



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHRI GURU ARJUN DEV GOVERNMENT COLLEGE
Name of the head of the Institution	Dr. Satvinder kaur	
Designation	Principal	
Does the Institution function from own campus	Yes	
Phone no/Alternate Phone no.	01852501285	
Mobile no.	9814831553	
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	
<b>2. Institutional Status</b>		

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-2018-19.pdf">http://www.sgadgovtcollege.com/Content/Client/files/AQAR-2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	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

<b>6. Date of Establishment of IQAC</b>	02-Feb-2012
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### 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
Safer india challenge	12-Sep-2019 1	100
No Files Uploaded !!!		

<b>8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.</b>
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Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>No Data Entered/Not Applicable!!!</b>				
<b>No Files Uploaded !!!</b>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	No
Upload latest notification of formation of IQAC	No Files Uploaded !!!
<b>10. Number of IQAC meetings held during the year :</b>	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 !!!
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>
water conservation awareness campaign promoting green and clean environment

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<b>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</b>						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Plan of Action</th> <th style="width: 50%;">Achivements/Outcomes</th> </tr> </thead> <tbody> <tr> <td>• Student Support activities in the field of health and hygiene</td> <td>various extension lectures for pollution free environment and conservation of water</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#">View Uploaded File</a></td> </tr> </tbody> </table>	Plan of Action	Achivements/Outcomes	• Student Support activities in the field of health and hygiene	various extension lectures for pollution free environment and conservation of water	<a href="#">View Uploaded File</a>	
Plan of Action	Achivements/Outcomes					
• Student Support activities in the field of health and hygiene	various extension lectures for pollution free environment and conservation of water					
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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes



## 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
No file uploaded.		

### 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
Nil	Nil	Nil

### 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	Nil
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCA	Nil	13
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## 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
Student's feedback is obtained at the end of the academic year. A Performa is distributed to the students which they are required to fill. The points are calculated according to the grades given by students in various criteria. Feedback is also collected through parents meet. Student satisfaction is preferred. Some students are very good in learning values while other find applicability in real life situations to a better extent. Feedback gathered relates to future prospects of education being provided in the college.

## 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	Nil	90
BSc	medical, non medical	160	Nil	30
BSc	cs	40	Nil	12
BCom	Nil	75	Nil	32
BCA	Nil	100	Nil	19

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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
2019	418	Nil	24	Nil	24

## 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
24	3	0	0	2	0

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No file uploaded.

### 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
418	24	1:17

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
27	24	3	0	0

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
Nil	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
BA	Nil	6	03/10/2020	17/11/2020
BSc	Nil	6	03/10/2020	17/11/2020
BCom	Nil	6	03/10/2020	11/11/2020
BCA	Nil	6	24/09/2020	17/12/2020
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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 the 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, department function, annual functions, alumni meet through college prospectus, notice boards and college website.

## 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)

### 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
0	BA	Nil	51	9	18
0	BSc	Nil	25	13	52
0	BCom	Nil	18	7	39
0	BCA	Nil	13	5	38

[View Uploaded File](#)

### 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)

## 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	Nil	Nil

No file uploaded.

### 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	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	Nil

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	Geography	2	Nil
<a href="#">View Uploaded 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
Hindi	1
Geography	1
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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
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nil	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
Quiz Competition	Ek BharatShresth BharatClub (EBSB Club)	4	96
Documentary Film	Ek BharatShresth	6	52

	BharatClub (EBSB Club)		
Rashtri Ekta Divas Pledgen	NSS	5	40
Village Committtee Formation	NSS	4	20
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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
	Physical Education Department	Fitness pledge	6	60
	Geography Department	Safer India Challenge19'	2	50
	Botany Department	Plastic waste free Campaign (Sawachtahi seva 2019)	2	40
	Zoology Department	Jal Shakti Abhyan	2	30
	Electricity Department of India	To reduce power Consumption by government To reduce power Consumption b	5	150
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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/	Duration From	Duration To	Participant

		industry /research lab with contact details			
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
Campus Area	Existing
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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
Nil	Nil	Nil	2022

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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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	Others
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								h (MBPS/ GBPS)	
Existing	100	2	1	0	0	0	0	3	0
Added	0	0	0	0	0	0	0	0	0
Total	100	2	1	0	0	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	31260	Nil

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)

**PROCEDURES AND POLICIES** There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms, etc. Response: It is evident from the following facts that there are established systems and procedures for maintaining and utilizing physical, academic and support facilities

**LABORATORY: Utilization:** All the labs are used for the conduction of regular academic activities as per the timetable which is prepared before the commencement of every semester. Maintenance: Before the commencement of each semester, the lab in charge checks the stock of consumable resources and the working condition of the lab equipment. After the approval from the concerned authority purchase of resources or repair work of the non-working equipment is undertaken.

