GGN Khalsa College
Civil Lines, Ludhiana

Annual Quality Assurance Report

2017-18

Submitted to

National Assessment and Accreditation Council

Bangalore, India

The Annual Quality Assurance Report (AQAR) of the IQAC

(1 Nov 2017 to 31 Oct 2018)

Part – A

AQAR for the year	2017-2018
Name of the Institution	GGN KHALSA COLLEGE
Address Line 1	CIVIL LINES
City/Town	LUDHIANA
State	PUNJAB
Pin Code	141001
Institution e-mail address	ggnkcl@rediffmail.com
Contact Nos.	0161-5211981
Name of the Head of the Institution:	Dr. A.S. BHALLA
Tel. No. with STD Code:	0161-2401546
Mobile:	9463062603

Name of the IQAC Co-ordinator: | DR.HARGNJOT KAUR

Mobile: | 9915042222

IQAC e-mail address: | iqacggnkcldh@gmail.com

NAAC Track ID *(For ex. MHCOGN 18879)* | PBCOGN17993

OR

NAAC Executive Committee No. & Date: | Dated 29-10-2015

Website address: | www.ggnkcl.com

Web-link of the AQAR: |

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.63 (Score)	2015	5 years

Date of Establishment of IQAC: DD/MM/YYYY | OCT. 2014

**Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

N.A. *(NAAC inspection for First Cycle of Accreditation took place on September 29-31st Oct, 2015)*

Institutional Status

University   **State** [✔] **Central** [ ] **Deemed** [ ] **Private** [ ]

Affiliated College   *Yes* [✔] *No* [ ]

Constituent College   Yes [ ] No [✔]

Autonomous College of UGC   Yes [ ] No [✔]

Regulatory Agency approved Institution   Yes [ ] No [✔]

(Eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   **Co-education** [✔]   **Men** [ ]   **Women** [ ]

                             Urban [✔]   **Rural** [ ]   **Tribal** [ ]

Financial Status   **Grant-in-aid** [✔]   **UGC 2(f)** [✔] **UGC 12** [✔]

B Grant-in-aid + Self Financing [✔]   **Totally Self-financing** [ ]

Type of Faculty/Programme

Arts [✔]   **Science** [✔] **Commerce** [✔]   **Law** [-]   **PEI (Phys Edu)** [-]

TEI (Edu) [ ]   **Engineering** [-]   **Health Science** [-]   **Management** [-]

Others (Specify) | Computer Science, Communicative English, Bank Management, Journalism and Mass Communication.

Name of the Affiliating University *(for the Colleges)* | Panjab University, Chandigarh

Special status conferred by Central/ State Government -
Autonomy by State/Central Govt. / University

No

University with Potential for Excellence NA **UGC-CPE** --

DST Star Scheme -- **UGC-CE** --

UGC-Special Assistance Programmes -- **DST-FIST** --

UGC-Innovative PG Programmes -- **Any other (*Specify*)** UGC Vocational Courses

UGC-COP Programmes NO

IQAC Composition and Activities

No. of Teacher 07

No. of Administrative/Technical staff 01

No. of students 02

No. of Management representatives 02

No. of Alumni 02

No. of any other stakeholder and

02

Community representatives
No. of Employers/ Industrialists 02

No. of other External Experts 0

Total No. of members 16

No. of IQAC meetings held 01

Has IQAC received any funding from UGC during the year?　　Yes ☐　　No ☑

If yes, mention the amount　　　　　　| NA |

Seminars and Conferences (only quality related)

No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | -- |　　　**International** | -- | **National** | - |

　　　　Sate | -- | **Institution Level** | -- |

Significant Activities and contributions made by IQAC

- Preparation of Academic Calendar of the college.
- Outline standard quality benchmarks for enhancement of academic quality.
- Facilitate the up gradation of teaching and research proficiency of the faculty.
- Co-ordinate the organization of various academic, sports and other extracurricular activities for all round development of the students.
- Initiate community oriented services and programmes as part of Institution Social Responsibility.
- Organization of summer workshops to enhance the skill set of the non teaching staff and hence improve their employability quotient
- Materialize memoranda of understanding between the college and the industry to boost college-industry interaction.
- Collection and analysis of feedback from the various stakeholders on quality related processes.
- Documentation of various college activities for quality enhancement.
- Preparation of AQAR as per the guidelines and parameters set by NAAC.
- Started B.Voc Classes and 4 Courses under community college.

Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcomes achieved by the end of the year

No	Plan of Action	Achievements
1	Infrastructural Development	(a) Construction of Guruduara sahib in the college campus was completed
		(b) Furniture was purchased worth Rs 4,98,000/-
		(c) Tube well installed in the college ground
		(C) Metal detector for checking during exam
		(d) Renovation of Hall
2	To conduct a professional Academic Audit of all departments	(a) Process Initiated
3	To organized national/International/seminar/ conferences	Depts. of commerce, faculty of languages & faculty of science organized International conferences
4	To upgrade college website	CMS software was connected to website was provided to Library Resources
5	To promote green environment (a).energy saving equipment to be used	Led Lights replaced traditional lights in the campus
6	(b). Waste management in the college campus	(a).Old wooden pices were used to make stand (b)Tyers are re-used as pots (c)Plastic bottles re used (c)Developed a small garden by re using waste plastic near parking place

Increase community service participation amongst the students	GGN Khalsa College has initiated for the holistic development of the students through being Enlightened, Empowered and Empathetic, Various clubs of the college have organized various activities with an objective of giving back to the society and sensitizing the students towards their social responsibility. Various community services were also undertaken by the college NSS, NCC, Red Cross clubs and various departments, Bhai Kanahaiya Ji Sewa Society, Imitative-A Ray of Hope Society, Bhai Mardana Ji Kirtan Sewa Society, Rotract club etc
Promote environmental awareness	Under the Green Initiative Programme, of the college, Gardening Club and the Botanical Society organized various activities to create awareness about the need to protect the environment and promote love for the surrounding biodiversity. Effective measures were undertaken for waste segregation, waste management and water harvesting and E-waste collection.
To streamline the Feedback System	The Feedback System was streamlined and Students Feedback. Manual report was collected.

Whether the AQAR was placed in statutory body   **Yes**   ☑   **No**   ☐

Management   ☑   **Syndicate**   ☐   **Any other body**   ☐

Provide the details of the action taken

The AQAR report was discussed with the Managing Committee of the College.

Criterion – I

Curricular Aspects

Details about Academic Programmes

Level of the Programmes	Number of existing Programmes	Number of Programmes added during the year	Number of self-financing Programmes	Number of value added / Career Oriented Programmes
PhD	-	-	-	-
PG	04	-	03	-
UG	04	-	02	02
PG Diploma	02	-	02	02
Advanced Diploma	-	-	-	03
Diploma	-	-	-	03
Certificate	-	-	-	03
Others	-	-	-	-
Total	**10**	**-**	**07**	**13**

Interdisciplinary	The undergraduate courses in B Com,BCA and B.SC are essentially Interdisciplinary involving contributions across academic departments.
Innovative	---

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	07
Trimester	-
Annual	03 (Add on Courses i.e. Certificate, Diploma & Advance Diploma Courses)

Feedback from stakeholders* Alumni ✓ **Parents** ✓ **Employers** ✓ **Students** ✓

(On all aspects)

Mode of feedback Online -- **Manual** ✓ **Co-operating schools (for PEI** NA

Whether there is any revision/update of regulation or syllabi? If yes, mention their salient aspects.

The College being affiliated to Panjab University, Chandigarh follows the syllabus prescribed by the University. The University updates the syllabi for various subjects regularly and incorporates the latest concepts.

Any new Department/Centre introduced during the year. If yes, give detail s. Yes

(i) PGDMM (ii) M.Sc. Chemistry (iii) B.Voc - (a) Banking and Financial Services) (b) E-Commerce and Digital Marketing (c) Retail Management (d) Web Technology & Multimedia (iv) Community College – (a) Hardware & Network maintenance Technology (b) Accounting & Taxation (c) Travel & tour management

Criterion – II

Teaching, Learning and Evaluation

Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
42	22	20	---	----

No. of permanent faculty with Ph.D. | 15 |

No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	**V**	**R**	**V**	**R**	**V**	**R**	**V**	**R**	**V**
04	09	--	---	---	---	---	---	04	09

No. of Guest and Visiting faculty and Temporary faculty | --- | | --- | | 24 |

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	04	06	--
Presented papers	04	06	--
Resource Persons	---	---	---

Innovative processes adopted by the Institution in Teaching and Learning:

- Use of interactive boards in smart class rooms for multimedia based presentations.
- Emphasis is laid on Active learning and Co-operative learning to increase student retention and promote greater student-faculty and student-student interaction.
- Role plays are enacted to enhance the learning experiences of the students.
- Case studies are undertaken to inculcate and enhance analytical and critical thinking abilities in the students.
- Group discussions are conducted to encourage greater involvement and interaction among the students.
- Project based learning approach is adopted to enable the students to actively explore real- world problems and challenges and acquire a deeper knowledge.
- Industrial and field visits are organized to sensitize the students to the practical challenges that organizations face in the business world. These visits also provide greater clarity about various management concepts to the students as they can practically see how these concepts are put into action.
- Experiential learning is encouraged to bolster the learning process and improve understanding and retention among the students.

Examination/ Evaluation Reforms initiated by the Institution (For example): Open Book Examination, Bar Coding, Double Valuation and Photocopy etc.

The Panjab University, to which the College is affiliated, has implemented a number of examination/evaluation reforms. The College conforms by these reforms which include setting up of Examination Grievance monitoring System; Online submission of student registration, examination and re evaluation forms; Continuous Evaluation System of examination; Facility to see and evaluated answer sheets; E-Admit cards; Computerization of result related process, etc.

The faculty identifies the learning outcomes of every subject and accordingly plans their lessons as well as the evaluation. The students are examined at different stages of the learning process to gauge their progress. The internal assessment is based on both summative and formative assessments of the students. Innovative assessment techniques as open tests, Short type and full tests.

