YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SGAD Govt. College Tarntaran
• Name of the Head of the institution	Mr. Om Prakash
• Designation	DDO
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01852501285
• Mobile no	9417267793
• Registered e-mail	gctarntaran@gmail.com
• Alternate e-mail	sgadttcollege@gmail.com
• Address	sgad govt. college tarn taran
• City/Town	Amritsar
• State/UT	Punjab
• Pin Code	143401
2.Institutional status	
• Affiliated /Constituent	affiliated
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Guru Nanak Dev University Amritsar**
• Name of the IQAC Coordinator	**Miss Surinder Kaur**
• Phone No.	**7380241605**
• Alternate phone No.	**01852501285**
• Mobile	**7380241605**
• IQAC e-mail address	**gctarntaran@gmail.com**
• Alternate Email address	**sgadttcollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.sgadgovtcollege.com/Content/Client/files/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	**No**
• if yes, whether it is uploaded in the Institutional website Web link:	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.46**	**2010**	**04/09/2010**	**03/09/2015**

6.Date of Establishment of IQAC	**02/02/2012**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	**nil**	**nil**	**2020**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	2
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes

• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

due to pandemic conditions seminars and workshops were held online

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

Plan of Action	Achievements/Outcomes
Online webinars will be conducted *100% syllabi of the classes will be covered through online mode according to the timetable and prescribed syllabus by the university *Students will be encouraged to participate in online competitions *Teaching Faculty will be encouraged to participate in Webinars/FDPs/ Workshops *Special emphasis will be laid by the faculty to appraise the students about physical and mental health. *To make arrangements for conducting covid tests and vaccination at the college level. *To organize webinars to celebrate the 350 th birth anniversary of Sri Guru Teg Bhadur Ji	majority of the objectives were achieved

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	15/02/2022

15.Multidisciplinary / interdisciplinary

SGAD COLLEGE, Tarantaran is a distinguished institute in the education and empowerment of students belonging to rural belt of Punjab. The college is multidisciplinary institute and offers different courses in Arts, Science and Commerce. The college is government run institute and is affiliated to GNDU, Amritsar. The integration of humanities and science will be taken at University level; The college follows the rules and guidelines to make this Integration seamless.

The college does not offer credit-based courses as it is not autonomous and has to abide the rules laid by affiliating university. But to make the syllabus more interesting various activities are carried out by different departments for the students. The college offers different entry and exit programs as guided by the affiliating university. Also the college organizes Various awareness programmes guided by the govt. of Punjab to create awareness among the students on prevailing issues in the society. The Guest lectures and competitions are organized time to time by different departments which are open to all.

16.Academic bank of credits (ABC):

: ABC will be implemented in the college as per the norms of Affiliating University or Government of Punjab.

17.Skill development:

The vocational courses have projects as a part of curriculum they are given better exposure to keep up with the latest technologies and their usage to be updated with the latest skill set.

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

Being a rural College of the region we use bilingual mode while teaching. To make the classroom teaching more conducive audio-visual mode, video tutorials, ppts , eBooks and other online sources are used for teaching more effective. Different Indian languages like Hindi and Punjabi are offered at the graduation level courses. Also to promote the culture various activities like teej, basant panchmi, lohri, etc. were celebrated enthusiastically.

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

The college promotes outcome based education. To transform traditional curriculum into outcome based various departments organize competitions at department level or interdepartmental level. Voter day is celebrated to make students aware about their constitutional rights, etc.

20.Distance education/online education:

In COVID 19 pandemic the teaching was done in blended mode. The online mode not only facilitate the teaching learning process but also strengthen the great arena which were left untouched in the traditional mode of teaching.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	10

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1 Number of students during the year	350

File Description	Documents
Institutional Data in Prescribed Format	No File Uploaded

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1003**

File Description	Documents
Data Template	No File Uploaded

2.3 Number of outgoing/ final year students during the year	**111**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**24**

File Description	Documents
Data Template	No File Uploaded

3.2 Number of sanctioned posts during the year	**27**

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	**24**

4.2 Total expenditure excluding salary during the year (INR in lakhs)	**0**

4.3 Total number of computers on campus for academic purposes	**77**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Institution has the mechanism for well-planned curriculum delivery and documentation.

