



# Gujranwala Guru Nanak Khalsa College

Civil lines, Ludhiana

## Best Practice I

*Moving Ahead with JET and Vocational Education*



*Submitted to*



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

## Objectives

- To equip students and faculty with the global trend of digital literacy and digital skills.
- To augment the e-governance practices in the campus.
- To shift into a paperless campus.
- To enhance the digital infrastructure of the campus to promote online learning.
- To enhance skills of ICT among students and make them competent in skills for entrepreneurs and self employment.
- To reduce the mismatch between the demand and supply of skilled man-power.
- To provide a vocational alternative for those intending to pursue higher education.

## The Context:

The 'Digital India' programme of central government launched in 2015, is a landmark initiative for transforming India into digitally empowered society. The institution has a strong urge to support the national missions and believes that these missions should get adequate support from higher education institutions so that college campuses become smart to facilitate the digital transformation process and create nation's knowledge based economy.

The management and IQAC of the college have taken special attention to bring state of the art facilities so that the campus becomes smart in terms of digital access of educational services, management information system, paperless office, etc. The college believes that digital orientation in the campus is very important in shaping the career of students and their skill development. Implementation of the vocational courses will certainly help in controlling and solving the problem of educated unemployment of our country. The need of the hour is to impart vocational education in order to acquire expertness in the field of "technical know-how".

## The Practice:

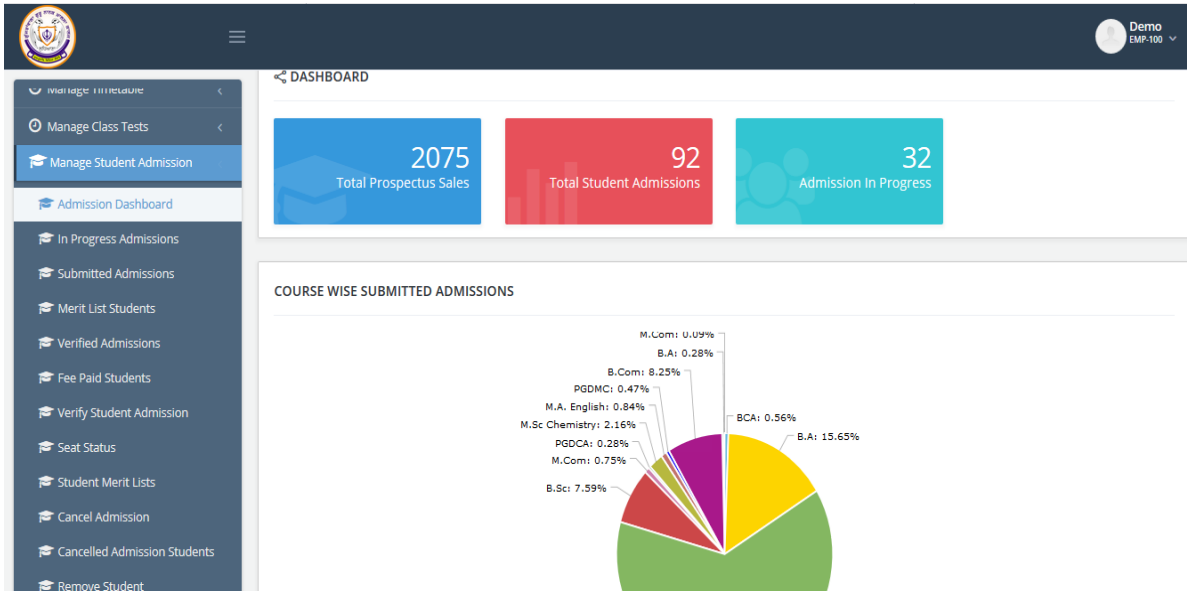
- The college has fully automated College Management System (customized ERP). It is used for office management, student attendance, time table, employee leave system, admissions, merit list generation, fee collection, student feedback etc.

## Manage Employee Module

#	First Name	Last Name	Short Name	Employee Code	Department	Designation	Username	Change Password
1	Dr. Arvinder	Singh		EMP-164	Non Teaching	Principal	arvinder.singh	Change Password
2	Dr. Bhupinder	Singh	punjabi	EMP-166	Arts	Associate Professor	bhupinder.singh	Change Password
3	Prof. Sharnjit	Kaur	punjabi	EMP-167	Arts	Assistant Professor	sharnjit.kaur	Change Password
4	Prof. Harpreet	Dua		EMP-168	Arts	Associate	harpreet.dua	Change



# Admission Dashboard Module



# Student Id Card Module

**Student Id Cards**

Name	Class	Session	Roll No.	Mobile No.	B. Group	Address
Abhishek	B.Com 1st Year	2020 - 2021	20100001	8847377671	AB+	# 177 St No 14 Bashan Singh Nagar
Harsh Saini	B.Com 1st Year	2020 - 2021	20100002	8283841054	O+	# 2334/1 St No 6 Janatanagar Gill Road
Rohan Tyagi	B.Com 1st Year					
Rajbir Singh	B.Com 1st Year					

www.ggnkcl.com



# Student Feedback Module

EMP-100

ADMINISTRATION

- Dashboard
- Academic Administration
- Manage Infrastructure
- Manage Employees
- Manage Employees Leave
- Enterprise Bank A/c
- Payroll
- My Leaves
- Administrations
- Manage Timetable
- Manage Class Tests