Average percentage of attendance of students   75%

Courses/Programmes wise distribution of pass percentage:

Title of programmes	Total students Admitted	Total students appeared	Result Declared	Distinction%	Division I %	Division II %	Division III%	Pass%
B.A-2ND	493	346	278		06	26	12	45.15%
B.A 4TH	242	222	204		17	46	31	62.43%
B.A 6TH	240	235	230		05	33	12	68.43%
BCOM 2ND SEM	141	131	126		89	17	0	74.33%
BCOM 4TH SEM	129	125	122		79	19	01	75.99%
BCOM 6TH SEM	143	141	140		94	15	0	88.33%
BSC 2ND SEM	91	76	68		16	15	02	69.72%
BSC 4TH SEM	66	62	58		23	17	01	75.13%
BSC 6TH SEM	74	73	68		20	09	0	80.67%
BCA 2ND SEM	40	37	37		11	07	0	60.19%
BCA 4TH SEM	36	35	32		11	0	0	73.84%
BCA 6TH SEM	34	34	34		08	01	0	76.07%
M.A-ENG) 2ND SEM	17	16	13		03	03	01	60.88%
MA (ENG) 4TH SEM	10	07	06		0	03	0	70.25%
MA (PNB) 2ND SEM	06	06	06		0	03	0	65.98%
MA (PNB) 4TH SEM	09	09	08		0	0	0	72%
MCOM 2ND SEM	30	26	25		14	0	0	82.68%
MCOM 4TH SEM	44	43	42		38	0	0	93.24%
M.Sc-CHM 2nd sem	40	38	37		23	09	0	76.91%
PGDCA 2ND SEM	19	18	15		10	0	0	82.54%
PGDMC 2ND SEM	11	10	08		02	01	01	78.52%

How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC motivates the staff members to participate in faculty development programmes from time to time so as to stay updated with recent developments in the pedagogy and innovative teaching practices.
- Academic calendar is designed in the beginning of the session and its compliance is assured by issuing directions to the teachers to prepare their lesson plans accordingly.
- The examination policy, Examination pattern for the house exams is declared at the very beginning of the academic session.
- Academic results are analyzed by identifying areas of improvement and setting up new goals for the session.
- Remedial measures are taken up and suitable teaching methodologies are adopted to cater to the needs of the slow learners as well as the advanced learners.
- Participative learning is encouraged through class assignments and projects.
- Training workshops/seminars/expert lectures are organized for students and teachers.
- Library resources are regularly upgraded
- Emphasis is laid on practical and applied approach through field trips.
- Assignments are given to keep the students updated on recent developments in the discipline
- Projects are assigned to encourage group based research activities.
- Formal and informal feedback is taken from the students regarding the teaching learning environment, and competency of the faculty members. The feedback received is discussed in departmental meetings and the relevant suggestions are implemented.
- Students are encouraged to visit library to corroborate class notes with reference books.
- The IQAC in 17-18 under took the task of preparing AQAR
- The IQAC initiated the formal process of Academic Audit for Dept.
- IQAC played significant role by orienting staff & students toward the use of ICT across all areas of learning.
- Feedback system was strengthened streamlined.
- The value of green initiatives was by IQAC & various drives like tree plantation, say no to plastic & cleanliness drive & carpooling were executed.
- Industrial visit were organized to familiarized students with the industry environment.
- Awareness on various entrance exams for carriers.
- Plan for initiation of E- Journals.
- Visit to media

Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	---
HRD Programmes	---
Orientation Programmes	---
Faculty exchange Programme	---
Staff training conducted by the University	---
Staff training conducted by other Institutions	---
Summer / Winter schools/ Workshops, etc.	---
Others	---

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	04	03	---	01
Technical Staff	04	-	---	---
Others	23	16	---	23
Total	31	19	---	24

Criterion – III

Research, Consultancy and Extension

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the Institution

- Setting up of a Research Committee which makes consistent efforts to inculcate scientific temperament among students and staff.
- Establishment of a Network Resource Centre with computing and internet facility.
- N-List facility for access to e-journals and e-books was made available in the Network Resource Centre and all the departments of the college.
- Computer and Internet facilities have been provided in the departments.
- Subscription to relevant journals especially for Post Graduate Courses
- Faculty members are encouraged to attend seminars / conferences and write research papers. They are also motivated to make research proposals for undertaking research projects and apply to the various funding agencies for sponsorship.
- Experts from the industry and academia are invited on regular basis to keep the faculty and the students updated on the latest developments.
- 1 Teacher completed his P.hd and 2 more enrolled themselves in P.hd program
- 14 Books were published with ISBN No. by the college as conference proceeding

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-		-

Details on research publications

	International	National	Others
Peer Review Journals	2	6	-
Non-Peer Review Journals	1	-	-
e-Journals	14	-	-
Conference proceedings	10	-	-

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned	Received
Major projects	-	-	-	-
Minor Projects				
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