Response: - The University provides entire syllabus for the courses. The colleges ensure effective curriculum delivery through a well-planned and documented process. Students are continuously evaluated with the help of class tests, presentations and group discussions the college strictly follows the academic calendar of the university and finishes the syllabus within the given time period. If for any reason a faculty fails to complete its syllabi in the stipulated time, they take extra classes.

Well-equipped science laboratories, well-stocked library, computer labs with Wi-Fi connectivity are offered to all the students. The students can access online and e-resources.

The College Library has a vast collection of books in various disciplines, of general and competitive interest. The library has also subscribed to various journals, magazines and newspapers. There is a spacious reading room.

The College auditorium with a seating capacity of around 200 students gives the appropriate infrastructure to most of the departments to organize lectures and quiz competitions.

Five rooms in the college have projectors to assist the audio-visual mode of teaching. The College website is updated regularly.

University circulars, e-mails, notice are displayed on the notice board. The principal also holds meetings with the staff from time to time to trace the progress of the curriculum and to discuss strategies from effective implementation of curriculum.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

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

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.College follows the deadlines communicated by university for the admission schedule, university youth festival, vacations and university final examination. Students are informed 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 prospectors, notice boards and college website.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.	C. Any 2 of the above

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The institution encourages the inculcation of moral and ethical values among the students. It acknowledges the need to integrate value education with decision making skills in their personal as well as professional domains. College celebrates days of National and International importance including Republic day, Women's day, Independence Day, Teacher`s day, Human Right Day, International Yoga Day, and regional festivals as well. The college organizes workshop and seminars on significant themes based on environment, ecology to make students aware about efficient use of natural resources. Periodical lectures on cyber security, women grievances, are conducted in the campus to make students aware about safety measures at various fronts.

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

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

1

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	**No File Uploaded**

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

14

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

1.4.2 - Feedback process of the Institution may	**D. Feedback collected**

be classified as follows

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

350

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

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

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

216

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	No File Uploaded

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

College conducts numerous activities, class tests and the house examinations to assess as well as to promote the growth of advanced learners and slow learners. On the basis of the performance and evaluation, the weak students are identified and additional guidance is imparted to them through remedial teaching. Teachers take special

assignments and tests of the weak students to fill the gap between the students.

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

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

Number of Students	Number of Teachers
350	**24**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college ensures that students are the central pint of the teaching learning processes . Learning is made more student centric through a combination of old and new methods of teaching . In order to motivate knowledge various student centric methods like: workshops, seminars, group discussions field trips, slide shows, case study base projects have been adopted by the college.

The faculty employees experimental learning methods which helps the student & skills to real- word experiences . Various labs in the campus provides hands on application of use concepts in a controlled environment hence increasing participants engagement & memory retention.

Participative learning is imparted by making group discussions, quietly contests, giving group project assignments organizing debates, asking questions related to the topic being taught. Students are encouraged to participate in classroom discussion.

Further care is taken to resolve problems related to academic through remedial classes.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The institution supports the use of traditional as well as techbased methodologies for long term learning. PPTs, Video clippings, animations, video demonstrations from online sources is used apart emailsand other methods to embrace the effective teaching-learning process. To facilitate the teaching- learning practices beyond the four walls of the class room, various e- learning platforms have been employed including Google meet, Zoom, and Microsoft teams.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

24

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	**No File Uploaded**

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

20

File Description	Documents
Any additional information	[View File](#)
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	**No File Uploaded**

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The College has a well structured, transparent and robust mechanism for continuous internal evaluation (CIE) of students. The process of internal assessment mechanism include of formative and summative modes.