FEEDBACK ANSWERS

Search

Academic Year Id: 2018 - 2019

Class Id: -Select Class-

Student Roll No: [ ]

Answer: -Select Answer-

Answer Percent Less: [ ]

SEARCH RESET PRINT

Academic Year Summary

Good: 10.16%

Excellent: 40.02%

Very Good: 49.82%

Excellent: 14,657

Very Good: 18,245

Good: 3,722

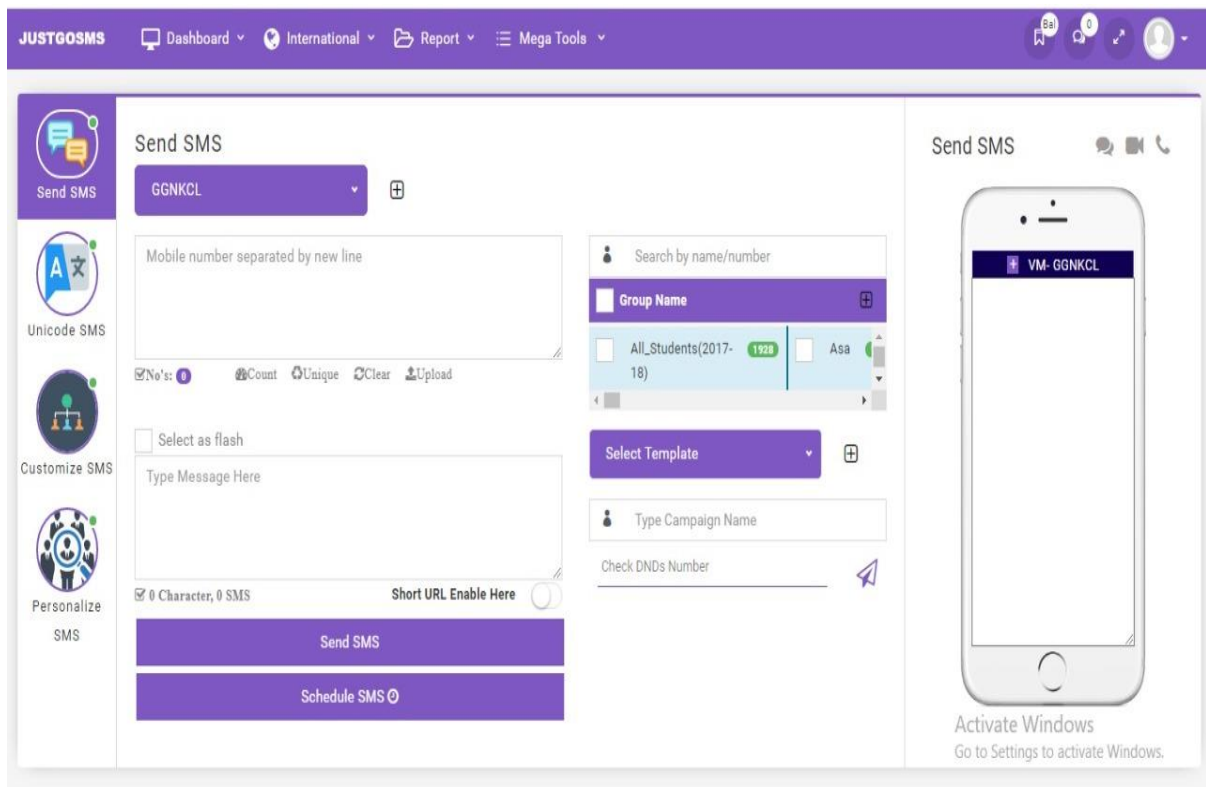
Satisfactory: 0

- The college has 194 computers and the student computer ratio is 20.