No. of books published

    (i) With ISBN No.   `14`   **Chapters in Edited Books**   `12`

    (ii) Without ISBN No.   `06`

No. of University Departments receiving funds from

    UGC-SAP `-`   **CAS** `-`   **DST-FIST** `-`

    DPE `-`   **DBT Scheme/funds** `-`

    Revenue generated through consultancy   NIL

    No. of conferences organized by the Institution   `--`

Level	International	National	State	University	College
Number	----	----	----	----	----
Sponsoring agencies	----	----	----	----	----

    No. of faculty served as experts, chairpersons or resource persons   `03`

No. of collaborations

International | 03 | **National** | - | **Any other** | - |

No. of linkage created during this year | - |

Total budget for research for current year in lakhs:

From Funding agency | State Govt. (Immigration) |

From Management of University/College | College |

Total | Rs. 10, 28,903/- |

Type of Patent		Number
National	**Applied**	-
	Granted	-
International	**Applied**	-
	Granted	-
Commercialized	**Applied**	-
	Granted	-

No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
	-		-		-	-

**No. of faculty from the Institution who are Ph. D. Guides
and students registered under them** | | | |

No. of Ph.D. awarded by faculty from the Institution | - |

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | - | **SRF** | - | **Project Fellows** | - | **Any other** | - |

No. of students participated in NSS events:

University level | 100 | **State level** | |

National level | | **International level** | - |

No. of students participated in NCC events:

University level | - | **State level** | 88 |

National level | 09 | **International level** | 08 |

No. of Awards won in NSS:

University level	-	State level	02
National level	-	International level	-

No. of Awards won in NCC:

University level	-	State level	02
National level	-	International level	-

No. of Extension activities organized

University forum	-	College forum	-
NCC	01	NSS	02	Any other	-

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

The College believes that overall development of an institution is incomplete without engaging the students in activities which address human needs, strengthen community ties and define their lives ethically. The institution contributes to a great extent towards selfless community service through various initiatives. Inculcating ethical and moral values among the students goes hand in hand with disseminating academic knowledge in the college. Various clubs and societies have been a buzz with activity.

List of various Clubs and Societies:

Red Ribbon Clubs	**Rotract Club**
Heritage Club	**Youth Club**
NSS,	**NCC,**
Bhai Kanahaiya Ji Sewa Society	
Initiative-A Ray of Hope Society	
Bhai Mardana Ji Kirtan Sewa Society	
Red Cross Society	
Sarbat Da – Bhalla Society	
Bhagat Puran Singh ECO Club	
Nek Chand Memorial Club	

Criterion – IV

Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4 Acres	Nil	-do-	4 Acres
Class rooms	54	Nil	-do-	54
Laboratories	29	Nil	-do-	29
Seminar Halls	02	Nil	-do-	02
No. of important equipments purchased (1.0 lakh) during the current year.	---	HDD,3 UPS For CCTV, Keyboard Mouse 01Computers,3 printer, Camera connection for Gurudara and CAT6e (10 Box)	College Fund	---
Value of the equipment purchased during the year (Rs. in Lakhs)	----	15,79,88	College fund	-----
Others (Auditorium and Tennis Courts)				
Auditorium	9586 sq. ft.	Nil	Nil	9586 sq ft.
Tennis Courts	2855 sq. yards	Nil	Nil	2855 Sq. yards

Computerization of administration and library

- The College has adopted CMS for effective and efficient information management which in turn is used to enhance functional effectiveness of the College system.
- CMS is being effectively used by the College online admission and Merit-generation.
- Fee Collection
- Students attendance management
- Employee leave management
- Fine generation for students
- All the major housekeeping operations of the library are automated.
- All the departments have the ICT facility and the campus is Wi-Fi enabled.

Library services:

	Existing		Newly added		Total	
	No.	**Value**	**No.**	**Value**	**No.**	**Value**
Text Books	3216	899066	444	144229	3660	**1043295**
Reference Books	79	63210	13	9750	92	**72960**
Journals	17	59780	14	41875	31	**101655**
e-Books & e-Journals	N-List Delnet	11500+5375=16875		**11500+5725=17225**		**17225**
CD & Video						
General Books	1054	280866	24	17608	1078	**298474**
Gift Books	1719	275394	823	130229	2542	**405623**

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments
Existing	143	07	-	01	-	6	32
Added	17	-		-	01	-	05
Total	**160**	**07**	**-**	**01**	**01**	**6**	**37**

Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

- Computers with internet facility were provided in all the departments.
- The college campus Wi-Fi was upgraded and 10 new Access Point were added.
- The staff and students have access to latest software's and hardware installed in the computer labs of the college.
- N-List facility for access to online research publications and books was made available in all the departments, College library and Network Resource Centre.
- The faculty was trained for using the N-List facility for searching, browsing and downloading research papers.

Amount spent on maintenance in lakhs:

i) ICT	98,871/-
ii) Campus Infrastructure and facilities	8,60,543/-
iii) Equipments	36,08,36/-
iv) Others (Furniture)	49,80,90/-
Total	50, 65,865/-

Criterion – V

Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

The college offers a gamut of Student Support Services for the students. The IQAC makes earnest efforts to spread awareness about these services. The availability of these services is publicized through the college prospectus, college website and notifications on the various college notice boards. The tutors also inform the students about the availability of the various support services for the welfare of the students. They are also encouraged to avail this service. The information regarding government and non-government scholarships was given to students.