Formative assessment helps teacher to evaluate learning needs and in between academic progress of students during a lesson. It is based on:

- Attendances, assignments, project works etc.
- Project wise oral & written tests.
- Classroom seminar presentation & participation by students.
- Participation in college activities.
- Good Conduct & ethical values.
- Summative assessment helps to evaluate student learning at the end of a semester. Students take a semester end examination on the university pattern, answer scripts are marked, grades are assignment and necessary feedback is taken.

Further question papers for house tests are set as per the university pattern to ensure transparency hence making students familiars with the pattern of question papers. All marks lists are submitted to the examination dept. for the record. Slow learners are individually consoled & motivated by the subject teachers. In case of any problem in the students of the campus are free to contact the respective teacher/the principal.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The college ensures that all the grievances of the students are redressed in a transparent, timely and efficient manner. Valuation at itself evaluated answer sheets are shown to students are free to contact respective teachers. These are then rectified by the teachers and communicated to students ensuring efficiency of the examination. If students have any grievances regarding internal examinations. The faculty members take necessary steps. To resolve it. Further an easily accessible location in the college for the

students to drip their grievances so that timely action can be taken.

The college strictly follows the guidelines and rules issued by the affiliating university while conducting internal examinations.

With these systems in place, the institute exhibits transparency in the mechanism of dealing with grievances related to the internal assessment.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

No

Courses

Objectives

Goals

1 UG courses in Commerce and Science:- To provide intensive in-depth study of key concepts making them understand the concepts related to their fields.

To promote rational approach towards problem solving.

To promote analytical and practical approach which will be helpful for the progression towards higher education.

2. UG courses in Arts :- Enrichment of values and core understanding of market chalanges. Progression towards higher education.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**
Upload COs for all Programmes (exemplars from Glossary)	**No File Uploaded**

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

The institution monitors and ensures the achievement of course outcomes through various indicators:.

Alumni association monitors the achievements of the graduates from the college. It maintains a record of personal and professional data of the old students.

Faculty records the performance of each student through a continuous evaluation process.

Participation of students in interactive sessions.

Organization of seminars and workshops Practical training through visits to hospitals, different science laboratories of the university and drug de-addiction centres

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

62

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

The pen paper based proforma is available on college website. Students can download and fill it. The same is distributed at the end of academic year to get feedback from the students. http://www.sgad

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

0

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

3.2 - Innovation Ecosystem

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

To made young learners more keen towards analytical approach and aptitude college has started innovation club. In this new ideas and thoughts are exchanged during discussions.

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

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

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

0

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

3.3 - Research Publications and Awards

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

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

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

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

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

0

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

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

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings year wise during year

0

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

3.4 - Extension Activities

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

Extension activities are carried out by NSS and subject societies but due to Pandemic restrictions they were not carried out. However, the students were sensitized towards various social issues through webinars. The students were asked to keep themselves healthy and follow the norms laid for Covid 19

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

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

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

0

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

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

and NGOs) during the year

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

5

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	**No File Uploaded**

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

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

200

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	**No File Uploaded**

3.5 - Collaboration

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

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Adequate infrastructure facilities are key for effective conduct of the educational programmes. The growth of the infrastructure, thus has to keep a pace with the academic developments in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra-curricular and administrative activities. The institution has following infrastructure and physical facilities for teaching learning details:

Facilities

Total

Classrooms

20

Laboratories

8

Computing Equipment

Computers

77

Projectors

6

Podium

1

WiFi Router

7

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

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

The Ranjit Hall of the college is extensively utilized as an integral domain of the college. It provide a well-equipped space suitable for a wide range of activities such a debates, Declamations, Cultural activities like Dance, Drama, Music and Fine Arts. To inculcate the Cultural and traditional values amongst the students the events such a youth festival, Traditional Days, Inter college events/competitions are organized. The details of other

facilities are in the additional information Facilities. Number 1. Hall. 2 2. Gym Room. 1 3. Sports (Badminton, Football, Volleyball, Cricket etc.)