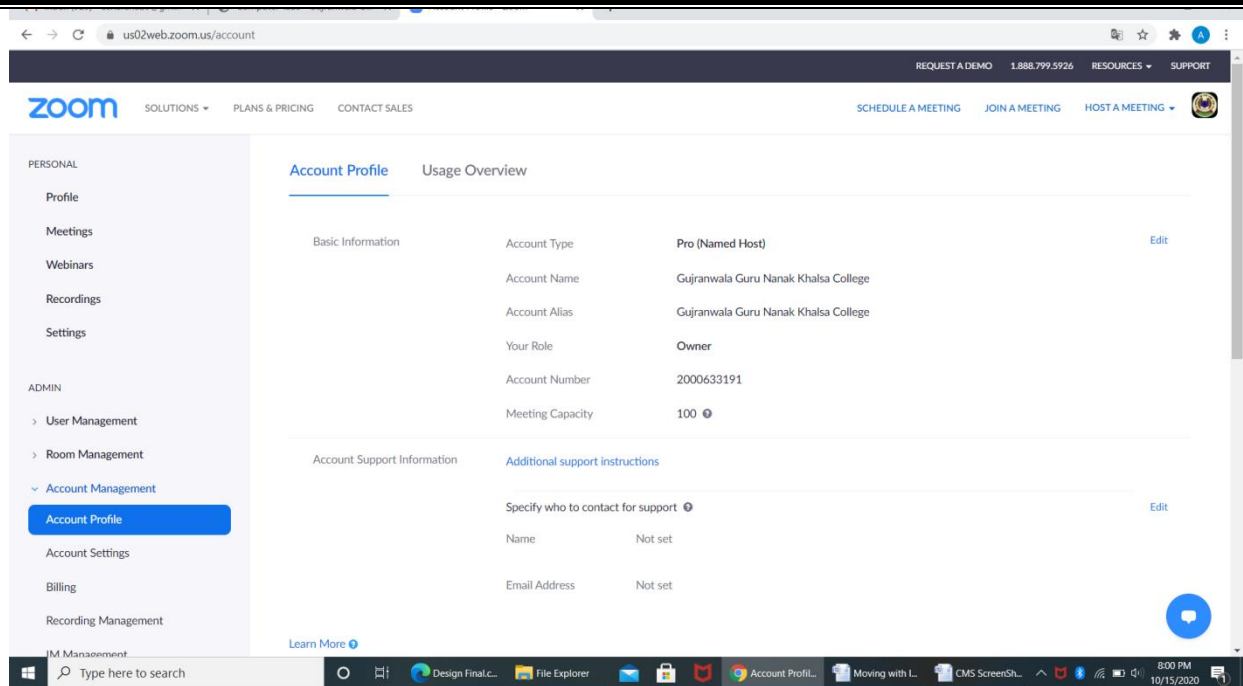
- The college uses bulk SMS service and whatsapp groups to disseminate information to the student community instantaneously.



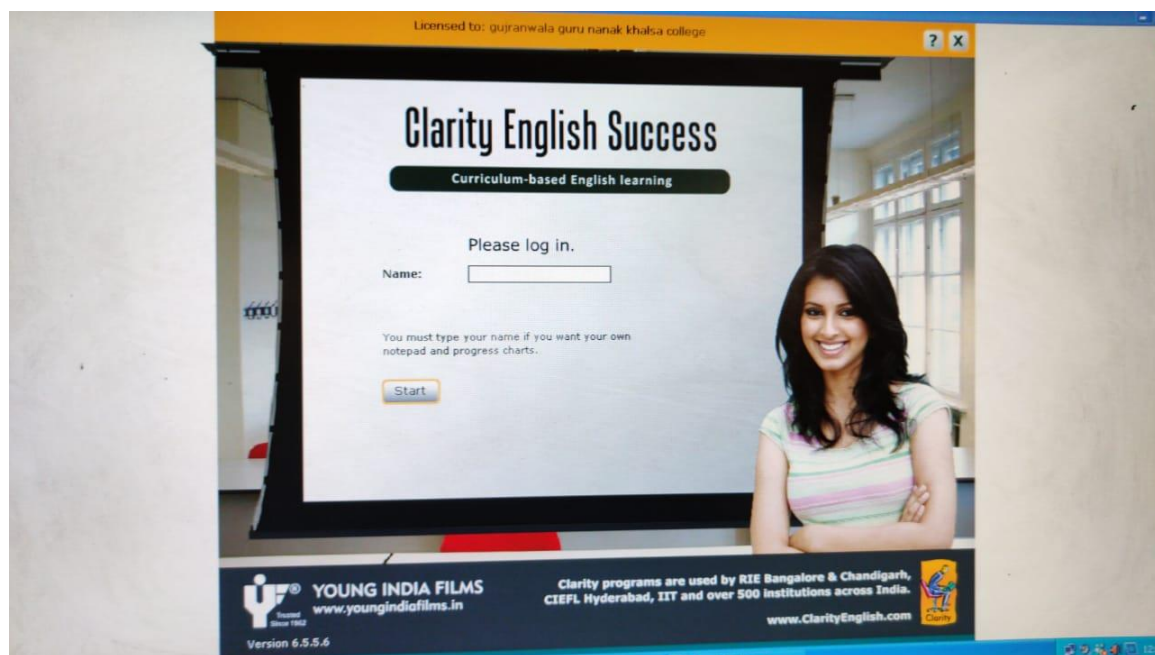
- The college has 9 Computer Labs, one smart seminar room and 11 projector rooms.



- Videoconferencing platform is available for webinars and live streaming of important discussions such as Union Budget and other nationally important events.



- The language lab helps the students improve their communication skills by using the software provided by Clarity Software.



- The college library is fully automated Library Management System software and subscribes e-journals, eShodhSindhu and e-books..NList and Delnet databases are also available in the library.