Efforts made by the institution for tracking the progression

The college makes concerted efforts for optimal progression of the students. It facilitates the vertical movement of the students from one level of education to the next higher level by offering Post Graduate courses in various subjects. The college Placement and Guidance Cell plays an avid role in helping the students attain gainful employment. The college offers an array of Vocational subjects along with Carrier Oriented Programmes in the form of Add-On courses that have utility for job, self employment and empowerment of students.

All the students who pass out from the college are members of the college Alumni Association. Alumni meets are organized from time to time and serve as a forum for keeping track of the progression of the students.

To improve attendance of students automated messages are sent to the parents.

Notifications regarding various admission program and employment opportunities are conveyed to students through various media.

Parent-Teachers meetings are held periodically. To improve attendance of students in classes automated messages were sent to parents and wards.

Notification regarding various admission programs & employment opportunities are conveyed to students through various media.

Students were apprised of college grievance redressal cell, Anti sexual harassment cell and Anti Ragging cell in the beginning of the session.

All Rooms/Departments were kept clean & better drinking water facilities were providing to the college.

Requirements for more rooms & Labs were raised for new courses.

	UG	PG	Ph. D.	Others	Total
(a) Total Number of students	1729	186	-	-	1915

(b) No. of students outside the state   NA

2017-2018					
General	**SC**	**ST**	**BC**	**Physically Challenged**	**Total**
1810	92		13		1915

(c) No. of international students   Nil

Men	No.	%	**Women**	No.	%
	--	--		--	--

Demand Ratio   The College is one of the most popular Colleges in the region. The demand ratio varies from course to course but the number of applications received for each course is quite substantial indicating the popularity of the courses among

Dropout %: 0.6

Details of student support mechanism for coaching for competitive examinations (If any)

GGN Career Coaching Cell of the college has been established with the objective of nurturing talent and aptitude to prepare the students for the various competitive exams like Civil Services, Banking services, IELTS etc. The Cell organized expert lectures on job opportunities for youth in Indian Army, Soft skill for successful career. Guidance on how to clear the exams is also provided by the respective departments. Further support in the form of access to books for preparing for the competitive exams is provided by the college library.

No. of students beneficiaries   150

No. of students qualified in these examinations (*as per available data***)**

| **NET** | 01 | **SET/SLET** | | **GATE** | | **CAT \ MAT** | 12 |
| **IAS/IPS etc** | | **State PSC** | | **UPSC** | | **Others** | --- |

Details of student counseling and career guidance:

The counseling cell of the College aims at assisting the students in developing various life skills to deal effectively with academic problems, motivational conflicts, family and relationship issues, abuse, along with stress management etc. It adds to the EQ-emotional quotient of the students. The ultimate goal is providing students with information that will help them make more appropriate life decisions and plans to realize their potential to the fullest.

The placement cell provides a platform to the career oriented students – whereby they get an opportunity to be introduced to the competitive corporate world. The cell organizes various workshops and interactive session with the industry experts to apprise the students about the latest developments and skill demands for obtaining productive employment. The cell prepares the students for appearing in campus and off campus interviews.

Sr. no.	Name of Activity	Date	Individuals benefited
1.			
2.			

No. of students benefitted from career guidance cell

Sr. No.	Activity	Date
1		
2		
3		
4		

Off Campus Placements:

Date	Name of Company	No. Of students Appeared	No. of students Selected

Seminars Organised:

Date	Seminar/Extension Lecture	Resource Person

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

Detail of gender sensitization programes

Women Cell of GGN Khalsa College organized few activates.

Activity	Date

Students Activities

No. of students participated in Sports, Games and other events

State/ University level [ ] **National level** [ ] **International level** [ ]

No. of students participated in cultural events

State/ University level [-] **National level** [-] **International level** [-]

No. of medal/awards won by students in Sports, Game and other events Sport:

State/University level [ ] **National level** [-] **International level** [-]

No. of medal/awards won by students in Cultural Activity:

State/University level [ ] **National level** [ ] **International level** [ ]

Scholarships and Financial Support (office)

Scholarship Name		**Number of students**	Amount (Rs)
Financial support from Institution		101	208000/-
Giani Lal Singh		05	25000/-
Total			**233000/-**
SC/BC Scholarships	SC Scholarship Fresh Students	42	1004816/-
	SC Scholarship Renewal Students	50	1431572/-
	BC Scholarship Fresh Students	12	308358/-
	BC Scholarship Renewal Students	01	29824/-
	Total	**113**	**2774570/-**
Grand Total			**3007570/-**

Student organized / initiatives

Fairs   : **State/ University level** [--] **National level** [-] **International level** [-]

Exhibition: State/University level [--] **National level** [-] **International level** [-]

No. of social initiatives undertaken by the students [--]

