Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**GURU NANAK NATIONAL COLLEGE**
Name of the head of the Institution	**Dr. Narinder Singh Sidhu**
Designation	**Principal**
Does the Institution function from own campus	**No**
Phone no/Alternate Phone no.	**01628258560**
Mobile no.	**9878511222**
Registered Email	**gnncollegedoraha@rediffmail.com**
Alternate Email	**gnncdoraha@gmail.com**
Address	**Old Grain Market**
City/Town	**Doraha**
State/UT	**Punjab**
Pincode	**141421**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Lovleen Bains**
Phone no/Alternate Phone no.	**01628257097**
Mobile no.	**9888022019**
Registered Email	**gnnciqacdata@gmail.com**
Alternate Email	**gnncdoraha@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gnncdoraha.edu.in/wp-content/uploads/2021/12/aqar_report_2016_17.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://gnncdoraha.edu.in/wp-content/uploads/2021/12/Academic_calendar-converted_2017_18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.6**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC	**07-May-2015**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Crash Course in English Department	**01-Jun-2017** **365**	**45**

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Youth Services, Punjab	To create social awareness	Red Ribbon Club	2017 365	2000
College Development Council, PU Chd	Student Scholarship	College Development Council	2017 365	82700
College Development Council, PU Chd	Financial subsidy to organise State Level Seminar	College Development Council	2017 365	26500
Dr. Rajni Sahota	Minor Research Project	ICSSR	2017 365	60000
GNN College, Doraha	OBC Scholarship	Punjab Government	2017 365	41570
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• Overall Panjab University Zonal Trophy Overall Panjab University Vice Chancellor Trophy • Gurkirat Kaur was the title of Voice Of Punjab (Season 8) in the grand finale organised by PTC Channel Punjab by defeating 10000 contestants. • Each every department Committee organised academic Cocurricular activities regularly submitted the report to IQAC on daily basis. • 2 university positions in MA 2nd Sem. (Pol. Sci.) (5th in PU) and MA 3rd Sem. (Soc.) (7th in PU) • Student enrichment programme by Career Guidance Counselling Bureau • Orientation

Programmes organised by departments such as Chemistry, Physics, Maths, Physical Education Commerce and committees such as Student Welfare Council, Career Guidance and Counselling Bureau, Extension Cell and Placement Cell. • Library Visits of students increased during the session • Remedial Coaching was accorded to the slow learners • Crash Courses and Workshops on Improving Language Skills were organised during Summer, Autumn and Winter Break • Career Guidance Week was observed • IQAC Sponsored 2Day Faculty Development Program on 'Usage of Software in Teaching Learning Methodologies' was organised

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

Plan of Action	Achivements/Outcomes
To reconstruct and renovate the college building	Administrative office, passages, washrooms, seating area, canteen, and toilets were renovated upgraded. A wall was erected around the Tubewell installed in the Football Ground
[View File](#)	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Guru Nanak National College Managing Board, Doraha	12-Apr-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**

16. Whether institutional data submitted to AISHE:	**Yes**

Year of Submission	**2018**

Date of Submission	**30-Apr-2018**

17. Does the Institution have Management Information System ?	**Yes**

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management information system is very well in practice and used for following purposes: Administration College uses software JSR Solutions designed developed by JSR Technology Pvt. Ltd. This is used for management and record