LIBRARY MANAGEMENT SYSTEM  
Designed & Developed By Abtechserve

**STUDENTS ISSUED MAXIMUM BOOKS**

Course: M.A.I - ENGLISH Class: 1

Display Report

Find: 1 of 1 - 100%

Main Report

Name of Student Issued Max Books of M.A.I - ENGLISH 10/13/2020

Sr. No.	ID	Name	COURSE NAME	CLASS ID	TOTAL BOOKS
1	4 031	SATNAM SINGH	M.A.I - ENGLISH	1	9
2	3 945	CHANDANDEEP DINGH	M.A.I - ENGLISH	1	7
3	3 902	NAVDEEP KAUR	M.A.I - ENGLISH	1	6
4	3 906	GURJANT SINGH	M.A.I - ENGLISH	1	6
5	4 205	KASHISH OBEROI	M.A.I - ENGLISH	1	6
6	7 522	Sukhwinder kaur	M.A.I - ENGLISH	1	5
7	9 237	Tarunpreet kaur	M.A.I - ENGLISH	1	2
8	6 577	SAHIBJOT SINGH	M.A.I - ENGLISH	1	4
9	7 515	Sakshi magoo	M.A.I - ENGLISH	1	4
10	4 287	NITISH SACHDEVA	M.A.I - ENGLISH	1	4

Ludhiana, Punjab, India  
830, Mall Enclave, Civil Lines, Ludhiana, Punjab 141001, India  
Lat N 30° 54' 19.41946"  
Long E 75° 50' 6.19753"  
13/10/20 02:57 PM

LIBRARY MANAGEMENT SYSTEM  
Designed & Developed By A...

**Books Details With Barcode Status**

Subject: Barcode Not Assigned

Display Report

Find: 1 of 1+ - 100%

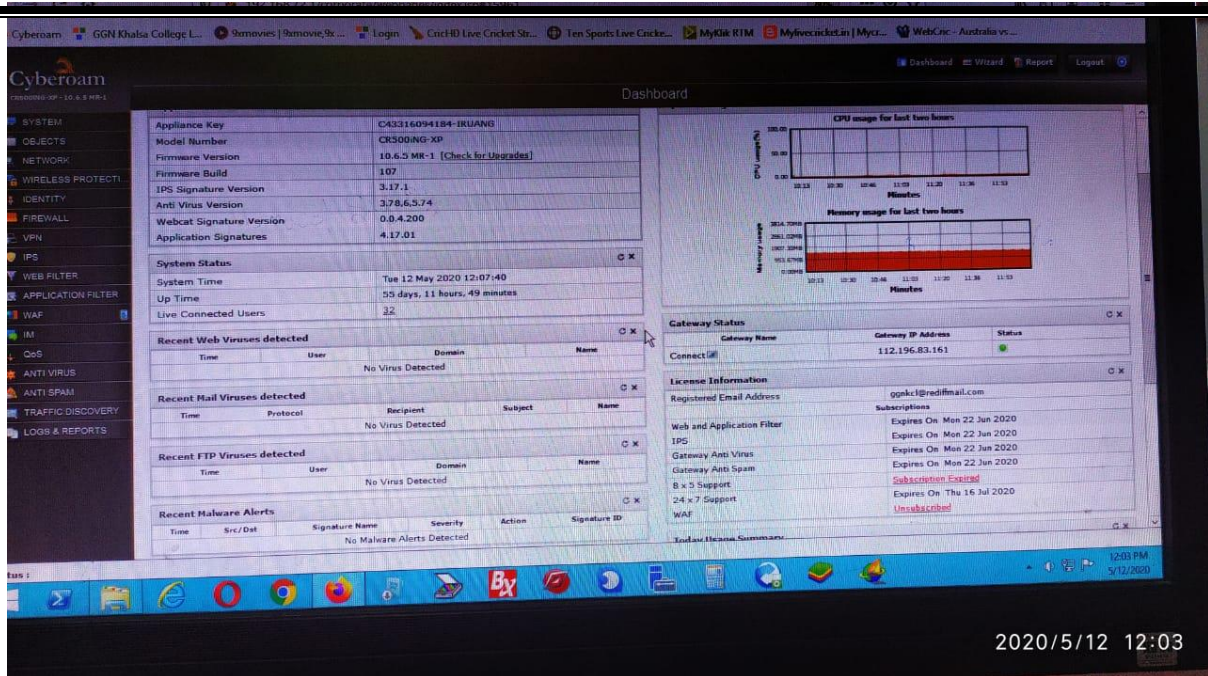
Main Report

10/13/2020

Serial No.	Title	SubjectName	First author	BarCode
1	BHARAT DA MUGHAL THAS	WRITTEN OFF		
2	बलिदान	WRITTEN OFF		
3	BILI HAY KO CHALI	WRITTEN OFF		
4	BIOLOGY PART II	Biology		
5	BIOLOGY PART II	Biology		
6	BIOLOGY PART II	Biology		
7	BIOLOGY PART II	Biology		
8	BODY BEAUTIFUL	NON TEACHING		
9	BRIEF CANDLES FOUR	WRITTEN OFF		
10	STORIES	WRITTEN OFF		