**LIBRARY: Utilization:** The library's book transactions are done in the register. The students aspiring to use the reading room must enter their details such as name, department, login and logout time in the register kept at the library entrance. Maintenance: Qualified library staff is employed for the maintenance of the library. The budget allocation is made at the beginning of every financial year for the maintenance of the library. Based on the requirement given by all the subject faculties, the chief librarian prepares the consolidated list of the books and Journals to be purchased and seeks approval from the principal and the library committee. Quotations are called from the various booksellers regarding the percentage of concessions that can be provided by them on the different categories of books. A comparative statement is made and the firm giving the highest concession may be asked to supply the books to the library.

**SPORTS FACILITY: Utilization:** The sports facility is made available to all the students throughout the year. Any sports equipment required by the students is given to them after duly entering into the register maintained by Physical Education Department. Maintenance: Maintenance of the sports complex is supervised by PED. Any sports equipment/facility required for the students is proposed to the higher

authority by PED. The procurement of all the equipment/facilities is carried out after approval from the higher authority. **COMPUTERS:** Utilization: For labs, computers are used as per the timetable prepared at the beginning of every semester. Maintenance: All the computers are covered under AMC. If any additional software or upgrading of the computers is required, the requirements are proposed to the higher authority. **CLASSROOMS:** Utilization: Classrooms are used for regular academic activities (teaching and examination) as per the timetable. Maintenance: The maintenance of classrooms such as cleaning is carried out regularly with the help of housekeeping staff. **AUDITORIUM:** Utilization: The auditorium is used for Cultural Programs, examinations, Assembly and to celebrate any national and international days. Maintenance: The maintenance is carried out regularly. **SEMINAR HALL:** Utilization: Seminar halls are utilized to conduct seminars, workshops, etc. The prior permission will be taken by the Principal/HOD. Maintenance: Seminar halls are maintained by the respective departments regularly. The various facilities like canteen and parking facility are maintained by respective service providers. The

<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	. B.R. ambedkar cholarship for SC/OBC	87	Nil
b) International	Minority scholarship	41	Nil
No file uploaded.			

#### 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 implemetation	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
Nil	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	Nil

## 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	Nil	Nil	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
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

### 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
Nil	Nil	Nil
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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
Nil	Nil	Nil	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)

students are the members of the committees like PTA, HEIS etc.

## 5.4 – Alumni Engagement

### 5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

50

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

## 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)

Vision and mission of the college effective leadership by setting values and participative decision making process is key not only to achieve the vision, mission and goals of the institution but also in building the organization at culture. The formal and informal arrangements in the institution to co-ordinate the academic and Administrative planning and implementation reflects the institution efforts in achieving its vision. The mission of Guru Arjan Dev Govt. college is to provide to the rural youth educational opportunities that emphasize skill and knowledge that will allow 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 objective which reflect the overall goals of the college. 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. To expand the range of discipline 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 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 graduation of syllabus. ? Teaching and Learning Teaching and learning: - The college has truly dedicated and highly qualified staff. The teaching staff 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 campus labs. ? Examination and Evaluation Examination and evaluation: - Semester exams are conducted by the university as per rules. The college conducts regular class tests and assignments are taken from the students to deeply monitor their weakness. The college conducts house exams as per the university norms. These also helps the teachers to find out slow learners. Teachers actively and duly participate in their examination and evaluation duties as assigned by the university. ? Research and Development Research and Development: - All the factually member are encoured 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 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 the 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 :Nil ? Admission of Students Admission of Students: - University rules and regulations are strictly followed by the College in the entire admission procedure. Merit Criteria properly followed Punjab Governments Reservation Policy during the admissions is duly followed. Offline and partially online admission procedure is implemented by the university is duly followed.