keeping. All types of records such as student's joining date, leave/struck off record, class, subject taken, university academic calendar etc are maintained using the software. Teachers mark the attendance of the students in online mode. Staff attendance is Biometric. Bar Coded Identity cards are issued to the students. SMS Facility, Information regarding transport, Holidays added. Finance and Accounts All the financial transactions are recorded using AccouPro Accounting Software, through which different financial statements are generated. Grants and funds are obtained electronically as well as through cheques from various organizations. The salaries of staff, income tax deducted, electricity bills etc are electronically transferred through NEFT. Student Admission and Support – When a student gets admitted, his/her roll number is generated automatically through MIS and data of the student is ported in the college MIS. The database contains student's personal information, course information and subjects taken. This information is used to support students throughout the session for participation in various activities. Examination – The criteria of internal assessment, prescribed by the University, comprises of class attendance, assignment and class tests. The assessment is sent to the University electronically. Final examinations are conducted by the University once in each semester. University exam data is sent to the university on the University Exam portal. The data is ported from the college MIS to the university portal electronically for the semester examination. The roll number is generated to the student only after university verification. Library College Library has its own library management software named as New LIBSOFT, through which books are issued and returned. In the library, bar coding system is used. Bar coded Icards are issued to the students. The library also maintains a blog i.e.gnncdorahalibrarywordpress.com, which provides information about the library, college news, syllabus, jobs, current information, results and

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

For effective curriculum delivery and documentation, following steps are taken: The session is planned by the advisory committee comprising of the senior faculty members along with the head of the institution. The heads of various departments are also involved in it. Subject wise teaching work-load is discussed with the heads of the departments and additional faculty recruited, if needed, well in advance. The whole session is divided into two terms as per the academic calendar provided by the affiliating university. Each department plans and divides the syllabus term wise, which is printed and made available to the students and teachers. This also helps to keep uniform pace wherever the class is divided into more than one section. It is co-ordinated at the departmental level under the guidance of the heads of the respective department/subjects. Departmental meetings are held for allocation of classes to teachers. The Deans, Conveners and Heads of the Departments hold meetings of their respective committees/departments to chalk out a plan of the activities to be carried out throughout the session. In addition to the above, teaching work is extended to a few more days before the commencement of exams. Depending upon the requirement, teachers continue classes, even during preparatory days. Extra classes are encouraged, wherever required. Additional lectures per week are provided if need be. When a teacher is on leave, his/her lectures are adjusted at the department level especially in the subjects/departments where there are a sufficient number of teachers available as Commerce, Computer Science, English etc. Teachers are motivated to make use of ICT in the classes and also encourage the students to use the same to prepare their power point presentations, assignments etc. Seminars, extension lectures, group discussions, intra and inter-class competitions in Essay writing, paper reading, declamation, debates, quizzes etc also supplement classroom teaching to a great extent. To enhance the effectiveness of formal curriculum, impart additional skills, inculcate moral and civic values, and sensitize the youth towards social and environmental issues, co-curricular and extracurricular activities are meticulously planned and spread throughout the session. Field trips and industrial visits are carried out in a phased manner inorder to enhance the exposure of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.		
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**Nil**	**Nil**

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Electrical course by Guru Nanak Polytechnic college, Ludhiana (Ministry of HRD, New Delhi)	**10/08/2017**	**46**
Crash Course in Spoken English Communication Skills	**01/06/2017**	**45**
Crash Course in Spoken English Communication Skills	**29/09/2017**	**10**
Crash Course in Spoken English	**20/12/2017**	**10**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MSc	**Major Project (IT)**	**6**
MCom	**Summer Training Report & Viva Voce**	**26**
PGDCA	**Project Work**	**11**
BBA	**Project Report & Viva Voce**	**23**
BCA	**Major Project and Seminar**	**18**
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college follows an effective feedback system to take suggestions from stakeholders of each programme. This is done to achieve an effective teaching learning environment. Feedback from students is taken in the classrooms and during tutorial meetings problems/ suggestions are taken care of and implemented wherever possible. At the year end, students fill feedback proformas to give feedback about college. Structured feedback is thus analyzed and corrective steps taken thereof. Feedback thus obtained is also shared with the staff both teaching and non teaching. Feedback is also taken through the suggestion boxes installed at different places. The faculty also gives its feedback during general staff meetings. Feedback from parents is obtained during PTM/Convocation etc. Alumni also gives its feedback at the time of Convocation/Alumni Meet. The suggestions of the teachers regarding updation in curriculum are conveyed to the affiliating university through the faculty which represents various University Bodies.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	Commerce	490	412	412
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1300	246	36	Nill	30