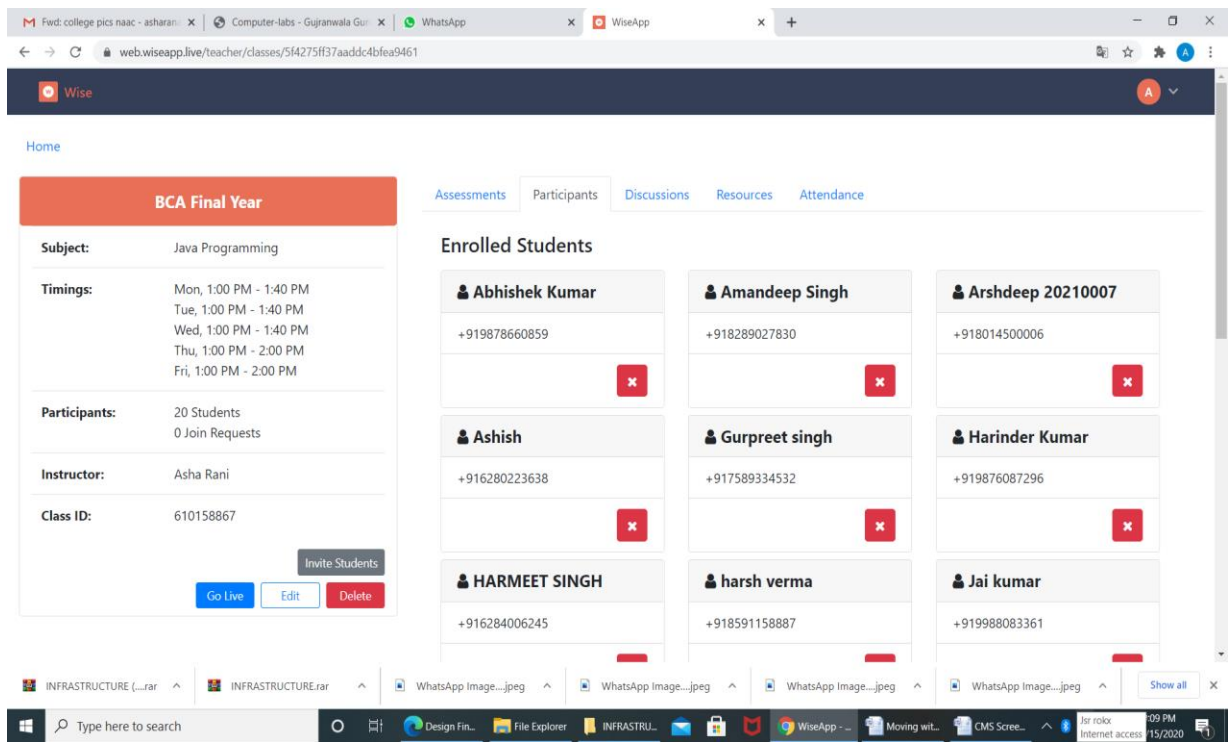
Ludhiana, Punjab, India  
830, Mall Enclave, Civil Lines, Ludhiana, Punjab 141001, India  
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Long E 75° 50' 6.18215"  
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- The faculty members encourage the students to submit assignments based on the materials available in INFLIBNET, N-List, J-Gate, etc.
- The college has Cyberoam (01-TVSP-PRC-0500iNG-XP-01) –a well dedicated firewall for cyber protection and managing the students’ and faculty accounts and their permissions.



2020/5/12 12:03

- Learning Management System Moodle and WISE App is used by faculty and students. In addition, Google Classroom is also extensively used by the faculty.



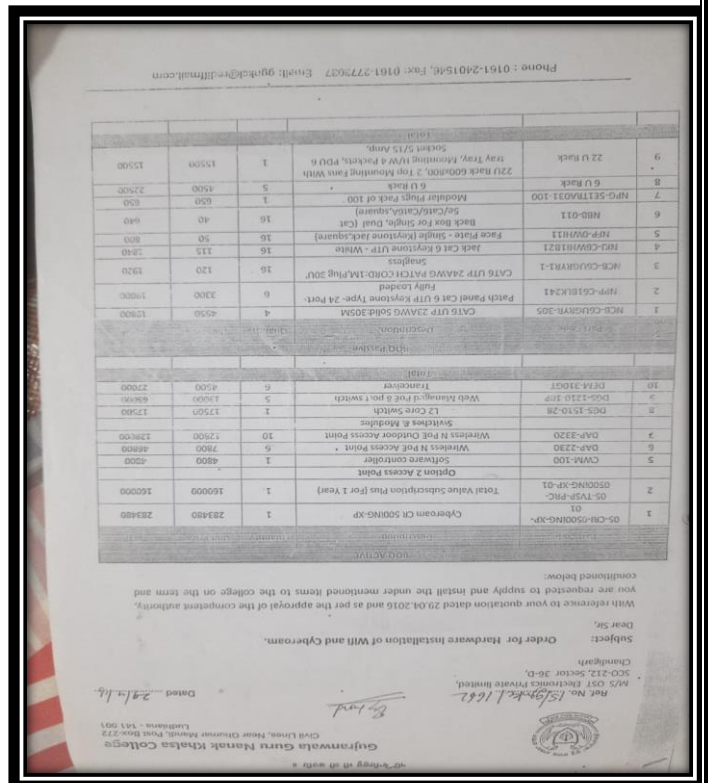
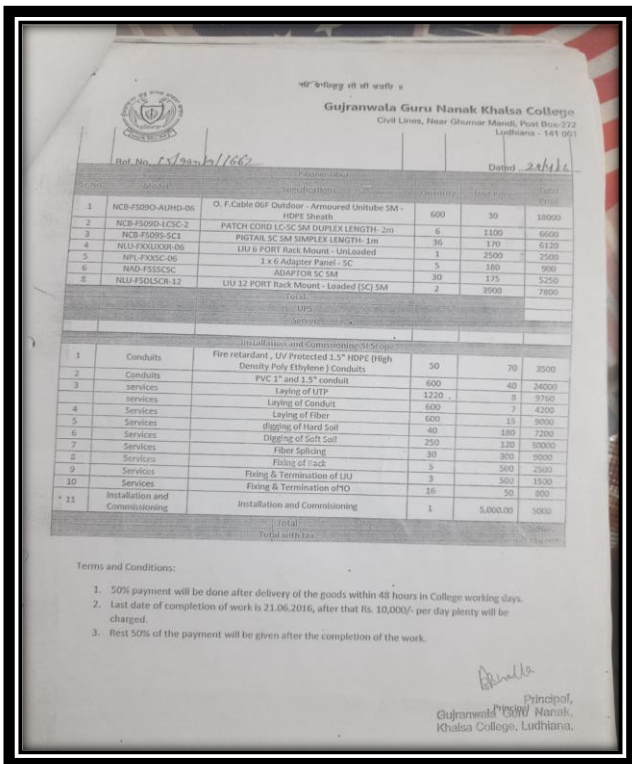
- The students and faculty use Licensed Software such as MS- Office, MS Windows, Tally, oracle and Linux OS etc.