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

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

5

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	**No File Uploaded**

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

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

Nil

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System.: The College Library named after Sikh Scholar Bhai Gurdas ji is a key learning resource integral to the teaching-learning Process. Managed by the Library team along with the Library Committee, the library is one of the finest in the College. The library is a holistic space to further augment students and faculty's intellectual acumen. The library is well furnished with comfortable chairs and tables for students and teachers. The library is partiallymanaged by KOHA (library automation software). It houses more than 20000 books and other important e-resources related to Science and Technology, Social Sciences, Arts and Humanities, Commerce and Management. There is enough storage facility and a spacious well-lit reading room. Science, Computer Science and Commerce Departments have their departmentalBook Banks . Books are provided to needy, meritorious and under-privileged students.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

8210

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

42

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT facilities of college are regularly upgraded according to the requirements. The college is equipped with latest computers. The college has achieved a robust IT infrastructure with latest computers. The college has 100computers, 06 projectors, 04 printers, 04 scanners, 02 computer labs.

The campus is Wi-Fi connectivity providing computing and networking services to library and offices.

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

4.3.2 - Number of Computers

100

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

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

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining support facilities like laboratory, library, sports complex, computer labs, It infrastructure, Classrooms, etc.

- **Number of committees are formed and deputed for the maintenance and up gradation of physical, academic and support facilities.**

- **Non-teaching staff is employed to meticulously maintain, Hygiene and clean the infrastructure of the clearing of campus so as to provide a congenial learning environment.**
- **Non-teaching staff is assigned for the cleaning of classrooms staffrooms seminar halls and laboratories.**
- **Each departmental laboratory lab assistant for the proper maintenance of the laboratories.**
- **Washrooms are well maintained.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	**No File Uploaded**

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

50

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

C. Any 2 of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

Co-curricular activities The college does not have a student council or any similar body as university does not permit. But there is proper representation of students in various academic committees. Students form an integral part of the various Subject Societies as their Presidents, Secretaries and Members.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

05

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	**No File Uploaded**

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Yes college has a very old alumni association but same is not registered. though conducting the alumni meet is a regular feature of the college curriculum.Alumni Association is a powerful link between the college and alumni. Alumni contribute to the development of the college. They guide the students with their experience and knowledge. The institution conducts alumni meet wherein the students graduating from the college and oldest have a single platform to interact. Our alumni have sponsored the studies of economically weaker students by paying their fees.

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

institution

The vision and mission of Shri Guru Arjan Dev Govt. College are reviewed and redefines in view of changing national and global trends in education Goals are set to attain the objective enshrined in national policy for higher education. In the present context, The vision of the college is to be a global leader in education and a valuable partner in the evolution of a just human and inclusive society in India.

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. The college staff is committed to offer quality education to its students so that they can achieve educational goals.

In order to fulfill 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.

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

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

Shri guru Arjan Dev Govt. College follows the practice of decentralization in its true sense, in all the three pillars of the institution i.e. academics, administration and extra-curricular activities.

Ø All the major stake holders of the college including the government body, the principal, teaching and non- teaching staff, parents, students and alumni work in a democratic way of governance following the tactics of accountability in execution of their duties

and responsibilities.

Ø Cultural festival of the college;- the primary objective of decentralization with regard to this particular cultural event is to reorient organizational culture, thin out the official hierarchy, extend opportunities for teacher as well as students to contribute profoundly. The decision to hold the annual cultural festival is taken by the staff and then the students of the college are entrusted with the task of organizing the event.

Ø The students, non-teaching staff and teachers work together as active members in the entire event. This strengthen the idea of participative decision making, the principal of the college has consultations with the staff members and student representatives.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving for improving academic quality policies and strategies.

It is effectively deployed to focus on bringing quality improvements in the areas of

Ø Curricular planning and implementation

Ø Teaching learning processes.