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
66	47	7	13	2	3
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution ensures academic, personal and psycho-social support to the students through a good mentoring system available in the institution. Guidance and Counselling is provided to the students, both at the academic and personal level by the faculty. They are guided for the right choice of the programmes/courses/elective subjects, opting of one or the other add on course etc. Special emphasis is laid on personal interaction between

the students and teachers outside the classroom. Guidance and motivation continues throughout the year as the students are exhorted to participate in sports, cultural and co-curricular activities in order to enhance their personality. Students of this institution confide in their teachers and openly discuss their personal as well as family problems which are resolved by the faculty at the level of the student or sometimes with the involvement of their parents and the guardians as well. For change of faculty/ subject, the teachers as well as the head of the institution provide proper counselling to the students. The choice of the student and his/her performance in the lower exam passed as well as in the present class are given due consideration while allowing the change. At times, parents are also called for the benefit of the students, who have changed their subjects or faculty/programme. Guidance is also provided to advanced learners as well. They are identified on the basis of marks obtained in the lower exam passed, performance in the class, class tests. Such students are motivated to participate in co-curricular activities. They are suggested to consult extra study material. Many students have benefited from the personal and psycho-social support and guidance. Such students are in many cases identified by the teachers or are reported by their classmates/friends. The teachers have even reached out to their parents to understand the problem and find an appropriate solution. Many students, who were reluctant to continue studies due to psycho-social or economic reasons or family problem, have been convinced to continue studies.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1379	51	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
66	66	Nill	40	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Prof. Rampal Banga	Assistant Professor	'Best Music Director Award' by Panchayati Raj Sports Club Khanpur, SBS Nagar
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	0001	1st	22/12/2017	14/06/2018
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

For continuous evaluation, the affiliating university has introduced a component of internal assessment, the proportion of which varies from course to course. This forms the formative evaluation approach. This is mainly based on house tests to be conducted at the end of each term, attendance at lectures, snap tests, participation in discussions in class, written assignments,

seminars, presentations, class performance, Mid Semester Tests etc. The criterion for internal assessment has been laid by the affiliating university. The applicability has been given due consideration while deciding it. It varies from course to course and also within the course for different subjects.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar of the institution is meticulously planned before the beginning of the session keeping in view the vacation and examination schedule provided by the affiliating university. The session is divided into two semesters. Class tests and mid semester tests are planned. In order to make their teaching more effective the teachers are encouraged to make teaching-plans and prepare strategies to handle the different aspects of syllabus. The syllabus for each subject is unitized and a printed copy of the same is distributed among the students. The departmental meetings are held frequently to ensure that the schedule of work is implemented. Mid-course corrections, if needed, are decided in the meetings. The question papers, based on predetermined course content/syllabus, are set well in advance. The evaluation blueprint for all courses is given in the prospectus. In addition, the internal assessment and its criteria are conveyed to the students through notices, assemblies and announcements made by the teachers in their respective classes. The performance of the learners, on the basis of seminars, group discussions, snap tests, assignments, projects, practicals and day to day performance, also forms the basis of evaluation. The departments plan and the teachers monitor these aspects. These are discussed in staff and department meetings.

2.6 – Student Performance and Learning Outcomes

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

http://gnncdoraha.edu.in/wp-content/uploads/2021/12/Programme_Outccomes.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
0103	BA	Humanities	194	118	60.8
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	ICSSR	150000	60000
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	Nill
National	Political Science	1	Nill
International	Chemistry	1	Nill
International	Computer Science	4	Nill
International	Commerce	5	Nill
International	English	1	Nill
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	3
Punjabi	2
Political Science	4
Economics	1
Computer Science	2
Commerce	8