Sr. No.	Product Name	Quantity
1	Microsoft Windows	55



	10	
2	Microsoft Windows 8	23
3	Microsoft Windows 7	05
4	Microsoft Office2007	06
5	Microsoft Office 2019	25
6	Oracle 11g	05
7	Tally Gold ERP 9 multi user unlimited Server based	Unlimited

- The college has 6 servers, D-link networking facilities and dedicated Wifi-routers which provide excellent internet connectivity in each corner of the campus since 2016





- The college has Hi-speed internet facility of 100Mbps on leased line since May 2016.

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**Gujranwala Guru Nanak Khalsa College**  
Civil Lines, Near Ghumar Mandi, Post Box-272  
Ludhiana - 141 001

Ref. No. 15/526/ggnkcl/1717 Dated 1.5.16

**Quadrant Televentures Ltd.**  
Mohali

Kind Attn : Mr. Arun Kandhari/ Mr Rohit Bhatia

**Sub: Purchase Order for Internet Leased Line 100 Mbps (1:1) on Fiber**

Dear Sir,

This is in reference to your quotation regarding 100Mbps (1:1) Pure Dedicated Internet Leased Line .We are pleased to place a Purchase Order with below mentioned commercials with billing address as follows :-

S.NO	Installation Address	Bandwidth	Interface
1	GGN Khalsa College	100Mbps (1:1)	Ethernet Output
Annual Recurring Charges ( Service Tax Extra )		7,55,000+ Service tax	
One Time Installation Charges ( Service Tax Extra )		60,362(inclusive service tax)	
	Authorized Signatory	IT Head	Accounts Person
Name	Dr. Arvinder Singh	Asha Rani	Mr Kuldeep Singh
Contact No.	9417102510	9417102510	8968000406
Mail ID	ggnkcl@rediffmail.com	Asharana20gmail.com	ggnkcl@rediffmail.com

**Terms & conditions:**

1. Half payment of the installation charges (i. e. 30,000/-) will be given in advance and rest half will be given after the installation procedure.
2. Payment terms for annual recurring charges will be on Quarterly basis in Advance.
3. Installation will be completed upto 15<sup>th</sup> June 2016, failing which the company would be paying Rs 10000/- per day as penalty.
4. In any case the activation of ILL should be 15<sup>th</sup> June 2016 even if the connection is installed before that.
5. Hardware (Cu Modem / RF Modem + RF Mast – if any) for Ethernet Output will be arranged by QTL, maintained by QTL & will remain the property of QTL during & after the contract.
6. This is to certify that this link will not be used for any Call Center, VOIP & BPO Business Purpose.
7. One Year Lock in period.
8. In case of disconnection, One month advance notice will be given after the completion of Lock in period.
9. GGN Khalsa College, Civil Lines, Ludhiana will not provide their own internet(ILL) services and/or illegal termination/origination of international voice calls, or any other activities as restricted from time to time.
10. QTL will provide the Internet Leased Line of 100Mbps (1:1) pure on single PC only and rest of network part will be the responsibility of GGN Khalsa College, Civil Lines, Ludhiana

Kindly install the link ASAP.

Principal,  
Gujranwala Guru Nanak Khalsa College, Civil Lines, Ludhiana "