S. No.	Activities	Date	
1	Bhangra Team won 2nd prize in inter college Literacy & Cultural festival "Ehsaas 2018"	11th Oct,2018	PCTE Group of Institute
2	Bhangra Team won 2nd prize in P.U. Zonal youth Festival		S.C.D Govt. College LDH.
3	Sarbat da Bhala Society distributed eatable items & clothes to poor & needy people	6th Oct,2018	
4	NSS & NCC units of college organized one dat special camp to promote "Swachh Bharat Mission"	12th Sept,2018	
5	JCI unit of college organized a special lecture on breast cancer Dr Bharti Uppal Prof & HOD biochemistry CMC,LDH delivered her expert views	30th Aug 2018	
6	Rotract club installation ceremony of the new team.	28thAug,2018	
7	Gurmat sabha & Guru Gobind Singh study circle unit of college organized religious program on Vasakhi		
8	P G department of computer science organized "Certificate Distribution Function for the students of ISO Certified Computer Courses	9th March,2018	
9	Women empowerment cell of college organized a cultural program to collaborate international women's day	8th March,2018	
10	Rotract club & Department of physical education organized interclass cricket tournament	3rd March,2018	
11	Science club organized declamation contest on the occasion of National Science day	28th,2018	
12	Students of college won prizes in Media Fest competition 2018 organized by Doaba college Jalandhar		
13	Bhai Kanhaiya ji society of college organized a free dental checkup camp a collaboration with Baba Jaswant Singh Dental college, Hospital & Research Institute	8th Feb, 2018	
14	Rotract club of college organized a Rally against the use of Chinese (dor) for kite flying	11th Jan,2018	
15	Rotract Club organized new year celebration with senior citizens in Old Age Home,LDH	8th Jan.2018	
16	Department of computer Science Organized a function on the occasion of starting computer coaching classes of Punjab police employees from (03-01-2018 to 03-03-2018)	3rd Jan,2018	
17	Sarbat Da Bhala socity distributed Fruits, Biscuits at Nishkam sewa Ashram, Bal Ashram & Vridh Ashram	21st Dec,2017	
18	P G Department of computer Science & NSS unit started free computer coaching classes & Mobile training for Senior citizen in old age home Srabha Nagar	20th Dec,2017	
19	P G Department of Punjabi organized a function to celebrate 146th Birth Anniversary of Bhai Veer Singh	5th Dec,2017	

Major grievances of students (if any) redressed:

The Grievances Redressal Cell addressed grievances of the students, following which time table issues were resolved, additional furniture was added and electrical points were installed in the classrooms where required, quality of food served in the canteen was improved.

Criterion – VI

Governance, Leadership and Management

State the Vision and Mission of the institution

Vision:

To impart qualitative value based education as enshrined in the teachings of Guru Nanak enunciating the principals of co- existence, brotherhood and above all universal well being.

Mission:

- To imbibe the ideals of Guru Nanak amongst the youth in order to instill in their minds high moral values, instinct for social to pursue and disseminate knowledge with commitment to all sections of society.

- To create and provide opportunity for the overall development of students that can transform the society.

- To revive high ideals of students- teacher relationship so as to inspire the youth to have yearning for acquiring knowledge and professional skills.

- To enable the students to inculcate patriotism and sense of sacrifice for the country.

- Justices, awareness and equality of human mind.

- To inculcate quality of competence, confidence excellence among the student.

Does the Institution have a Management Information System

- The College has adopted CMS for effective and efficient information management which in turn is used to enhance functional effectiveness of the College system.
- CSM is being effectively used by the College online admission and Merit-generation.
- Fee Collection
- Students attendance management
- Employee leave management
- Communion students forms, Frequently required reports like Class wise, Subject wise, Category wise, Section wise Strength
- Fine generation for students
- Course management, Time table Management
- All the major housekeeping operations of the library are automated.
- All the departments have the ICT facility and the campus is Wi-Fi enabled.

Quality improvement strategies adopted by the institution for each of the following:

Curriculum Development

- The College being affiliated to Panjab University, Chandigarh follows the curriculum proposed by the University. However, the faculty members contribute constructively towards the process of curriculum development as members of various academic bodies of the university viz. Members of Board of Studies, Added Faculty members etc.

- The feedback system was streamlined. Course Feedback, Alumni Feedback, Student Support Services Feedback and Student Feedback were obtained covering various aspects of the teaching learning process. A comprehensive Feedback Analysis Report was thereafter prepared with recommendations for overall enhancement of academic quality.

- In pursuit of its commitment towards imparting quality education, the IQAC cell of the College framed a comprehensive quality policy aimed at quality enhancement and assurance.

- In pursuance of the quality policy, the College emphasized on adoption of innovative teaching methodologies by the faculty members.

- Recognizing the potential of experiential learning for better understanding and for intellectual and personality development, interactive sessions with experts from industry and the academia along with industrial visits and field trips were organized by various departments of the College.

- The ICT facility was extended to cover all the departments. This provided the impetus for an augmented adoption of ICT in the teaching learning process.

- With the objective of implementing an all-inclusive education policy, special initiatives for catering to the diverse learning needs of the slow learners as well as the advanced learners were taken up.

- A number of skill development workshops were organized by various departments during the summer vacation.