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	30	Nill	Nill
Presented papers	Nill	28	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Pakhwada Cleanliness of Grain market Doraha	Residents of Doraha	8	150
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
RDC 2018, New Delhi	Participation in Prime Minister Rally 2018	NCC	1
IMA Attachment Dehdradun (under NCC)	4th Rank	NCC	1
Moral Education Exam conducted by	2nd Position (Cash prize Rs.	Guru Gobind Singh Study Circle,	4

| Guru Gobind Singh Study Circle, Ludhiana | 1500/-) 5th position (Cash Prize Rs. 500/-) Special Prize (Cash Prize Rs. 100/-) | Ludhiana | |
| AC Bali Goodwill Competition | 1st Prize in Declamation Contest | Panjab University, Chandigarh | 1 |

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Pakhwada	Residents of Doraha	Cleanliness of Grain market Doraha	8	150

| View File |

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industry Academia Linkage	Project Training	Synergy	01/06/2018	20/07/2018	2

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
We Help You (Why)	01/07/2017	• National Youth Day to encourage and motivate the youth to work towards national reconstruction • Rally on Social Evils • Street play	94

	at Grain Market Doraha	

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
64	63

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
New LIBSOFT	Partially	8.3	2007

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	226250	4908083	217	105964	226467	5014047
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	115	4	115	1	1	13	12	8	0
Added	2	0	0	0	0	0	0	8	0
Total	117	4	115	1	1	13	12	16	0

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

16 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
16	15.4	34	33.2

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Inorder to make teaching and learning more effective, the institution regularly creates and enhances its infrastructure. The Master plan of the institution has been prepared. It provides for future addition of infrastructure as well. Future projects have been prioritized. Building projects are accordingly taken up almost every year. Availability of finances is also a major deciding factor. Consistent efforts are made to gather funds for this purpose from external sources. • The institution has signed MOUs with LIBSOFT for maintenance and up-gradation of library software. • The institution has AMCs for the maintenance of computer hardware and software. • The campus is used by the people for walks, games, yoga and the gym for exercise etc. The college charges Rs. 200/- per month from the morning walkers and Rs. 300/- per month from the gym users. The campus and infrastructure like Hall, Seminar Room and computers are often used by the administration for its training programmes, census related activities, public welfare activities and conduct of elections. • The college has a policy to modernize teaching technologies. New computers/hardware/software is being added/upgraded from time to time as per requirement. Equipment for labs is added as per requirement. • The Library Advisory Committee constitutes of faculty members and two student members. It plans and helps in the purchase of books and other reading material. • Most of the staff is covered under ESI Scheme of the Government. Medical Allowance is paid to some members of the staff. The college has provided insurance cover to the students. • Most of the facilities in the institution have been provided on the ground floor. To make the campus user-friendly for the students with physical disabilities, ramps are provided in the corridors as well as to the first floor. Special toilets for differently abled students have also been

constructed. • It is ensured that the available infrastructure is effectively and optimally utilized. During the lean period/hours, a number of courses in the non-formal mode are also offered to the students as well as non-students in IT, Typing, English etc. almost throughout the year, more so during the vacations. The girls hostel, though not occupied, is being put to use for most part of the session. The playgrounds are optimally utilized and sports facilities adequately used throughout the session. A number of students and members of the staff make use of the indoor Gym, fitted with the latest exercise gadgets and training machines. It is also offered to the public on nominal charges. The college shares some facilities like grounds, hall, gymnasium and staff quarters with Guru Nanak Model Senior Secondary School, Doraha, run by the same management. • The college has established a teaching aid cell. • The building is regularly repaired and painted. Electrical fittings are also replaced whenever needed. Maintenance of water purifiers, Xerox machines, computer software and hardware, software packages is done through AMCs. The fire extinguishers are refilled in time.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships and Fee Concessions	774	7463049
Financial Support from Other Sources			
a) National	OBC Scholarship	18	41570
b)International	Nil	Nill	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Calligraphy Competition	08/08/2017	35	Guru Nanak National College, Doraha
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Student Enrichment Programme	155	754	2	70
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year		
Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Bajaj Finance Ltd. 1neckclickon line Pvt. Ltd. Eastman Cast Forge Ltd. IOL Chemicals	60	15	Nill	55	55
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	27	B.Com	Commerce	Various Institutions	M.Com, MBA, PGDCA, CA, LLB, B.Ed
[View File]()					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
TOFEL	36
Any Other	1
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Trial and Interclass Sports	College	203
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Gold	National	1	Nill	1747	Jaspreet Kaur
2018	Gold	National	1	Nill	10	Dilawar Singh
2018	Gold	National	1	Nill	3923	Parveen Kaur
2018	Silver	National	1	Nill	4342	Lovepreet Kaur
2018	Bronze	National	1	Nill	1	Harjot Singh
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

