financial support provided	professional body for which membership fee is provided	
Nil	nil	Nil	Nil	Nil
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)
Nil	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	Nil	Nil	Nil	Nil
No file uploaded.				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>(Teaching):-Punjab government provides various welfare scheme for its employees such as group insurance scheme. Provident fund, medical leave, casual leave, maternity leave, medical expense reimbursement, LTC, gratuity, Pension, Family pension etc. (employees recruited after 01/01/2004 are covered under the new pension scheme).</p>	<p>(Non-Teaching): -Punjab government provides various welfare schemes for its Employees such as group insurance scheme, provided fund, medical leave, casual leave, maternity leave, medical expenses reimbursement, LTC, Gravity, 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).</p>	<p>(Students): -The teaching staff helps to financially support economically very poor students at time of admission and for providing books, stationary etc. Teachers provided books to poor students return basis.</p>

6.4 – Financial Management and Resource Mobilization

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

Financial audit such as pay audit of regular staff (teaching-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 accountant.

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	Null	Null
No file uploaded.		

6.4.3 – Total corpus fund generated

0

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	Null	No	Null
Administrative	No	Null	No	Null

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

Parent teacher Association meetings are held regularly in the college. Interaction between Teachers and parents of students help in many way as following: - 1) Provide important suggestions for the development of the college. 2) Point out weaknesses 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)

nil

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

nil

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
Null	nil	Null	Null	Null	Null
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
seminar on gender sensitivity	15/09/2017	31/12/2019	150	132
Seminar on health and hygiene	15/07/2017	15/07/2017	230	0
International Women Day Celebration	08/03/2018	08/03/2018	210	125
Teej celebration	15/08/2017	15/08/2017	180	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	0
Ramp/Rails	Yes	0
Rest Rooms	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
No Data Entered/Not Applicable !!!							
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
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Independence Day	15/08/2017	15/08/2017	50
Gandhi Jayanti	02/10/2017	02/10/2017	25
National Voter Day	25/01/2018	25/01/2018	20
Republic Day	26/01/2018	26/01/2019	18
Seminar on Drug Abuse	21/01/2018	21/01/2018	23

[View File](#)

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

1. Ban on use of plastic 2. Landscaping with trees and plants 3. Restricted entry of automobiles

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

FINISHING SCHOOL The Objective: - SGAD Government College Tarntaran is the only govt. co-educational institute in this border area, where education is imparted to the students without any discrimination because we ensure equality in education. Today, communication skill plays a major role to compete with the outer world. It has very important to have information about communication skills. Context: - the aim of finishing school is dedicated to meeting the complex need of individuals and organizations. It is an effective learning strategy that consists of more than a training event. Finishing School offers to enhance key soft abilities. Students are imparted focused education to broaden communication abilities, presentation, competencies and group discussion abilities which plays an important role in the job selection process in a standard manner. Practice: - Finishing school was established in the year 2015-16 with the aim of creating a nation with skilled youth where no graduate remains unemployed under the stewardship of Principal Nutan Sharma. enhancing the soft skills of the students is the need of the hour. It includes soft skills development, personal skill development, personality grooming, confidence building and etiquettes enhancement among our students. Problem Encountered and Resources Required- Poor financial status: - one of the problems faced by poor students is the lack of financial resources at their disposal. Students are unable to commute long distances from their homes to the college premises due to their poor economic conditions. The lack of proper roads and public transport further deter students from attending college daily. Communication Gap: - The rural sector mostly communicates with each other in the local language. The medium of instruction in most institutions in rural areas is the local language. Whereas in urban areas English is the most spoken language. This lack of knowledge of the English language prevents a large section of the rural youth from procuring jobs in cities. We must find solutions to bridge the gap between education in rural areas and education in urban areas. Best Practice II Title of the Practice SERVING SOCIETY AND HELPING THE ADMINISTRATION The Objective -To provide Assistance to the local Community and Administration in all possible manners in the hour of need. The Context- The idea behind this is that Institution does not work in isolation. After all, we draw all resources from society and therefore we must repay society and other stakeholders in an appropriate way. The Practice- College Students regularly visit Krishi Vigyan Kendre A Center Government Institute where Research on New ways of Agriculture Techniques is researched. • During Lok Sabha and Parliamentary elections, the college campus is given to the local Administration for conducting election work. Most of the teaching and non-teaching staff helps the administration in various activities such as election rehearsals, SVEEP program or Voters awareness program, etc. • College Adopted

Village Palasour near College NSS volunteers with their Teacher in charge regularly visited there for awareness among residents of the village for Cleanliness Plantation and other Social issues. • Our students regularly take part on 15 Aug and 26 Jan. celebrations at District level• College students participated in Youth Festival organized by Guru Nanak Dev University Amritsar. Under the directions of our Energetic Principal Jyoti Bala awareness campaign on 'Say no to Plastic 'was organized with the help of the voice of Amritsar NGO. Every year college organize Cyber Awareness Seminars where cyber cell officials from Punjab police Tarntaran visited campus and they also give practical knowledge of how to save our equipment from phishing scams and hacking. College also has a red ribbon club where students are given the knowledge to prevent AIDS disease. Students also participated in quiz competitions organized by Concerned Department. Our college staff and students are also remaining at the forefront of curbing many social evils primarily the Drug De-addiction campaign has remained in the full swing during the last 2-3 sessions. Many Awareness programs in the form of public rallies, seminars, poster-making competitions, street plays, etc. have been carried out successfully. • The college has earned a great reputation among the masses and local administration in this regard. . Problem Encountered and Resources Required- The major problem being faced in this regard is that it is very difficult to take the masses along with you on such social service acts.

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

<http://www.sgadgovtcollege.com/Content/Client/files/SGAD-best-practices.pdf>

7.3 – Institutional Distinctiveness

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

SGAD Government college Tarn-Taran provides equal opportunity to its teachers, non-teaching staff and students for an ethical and moral value based self-development to meet the challenges of the dynamic teaching learning environment. This is vital for the growth and advancement of the institution. The college has a collaborative and interactive work culture. The college periodically organises training programmes in the latest ICT applications and tools in higher education. 1. For teaching staff, the college encourages young and newly recruited faculty to participate in enhances skill development of teachers through refresher courses/workshop. The teachers are financially and administratively supported. 2. The infrastructural incentives provided to the teachers helped them to develop their respective departments. 3. The college extends administrative support for faculty to engage in curriculum development, content creation, question paper setting and evaluation.

Provide the weblink of the institution

<http://www.sgadgovtcollege.com/Content/client/files/institutional-distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. Future plans of action for next academic year 2. Clean, green and polythene free campus 3. Workshop for students on skill development programme 4. Awareness programme on entrepreneurship for students 5. More ICT enabled classroom 6. To ensure quality of Academic programs 7. To organize variety of co-curricular activities for holistic development of student in present competitive world 8. The aim will be to increase the gross enrolment ratio in higher education. 9. Use of short message service (SMS), apps developed and designed for communication with students, to be extended to students of all courses 12. To support various staff benefits and welfare measures 13. To upgrade library resources to include

digital content which can be assessed by students and faculty online. 14. Faculty members shall be encouraged to create blogs to enable students to communicate their doubts, give feedback, suggestion etc. 15.To encourage faculty to organise faculty improvement programme national and international conferences. 16. To encourage faculty to participate in syllabus framing (at board of studies), setting question papers(at university examination), visit others institution as a resource person etc. 17.To foster and strengthen relationship of alumni with the institution.