Teaching and Learning

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Examination and Evaluation

- The College implements all the examination and evaluation reforms initiated by Panjab University, Chandigarh, to which the College is affiliated.
- Comprehensive evaluation of the students is carried out based on summative and formative assessment. Transparency in the evaluation process is ensured. Grievances of the students with respect to the examination and the evaluation process are duly addressed.
- In a major qualitative reform, the College is gearing up towards implementing the Choice based Credit System (CBCS) from the session 2018-19 as per Panjab University guidelines.

Research and Development

- The Research Committee of the College played a proactive role in promotion of research temperament amongst the faculty members. Consequently, there was a substantial increase in the number of research publications as well as in the participation of the faculty in the research oriented activities viz. seminars, conferences etc as compared to the previous years.

Library, ICT and physical infrastructure / instrumentation

- The library was further strengthened. More than 500 new books were procured in the main library. New additions were made to the collections in the departmental libraries. New journals, magazines and newspapers were subscribed. The N-List facility was extended to provide seamless, reliable and ubiquitous access to scholarly, peer reviewed electronic resources. Access to 60,000+ e-journals and 31, 35, 000 e-books were made available through this facility.

- The ICT facility in the College was further extended with procurement of new computers. Four new smart class rooms were created. Two additional projectors were also procured.

- The labs were upgraded with procurement of new equipments.

- The infrastructural facilities were further enhanced.

Human Resource Management

- The College focuses on strategic human resource management to ensure that the College staff contributes positively to organizational effectiveness as defined by the goals and objectives of the College. For this, following steps are undertaken:

- Annual requirement analysis of the staff as per the positions and expertise.

- Selection and recruitment of qualified staff

- Motivation and facilitation of staff for self-improvement and development

- Provision of flexibility to staff to adopt approaches directed at realization of the goals and objectives.

- Following the participatory management 'concept' the staff is encouraged to participate in the decision making process.

- Welfare schemes for the staff are executed.

- Promotion of harmonious relations among the staff and between the governing body and the staff.

Faculty and Staff recruitment

- Strategic planning is employed for recruitment of staff as per the requirements.

- Complete transparency is maintained in the recruitment process.

- Qualified and meritorious staff is appointed, following the rules and regulations prescribed by the Punjab Government and Panjab University, Chandigarh.

Industry Interaction / Collaboration

- Additionally, in order to give the students firsthand experience on working in the industrial enterprises and promote industry interaction, professionals from the industry are invited for expert lectures on regular basis. Regular industrial visits are also organized.

Admission of Students

- The College caters to the higher education needs of boys & girls of the region. The admissions are carried out as per the schedule and guidelines of Panjab University, Chandigarh.

- The admission process is widely publicized through the print media, College website, College prospectus etc. Complete transparency is maintained in the admission process.

- In courses with limited seats, merit lists are prepared as per the guidelines issued by the university. Merit lists and the criteria followed are widely displayed.

- Admission grievances, if any, are resolved by the Grievances Redressal Committee of the College.

- Every effort is made to make the admission process student friendly. A special Help desk plays a proactive role by providing admission related counseling services while assisting the students in the admission process.

Welfare schemes for

Teaching	Free publication of teachers research papers as chapters in ISBN No. books Exemption from registration fees for various conferences & seminars organized by the college Provident Fund(PF) and PF loan facility Maternity leave Duty leave facility for attending seminars/conferences and other faculty development programmes Access to e-resources through N-List facility of Inflibnet
Non teaching	Residential facility (only for class IV employees) Subsidized fee structure for the wards of the non teaching staff. Free uniforms to the ancillary staff
Students	Scholarships, Fee Concessions to the needy and meritorious students. Book bank facility. Counseling and Career guidance services. Remedial classes for the slow learners Gymnasium facility Fully equipped Health Centre

Total corpus fund generated   As per balance sheet 2017/18 (Corpus Funds) RS. 46401425

Whether annual financial audit has been done

Yes   ✓   No   ☐

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

Audit Type	External		Internal	
	Yes/No	**Agency**	**Yes/No**	**Authority**
Academic	No	--	Yes	College Registrar
Administrative	Yes	Charted Accountant	Yes	College Auditor

Do the University/ Autonomous College declares results within 30 days?

Not Applicable For UG Programmes Yes   NA   **No**   NA

	For PG Programmes	Yes	NA	No	NA

Not Applicable

What efforts are made by the University/ Autonomous College for Examination Reforms?

What efforts are made by the University to promote autonomy in the affiliated/constituent Colleges?

Not Applicable

Activities and support from the Alumni Association

- Considering the alumni of the College to be a significant stakeholder, the College has an effective Alumni Association which actively participates and extends support in the College development activities.

Development programmes for support staff

- A workshop on English Speaking 'was organized by the Department of English for the non teaching staff winter vacation.
- ISO – Certified course ,one-week & ICT summer vacation

Initiatives taken by the institution to make the campus eco-friendly

The Green Initiative Program is a primary initiative of the College towards the fulfillment of its institution social responsibility of creating a green India by adopting eco friendly best practices.