To encourage students' participation in the development of the institution and to address their grievances, the college has a Students Welfare Council. The students who are outstanding in different fields such as Academics, Sports, NCC, NSS, Youth Services, Cultural Activities, Press Club etc., are nominated as its members. Meetings of the council are held in which the students give feedback on curricular aspects, improvement of the infrastructure, facilities and other student related issues. Council members take active part in all the functions of the college and help to organize them under the guidance of the teachers.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

170

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The administrative responsibilities have been well segregated among faculty members and non-teaching staff. The functioning of the college is democratic and decentralized. All major decisions regarding internal day to day working are taken by statutory advisory committee in which senior faculty is the members. The college has constituted various other committees viz. time-table

committee, library advisory committee, amalgamated fund committee, discipline committee, extension cell, career guidance and counseling bureau etc. The decisions taken by advisory committee are planned and implemented by Deans/Conveners of above mention committees or head of the departments in consultation with other members. The various decisions regarding working of departments like distribution of workload, organizing extension lectures/seminars, conducting capability enhancement activities are decided by head of the department in consultation with concerned faculty members. The management functions through its executive which is an elected body. It has Principal as Ex-officio member which three elected staff members represents the teaching staff in management and put their views in discussions of management meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Since the college is affiliated to Panjab University, Chandigarh, the curriculum is designed by University which is followed by the college. Some faculty members are own various academic bodies of the university like Academic Council, Board of Studies, Added Faculty Members and play a key role in framing and revising the syllabus from time to time. The recommendations made by these faculty members are based on feedback taken from students, parents and other stakeholders
Teaching and Learning	• Academic calendar of the institution is planned before the beginning of the session. • The syllabus of each subject is unitized term wise and printed copy of the same is provided to the students. • Assignments, seminars, group discussions, presentation practices, debates, quiz, wall posters, audio visual aids , question answer session, class tests, snap tests, writing of project reports, case studies, field work , net surfing, workshops, surveys, mock-elections, real life events form an integral part of teaching learning process. • Training is provided to the teachers to ensure effective use of ICT.
Examination and Evaluation	The institution follows the norms of Punjab university with regard to examination. To evaluate the performance of students mid semester tests and class tests are conducted. •

	For ensuring transparency, the answer sheets of house tests are shown to the students. • Internal assessment based on the marks secured by the students in these tests, attendance and practical work assigned (as per the university norms.) is displayed on the notice board. • Performance of students is discussed by department heads with teachers during departmental meetings. • Feedback is taken from the students as a part of Evaluative Activity.
Research and Development	The college has budgetary provisions earmarked for research and development purpose. The amount is used to organize extension lectures and provide additional funds for seminars/conferences, if needed The research committee has recommended some measures to ensure that this amount is utilized optimally for research activities. • The research committee encourages the faculty to apply for minor and major research projects. • Duty leave is allowed to faculty members to attend seminar/conferences • Seed money is given to staff for carrying out their research projects. • Facility of wi-fi and open access library is provided to staff for carrying out research work.
Library, ICT and Physical Infrastructure / Instrumentation	Library :-. The College has a Library Advisory Committee. It constitutes of faculty members and two student members. It plans and helps in the purchase of books and other reading material. The library is a consistently growing component of the institution. Requisition of books, journals and magazines to be purchased is demanded from departments every year IT :- The software (JSR Technologies) is updated regularly for which AMC has been signed with outside agencies. Physical Infrastructure :- Infrastructure of the college is upgraded as per requirement. New computers/hardware/software are added/upgraded from time to time. Equipment for labs is added as and when required.
Human Resource Management	• As per workload of each department, appointments are made purely on the basis of merit without any racial discrimination as per university norms and workload is assigned as per UGC guidelines. • The administrative responsibilities have been well