Ø Academic Infrastructural facilities.

Ø Internal quality assurance system

Ø Institutional values and best practices.

Ø Governance, Leadership and management

At the beginning of the academic year, various bodies and committers that constitute the organogram of the institution, chalk out the strategic plan of events and activities which will support the growth and development at the end of the year, a review is taken about implementation and the outcomes of the perspective plans.

Various conferences and seminars are organized by various departments to give an exposure to both faculty and students about the latest global trends in academics, sciences and environment

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organizational structure: The Principal, the teaching staff, the non-teaching staff and students.

The Management: The principal on all matters pertaining to the smooth functioning of the institution.

The Governing body of the college which meets discuss issues relating to finance, infrastructure, faculty recruitment and matters related to the overall development of college. The principal is assisted by Teachers of department all teaching faculty and the non-teaching staff which comprise of the administrative. Section officers (one for account office and one for the general administration).

Staffs meeting are held at least twice every semester for the effective planning and implementation of programmers like teaching, learning, academic admiration curricular and extracurricular activities.

The library organization includes librarian and library.attendant's

College Committees: Various committees are constituted for the planning preparation and execution of academic, administrative and extra-curricular activities. Each committee consists of the convener

and its members.

The anti-Ragging cell, Sexual harassment cell, student Grievance cell. The objective of these committees is to ensure that no violation of rules takes place within the college.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	**No File Uploaded**

6.3 - Faculty Empowerment Strategies

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

Leave Benefits: As per government rules. (Records from Office)

- **Casual leave for 8 days.**
- **Half Pay 20 leave can be availed by the permanent staff.**
- **Non – Teaching staff is allotted 10 half pay leave in the month.**

Retirement Benefits as per the governments Rules (Records from office)

- GPF which allows pension to employees
- CPF
- Gratuity
- NPS (National Pension Scheme for employees who joided after 01.01.20

Medical Benefits:

Pre and post hospitalization benefit. Benefits up to 7 days pre hospitalization and up to 30 post hospitalization. Respectively which would cover all expenses related to treatment fo the sickness fro which hospitalization was done.

Loan Benefits: Government employees can avail loans from various banks.

Support facilities:

- Canteen
- Grievance redressal cell.
- Internal complaints committee.
- Parking facilities fro both teaching and non-teaching staff.
- Clean drinking water facilities.

ICT Facilities:

- Virtual Class Rooms
- Smart Class Room

Recreational Activities for Physical Wellbeing:

- Indoor Gymnasium facilities for all.
- Separate rooms are provided to the teaching staff.

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

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

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops

and towards membership fee of professional bodies during the year

0

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

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

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

0

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

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

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

01

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The appraisal policy is as per norms of service rules of Government of Punjab.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Internal audit of the college is carried out in the form of internal check. The administrative office of the college, with the superintendent and ministerial staff is entrusted with the responsibility and accountability of maintaining the records as per the duties assigned to them. The records are monitored by Bursar and senior members .

External Audit is conducted by Audit department of State Government.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

§ The Internal Audit of the college is conducted in the form of internal check of the Bursar. The administrative staff under the supervision of the Superintendent or other designated member is entrusted with the responsibility and accountability of maintaining the records as per their roles.

Govt. Grants and funds are subject to external audit conducted by the Audit department of the state govt. and this is done nominees designated by office of the Accountant General, Punjab.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Na

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Na

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

sensitization refers to mending the behaviour by raising awareness of gender equality concerns. But the question arises that how to improve this. So gender sensitization is a prerequisite for the understanding the sensitive need of a particular gender which helps us to examine to personal attitudes and beliefs. Institution has take several measures of gender equity in the previous years. The institutions ensure the participation of women in all its activities. As part of curriculum, course on ethics and values, right to education, free education for human etc.