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

E-governance area	Details
<p style="text-align: center;">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 s 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: - All the administrative process of the college is mostly carried out by the computer and 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, 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 at of practical awards and theory exams attendance is done properly. CCTV cameras 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/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	nil	nil	Nill	Nill
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	Title of the	From date	To Date	Number of	Number of
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	professional development programme organised for teaching staff	administrative training programme organised for non-teaching staff			participants (Teaching staff)	participants (non-teaching staff)
Nil	nil	Nil	Nil	Nil	Nil	Nil
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	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
(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).	(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).	(Students): - The teaching staffs 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.

## 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 its account audited periodically from the Qualified chartered accountants.

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	Nil	Nil
No file uploaded.		

6.4.3 – Total corpus fund generated

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### 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

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

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

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

nil
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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
Nil	nil	Nil	Nil	Nil	Nil
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	Nil	Nil
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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
nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
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
<b>No Data Entered/Not Applicable !!!</b>							
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
play gagan meital	07/11/2019	07/11/2019	20
<a href="#">View File</a>			

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

plants and trees are implanted every year to provide clean and green environment to students
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**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

<p>1. Best Practice I Title of the Practice FINSHING 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</p>
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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

Institutional Distinctiveness The institution strives to stand true to the

aspiration of Shri guru Arjan dev Ji. Guru Arjan Dev ji sacrificed his life against the religious atrocities of contemporary rulers and set an example of courage and bravery for the service to humanity. The Guru Granth sahib gives Sikhs and to entire humanity guidance on how to live their lives. it teaches them about the oneness of humanity, the importance of the equality of all humans. they also highlight the belief in monotheism and the importance of waheguru. SGAD Govt. College Tarntaran was established on the basis of Principles and Philosophy of Sikh Gurus and committed to develop such high quality humanitarian values and traditions in its students. Values are the part and parcel of the philosophy of the nation and its educational system. Values-based Education is an approach to teach universal values like moral values, patience, honesty, selfless service to society, tolerance etc, to the students. It creates a strong learning environment that enhances academic attainment, and develops students social and relationship skills that last throughout their lives. The purpose of value education is the development of the personality of the student. The institution is located in a rural area one of the distinct features of our institution is that more than eighty percent of our students belong to backward strata of the society. We constantly modify our activities for overall development of students and the benefit of society. Apart from regular teaching-learning, and evaluation activities, the institution implements different strategies for meeting its stated vision and mission. Goal Value-based education aims at training the students to face the outer world with the right attitude. It is essential to develop an individual and help her lifelong in many ways. It is a process of overall personality development of a student which includes Character development, Personality development, Citizenship development and Spiritual development. Practice ? Through Value based education, we can develop students into people with strong character and values who know how to utilize their knowledge for the advantage of mankind. Our institution gives special importance to Value Education which consists of the study of the teachings of Holy Sri Guru Granth Sahib Ji and Sri Guru Arjan dev Ji. Every new session starts with the path of Sri Sukhmani Sahib ji and ends with the Ardass to the almighty for the sarbat da bhala and to promote the Habit of Positive Way of Thinking by inculcating beliefs and moral values in the sub-conscious minds of the faculty. Apart from the value education classes, our college strives to imbibe the students with the highest set of morals and values. Shabads are chanted by our students to increase their mental and physical health. The practice of prayer intensifies and trains us to center ourselves in our relationships with the divine. Evidence of Success ? Students can realise the values of the epics and literature of our country. This helps them to develop their patriotism and overall personality. ? Many faculty

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**

The College IQAC has identified the broad objectives which the college should strive to achieve during this period, which are enumerated as under- 1) To be able to enhance the brand equity of the college, which it has created for itself 2) To create an enabling environment for holistic development of students, faculty and supporting staff. 3) To achieve the title "college with potential for Excellence" which is granted as per the norms laid down by UGC. 4) To fulfil its social obligations in the manner of providing formal informal education, dissemination of knowledge, organizing programmes and activities for the benefit of the community and other stakeholders. 5) To create awareness and initiate measures for protecting and promoting environment. 6) To encourage and facilitate research culture to promote research by students and faculty and consultancy by faculty 7) To revise the vision and mission of the college, where necessary, to

align with the aforesaid objectives. 8) To continuously innovate, introduce new courses and remain relevant to the changing needs of the stakeholders. 9) To provide resources required for use of technology to provide online course contents, video lectures, etc. to overcome space constraints. 10) To create additional lecture rooms by optimally utilizing the available space. 11) To automate various office administration process 12) To make available all information online on the college web-site relating to Admission, examinations, courses, rules, committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities others.