	segregated among faculty members and non-teaching staff. • Participative decision making is followed in the institution. • Performance of non-teaching staff is monitored by the office superintendent and the Principal. Faculty members are encouraged to participate in career advancement activities like Refresher Courses/Orientation Courses/Workshops.
Industry Interaction / Collaboration	• The institution interacts with the industry for training, placements and providing facilities to carry out various projects by the students. • People from industry occasionally visit for training and placement of students.
Admission of Students	• Admission to the college is done without any religious, caste or racial discrimination. • Admissions are done either on merit basis and /or on the basis of availability of seats. • Merit list is displayed (where admission is on the basis of merit) on board few days before the date of commencement of admissions. • Teachers sitting on help desk facilitate the students to choose the course/subjects as per their interest. • The admission committees screen the applications to check the eligibility of candidates. • Rules of reservation of seats are followed while admitting a student

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

E-governace area	Details
Planning and Development	ICT is effectively used for planning and development. The college feedback system also helps the authorities to plan for future. The information regarding teaching-learning process, college infrastructure and other activities is collected in the form of feedback which helps in planning the future course of action.
Administration	College uses software JSR Solutions designed developed by JSR Technology Pvt. Ltd. This is used for management and record keeping. All types of records such as student joining date, leave/struck off record, class, subject taken, university academic calendar is maintained using the software. Teachers mark attendance of students in online mode. Staff attendance is Bio-metric. Bar Coded I cards are issued to the students.

Finance and Accounts	• The college maintains transparency in its finances as all the financial transactions are recorded using AccouPro Software, from which different financial statements are generated. • Different grants and funds are obtained electronically as well as through cheque from various organizations. The salaries of staff, income tax deducted, electricity bills are electronically transferred through NEFT.
Student Admission and Support	Once the student takes admission and deposit fee in college, the roll number is generated automatically through MIS and data of the student is ported in the college MIS. The database contains student's personal information, course information and subjects taken. This information is used to assist the students throughout the session.
Examination	The criteria of internal assessment, prescribed by the University, comprises of class attendance, assignment and class tests. The assessment is sent to the University electronically. Final examinations are conducted by the University once in each semester. University exam data is sent to the university on the University Exam portal. The data is ported from the college MIS to the university portal electronically for the semester examination. The roll number is generated to the student only after university verification.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

2018	Two days Faculty Development Programme on 'Usage of Software in Teaching Learning Methodologies'	Two days Faculty Development Programme on 'Usage of Software in Teaching Learning Methodologies'	26/04/2018	27/04/2018	50	10

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Two week Capacity Building Programme at CRRID, Chandigarh sponsored by ICSSR, New Delhi	1	19/02/2018	02/03/2018	14
Refresher Course in Information Technology (Inter-Disciplinary) by Department of University Institute of Engineering and Technology, PU, Chd.	1	04/01/2018	24/01/2018	21
Refresher Course in Business Management University Business School and UGC Human Resource Development Centre	1	07/12/2017	27/12/2017	21
One day workshop on Creative Thinking by DAN College of	2	27/02/2018	27/02/2018	1