Following eco friendly initiatives have been undertaken under this programme:

- Green Auditing of the campus.
- Setting up of rain water harvesting unit to harness rain water.
- For effective waste management, waste segregation and waste water management practices have been adopted besides setting up of vermin compost unit.
- The use of plastic bags has been banned.
- Collection of e-waste and channelizing it towards its safe disposal.
- Setting up of Herbal Garden to acquaint the students with their surrounding bio diversity.
- Tree plantation drives are also regularly organized.
- To inculcate the spirit of environmental consciousness in the students, various activities were organized.

Criterion – VII

Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the Institution. Give details.

- The commitment of the Institution to provide experiential learning to its students through an active learning process has brought a revolutionary change in the basic mode of communicating information for the purpose of issues related to the learner and the learning context. Various activities are organized for the purpose of curriculum enrichment. A special effort is made to equip the students with practical skills and also to provide them a wide perspective. The institution engages the students in critical thinking, problem solving and decision making in context that are personally relevant to them.

- The College has remedial classes, special classes for weak students. Teachers of various departments have started drafting question banks for the students to help them revise their syllabi. This has helped the students to improve their pass percentage and helps the students in their pursuit of attaining quality education.

- For fostering digital environment in the campus, the College has installed computers and printers in various departments.

- An extensive usage of audio-visual aids for teaching purposes is done, concentrating more on the PowerPoint presentations and documentaries, for effective delivery of learning content.

Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Democratization of Teaching Departments

Complete freedom is given to the teaching departments to:

- Provide involvement of all the faculty members in the smooth functioning of the College.
- Synchronize work and allocation of duties of all faculty members of the departments.
- Hold departmental meetings to devise strategies to handle new curriculum.
- Forward views of the members on any curriculum design through their representative on the Board of studies in their subject at the University.
- Guide the new faculty members in improving their teaching learning process.
- Organize co-curricular activities and societies of the Departments such as workshops, seminars, visits and extension lectures.

Whether environmental audit was conducted?   Yes

Any other relevant information the institution wishes to add. (For example SWOT Analysis) Strengths

- Multi-faculty college offering an array of UG and PG courses along with Value added and Vocational Courses
- Excellent Infrastructural and Learning Resources. State of art auditorium provides a stage for various co-curricular activities
- Vast green campus provides ambience for holistic growth
- Empowering and encouraging the meritorious and needy students through financial aid and scholarships
- Glorious Heritage
- Enlightened and Visionary Managing Committee
- Highly dedicated faculty with dynamic leadership
- Culturally diverse student base
- All inclusive admission policy
- Student centric teaching learning process
- Robust culture of education that fosters critical thinking and creativity
- Comprehensive education beyond curriculum
- Commitment towards intellectual growth and spiritual development through value education
- Quality assurance through IQAC
- Commitment towards institutional social responsibility
- Total commitment towards women empowerment
- Research center in Punjabi language

Weaknesses
- Inability to revise curriculum as per the changing skills requirements
- Need for developing a more systematic and coordinated student progression tracking system
- Increasing infrastructural requirement due to increasing student strength
- Increased financial burden on the management due to diminishing grants from the Government

Opportunities
- Strategic location of college for greater industrial linkages
- Avail Research Centre facility for research in English Language
- To commence various Interdisciplinary programs and skill development courses
- Avail grants from various funding agencies to promote research culture and activities
- Elevation of sports facilities and training to keep up with international standards
- Strengthen the Alumni Association to enhance opportunities for the present students

Challenges
- Enhancing infrastructure to meet the needs of increasing student strength
- Continuous monitoring of teacher-student ratio due to increasing student strength
- Adjusting to the rapidly changing techno-environment
- Bridging the skills gaps within the constraints of limited academic flexibility
- Keeping a balance between teaching and research
- Initiating new courses in the absence of financial support and faculty recruitment policies of the government
- Declining student ratio beck of un-immigration
- Limited seats in competitive courses

Plans of institution for the next year

- Procurement of additional audio-visual aids and ICT based tools for teaching purposes.
- Further up gradation of computer labs.
- Up gradation of Science Labs.
- Prepare proposal for constructing additional class rooms.
- Improve sports facilities.
- Avail UGC grants for organizing Seminar/Conference.
- Promote research by motivating faculty to apply for Minor and Major Research Projects from UGC.
- Proposal for establishing a Research Centre in the College (Dept. of Eng and Pbi).
- Organize extension lectures for students and faculty development programme for faculty.
- Strengthening services provided by Placement and Consultancy Cell.
- Organize Coaching Classes for preparing students for competitive exams.
- Organize orientation programme for the newly recruited staff and the first year students.
- Greater interaction with the Alumni to garner their support for quality improvement.
- Strive for further expansion of Community and Extension Services by encouraging increased student participation in such activities.
- Adopt eco-friendly best practices and endeavor for promotion of environmental awareness amongst the students.
- Awareness Programmes for Gender Sensitization among the students.
- Celebration of 550 years of Guru Nanak Dev birth anniversary
- Students were made aware of 100 years of Jallianwala Bagh & sacrifices made by freedom fighters.

*Name*_____   *Name* _____

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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