Phone : 0161-2401546, Fax: 0161-2773037 Email: ggnkcl@rediffmail.com



TAX INVOICE		CONNETT BROADBAND ORIGINAL FOR RECIPIENT	
<b>QUADRANT TELEVENTURES LIMITED</b>			
<small>B - 71, Industrial Area, Phase 7, SAS Nagar (Mohali) 160055 Tel : 5055560, 1560, Fax: 5091920</small>			
<small>GST No : 03AABCT2862R1ZZ, SAC Code: 9984 , State Code : 03, State Name: Punjab,PAN NO - AABCT2862R , CIN : L00000MH1946PLC197474</small>			
ACCOUNT NO	BASNG00000000000645129	INVOICE NO	PUN18000055231
MAIL TO	PRINCIPAL GUJRANWALA GURU NANAK	INVOICE DATE	03-Jul-2020
UNIT (COMM) #	G.G.N. KHALSA COLLEGE, GGN CAMPUS., JHANSI ROAD, Ludhiana, Punjab, India, 141001	DUE DATE	16-Jul-2020
GSTIN NO	N/A	BILLING CYCLE	Quarterly
STATE CODE	N/A	INVOICE PERIOD	
STATE NAME	N/A	INVOICE FROM	INVOICE TO
PLACE OF SUPPLY	PUNJAB	01-Jul-2020	30-Sep-2020
BILL TO	PRINCIPAL GUJRANWALA GURU NANAK	PO NO	20/06/2018
UNIT (COMM) #	G.G.N. KHALSA COLLEGE, GGN CAMPUS., JHANSI ROAD, Ludhiana, Punjab, India, 141001	PO DATE	20-Jun-18
GSTIN NO	N/A	LOCATOR ID	
STATE CODE	N/A	BANDWIDTH	100 Mbps
STATE NAME	N/A	ANNUAL CHARGES	
			AMOUNT (Rs.)
PREVIOUS DUE			70,784.24
ONE TIME CHARGES			0.00
TOTAL CURRENT CHARGES + OTC			72,500.00
TAXABLE VALUE			72,500.00
	CGST @ 9%	6,525.00	13,050.00
	SGST @ 9%	6,525.00	
TOTAL CURRENT PERIOD CHARGES			85,550.00
ADJUSTMENTS			0.00
TOTAL AMOUNT (PREVIOUS BILL + CURRENT BILL- CREDIT NOTE + DEBIT NOTE)			156,334.24
LESS: PAYMENTS RECEIVED			83,830.00
LESS: TDS RECEIVED			0.00
			Round Off -0.00
NET AMOUNT PAYABLE BY DUE DATE			72,504.24
<b>IMPORTANT:</b>			
1. Tax not payable under RCM.			
2. All payments received till 30th of the month have been accounted in the bill. After 30th shall be accounted in the next bill.			
3. If any. Discrepancy on invoice please be intimated on E-mail Dispute.enterprise@info@connett.com within 10 days from the date of invoice.			
4. Please pay your dues through Cheque / Draft/ NEFT and Online mode only . We do not encourage cash payments and any CASH PAYMENT is at your risk , therefore please avoid making any cash payments.			
5. Remittance through RTGS/NEFT/Fund Transfer:			
Our Bank Details:IDBI Bank Limited			
Account No-0020102000006835, IFSC Code-IBKL0000020			
Branch:SCF 58, Phase 3B2, Mohali, Punjab, 160059			
PLEASE ATTACH THIS SLIP ALONGWITH DD/CHQ.			
BASNG00000000000645129		INVOICE NO	PUN18000055231
PRINCIPAL GUJRANWALA GURU NANAK KHALSA COLLEGE		AMOUNT (Rs.)	72,504.24
UNIT (COMM) # , G.G.N. KHALSA COLLEGE, GGN CAMPUS.,		DUE DATE	16-Jul-2020

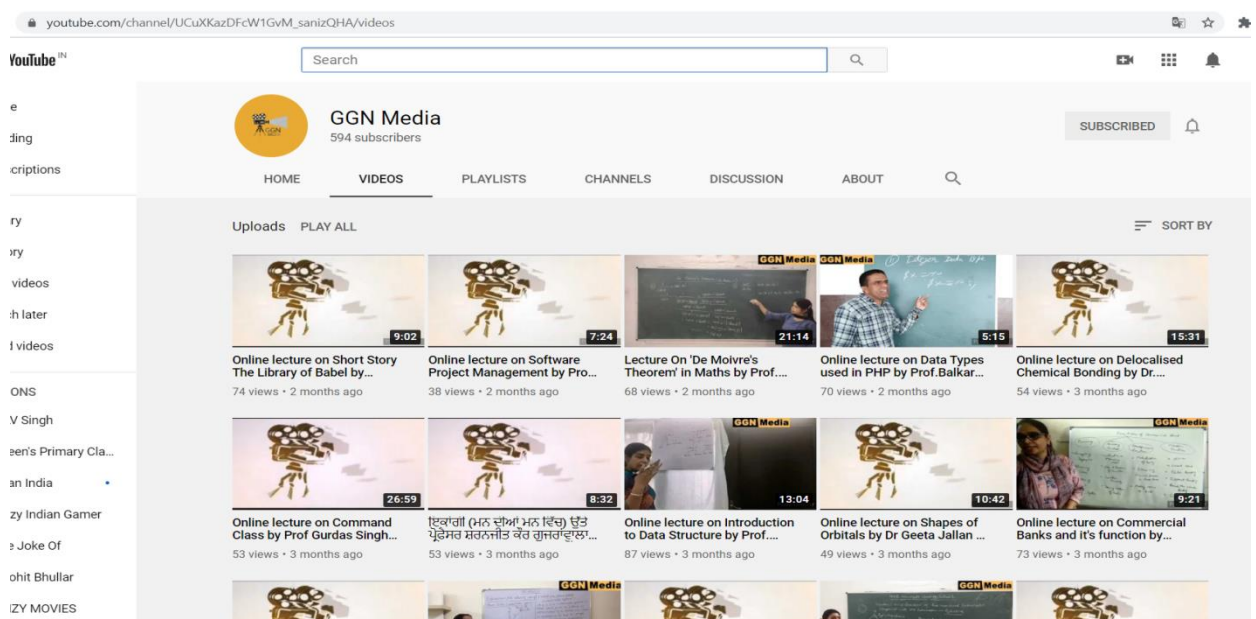
- The college office prepares the salary bills of staff using a software FOXPRO
- For touch free staff attendance, face recognizing biometric machine from Time Access company is installed that helps in automation of attendance of the employees and can help in tracking in and out time of the employees and total work duration.