Few self-defense workshops were organized in the college in which students were encouraged to keep their safety.

o The institutions has its own "legal cell" where students as well as staff can reach out in need of counselling and aid. The college provide a safe space to male and female students in the form of separate common room with attached washroom, providing them safe space to strength a social bond.

o Sincere efforts are made to impart students with a warm, cordial and secure environment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

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

Government and other approved agencies

1. To reduce waste at institute, students and staff are educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus.
2. Waste is collected on a daily basis from various sources and is separated as dry and wet waste. Colour coded dustbins are used for different types of wastes. Green for wet and blue for solid waste.
3. Daily garbage is collected by housekeeping personnel and handed over to authorized personnel of for further processing.
4. All waste water lines from toilets; bathrooms etc. are connected with Municipal drainage mains.
5. Waste material like plastic, papers etc. are collected and sold out to scrap vendor from time to time.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for	D. Any 1of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

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

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

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

`C. Any 2 of the above`

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

`D. Any 1 of the above`

(Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

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

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

SGAD, Taran taran has always been at the fore front of sensitizing of the culture reasonable cultural, regional, linguistic, communal socioeconomic and other diversities of the state at the nation. Our college always encourage the students to organize to participate in different program organize by college, inter college, universities and other non government organization to make them sensitivity towards cultural, regional, linguistic, communal socioeconomic and other diversities.

Programmes facilitating the cultural and social harmonic values consists of Annual youth festival celebration, where students performs various folk dances, be parts of theatre, folk music and this exposes them to cultural diversity other functions like women's day and Teej celebration celebrates the female concerns. These celebrations also involves making the staff and students aware about female issues, problems and are encouraged for to realize their potential through proper workshops, Talk and seminar/webinar by experts.

Various counseling sessions and regular awareness programmes concerning 'Yoga', 'Health Awareness', Drugs Awareness' and 'mental health Awareness to inculcate the healthy spirit in the social environment of the college where the insecurities and doubt related to these issues can be addressed in a healthy way.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

SGAD Govt. College Tarntaran undertakes various initiatives by organizing different

activities, seminars, lectures and workshops to sensitize students and employees to the constitutional obligation: values, rights, duties and responsibilities of the citizens."Constitution Day" was celebrated to raise awareness about the formation of constitution, rights and duties of the citizens . "Tree plantation and Swachh Bharat Abhiyan" was organized by the NSS department of the college, to aware the students about how cleanliness and tree planting maintain discipline as well as protect the human life. "National Voter's Day" was celebrated to make students aware that voting is a very important part of any democracy. By voting, citizens are participating in the democratic process. Citizens vote for leaders to represent them and their ideas, and the leaders support the citizens'interests. "International Day of Yoga" was celebrated to sensitize students about the fact that regular yoga practice creates mental clarity and calmness; increases body awareness; relieves chronic stress patterns; relaxes the mind; centers attention; and sharpens concentration. Sports help control diabetes, manage weight, enhance blood circulation, andmanage levels of stress.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code | C. Any 2 of the above

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

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

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

to nurture the value of tolerance, communal harmony and being inclusive among the students and faculty of the college, the institution believe in celebrating the following national and international commemorative days and dates. The primary events include – Voters Day, Independence day, Human Rights Day , etc. In addition, to create awareness about the traffic and driving regular sessions are organized to commemorate Road Safety week (January) to counsel the students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

FINSHING SCHOOL ;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.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.

Best Practice IISERVING 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. •

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

The main objective of the college is to encourage students in the field of knowledge, moral values, social responsibility and make them perfect citizens of India as they can be able to face the challenges of society and our country. Knowledge of Ethics, Human values development is main motive of Institute.

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

7.3.2 - Plan of action for the next academic year

o To start skill development courses for college like GST, Entrepreneur ship, Software development, creative writing etc.

o To make college campus green by doing tree plantation, ban on use of plastics.

o To increase the strength of college it will be a target to visit government school and encourage students to take admission in our college by specifying the support and facilities.

o To encourage students for more participation in sports.