- CC Television Cameras have been installed in the college to keep a watch on the activities of the students as well as on the entry of the outsiders.
- The college has advanced ICT facilities for recording interviews.
- The language lab in the college helps to improve the communication skills in English with appropriate software and computers to facilitate students.

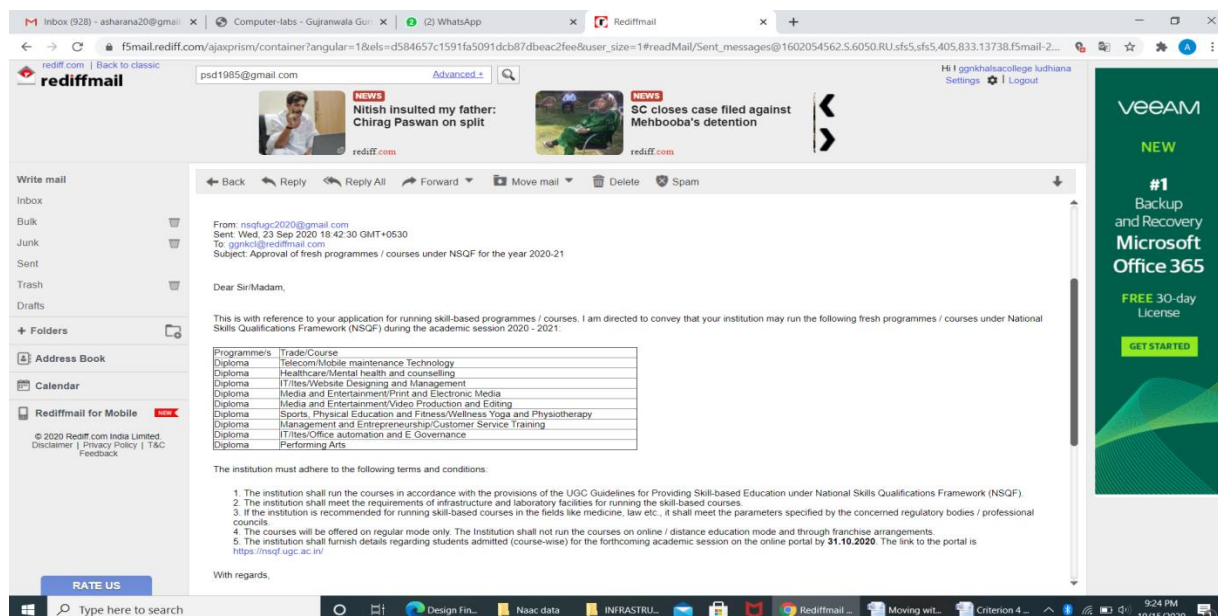


- The video lectures developed by faculty are uploaded on college you-tube channel-GGN Media for the easy accessibility of contents by the students.



- Apart from the main campus, the college also has established Community College under NSQF scheme of MHRD, Govt. of India approved by UGC. Certificate and diploma courses are running under Community college. College promotes vocational courses at degree level also. B.Voc. in Web Technology and Multimedia, E-commerce and digital marketing, Retail Management and Banking and financial services are also started looking into the professional requirements and making the students job ready.
- We have also received approvals of Diploma in Telecom/Mobile Maintenance Technology, Health care /Mental Health and Counselling, IT/Ites/Website Designing and management,

Media and Entertainment /Print and Electronic Media, Media and Entertainment/Video production and editing, Sports, Physical Education and Fitness/Wellness Yoga and Physiotherapy, Management and Entrepreneurship/ Customer Service Training , Office Automation and E- Governance, Performing Arts for the session 2020-21.



## Problems Encountered and Resources Required:

S.No	Problems Encountered	Resource Required
1.	Digital Literacy: At the time of implementing CMS, there was a problem of digital literacy among some of the faculty members.	This problem was tackled through continuous awareness sessions with the computer science faculty. <b>Resource Needed: Support from the Technical Team.</b>
2.	Smart Rooms: Setup cost of smart rooms is huge.	Every year new LCD projectors are added. <b>Resource needed: Financial Support from the Management and Governmental agencies</b>
3.	Firewall setup: Network security is the utmost requirement for wi fi campus but incurs a huge cost.	After one year subscription of cyberoam the college shifted to its 3 years subscription to make it cost effective. <b>Resource needed: Financial Support from the Management and Governmental agencies</b>
4.	Training of vocational students: Lack of facilities and infrastructure	<b>Resource needed: Financial Support from Governmental agencies</b>