| Education for Women, Nawa Shehar | | | | |

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	39	Nill	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Maternity leave for female staff • Medical leave • Rent free accommodation • Loan Facility (Loan against Salary/PF/EPF) • Employee State Insurance Scheme for the employee/workers whose monthly salary does not exceed Rs. 21000/- and Rs. 25000/- per month for person with disability • Gratuity and leave encashment at the time of retirement	• Maternity leave • Rent Free Accommodation • Loan facility (Loan against Salary/PF/EPF) • Employee State Insurance Scheme • Gratuity and leave encashment at the time of retirement • Fee concession to the kin of Non-Teaching Staff • Free Summer Winter uniform for support staff	• Student Scholarships • Student Aid Fund for financially weak students • Refreshment/diet money to students participating in Cultural (Youth Festival etc.) and Sports Activities. • Youth Welfare Fund for Youth Leadership Camp • Book Bank facility for financially weak students • Fee concessions • Bus service for girl students • Fee payment in instalments • Cadet Amenity Fund for NCC Camps • NSS Funds for NSS Camps • Sports kits and dresses to participate in sports cultural activities • Coaching facility for participation in sports and cultural activities • Canteen facility • Hostel facility for girls students preparing for cultural and sports competitions

6.4 – Financial Management and Resource Mobilization

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

• Every bill which comes to the accounts branch is supported by valid documents which is inturn verified by office supdt., Accountant, Bursar of the college and finally by the college Principal. All transactions are periodically checked by Charted Accountant. • Internal Audit is conducted by Deputy Controller (Finance and Audit), Finance Department, Panjab, Ludhiana • External Audit is conducted by AG Audit, Indian Audit and Account Department.

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

Name of the non government	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
Major Harchand Singh	50000	College Development

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	Managing Board

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

No Data Entered/Not Applicable !!!

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

* Training on 'How to use fire extinguisher during emergency' was provided to the support staff • MIS Training to newly appointed Non-Teaching Staff • Training on the use of ICT provided to the Non-Teaching Staff especially at the time of Admissions

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

* To make Extension Activities more focussed, Village Begowal and Bowani were separately adopted by the two NSS units of the college. • To sensitise the students on different career options after Graduation and Post Graduation, Career Guidance Week was organised, in which eminent scholars from different universities/organisations interacted with the students. • Two buses were purchased to facilitate the girls students coming from the rural interior. • Major Facelift and renovation drive was carried out

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Crash Course in Spoken English by English Department	01/06/2017	01/06/2017	01/07/2017	45

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture on the topic 'Creating Awareness among Women about Personal Hygiene through Animation Movies' in collaboration with Computer Science Department	22/09/2017	22/09/2019	82	36
Extension lecture by Sociology Department on 'Awareness about Girls Rights in Fathers Property' by Dr. Anupam Bahri, Ministry Institute of Legal Studies, PU Chd	17/02/2018	17/02/2018	82	36
Road Show to celebrate the Victory of Gurkirat Kaur - Voice of Punjab (season 8)	26/02/2018	26/02/2018	500	300
Inter-Class Kabaddi Girls & Boys	28/03/2018	29/03/2018	28	48

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The subject of Environmental Education is compulsory for undergraduate classes of all streams. It also includes the component of Environment Consciousness the syllabus. In addition to this, awareness programmes are carried out by NSS and Youth Club etc. The institution organizes extension lectures for the benefit of society to promote tree plantation.NSS unit of the college carries out plantation drives. As a part of the Sustainable energy initiatives the institution has replaced almost all the lights with CFL bulbs. The office and some of the class rooms have been restructured so that enough natural light is available. The institution is installing a Solar Power Plant of 3 KW capacity.

Rain water is used to recharge underground water. The institution has installed generator sets of 125 kva, 82 kva and 32 kva. Vermi-compositing unit has been set up to avoid burning of organic waste. The institution has a lush green campus. About 900 trees and shrubs have been planted on the campus during the last eight years. No hazardous waste is generated. Chemical waste generated in the Chemistry lab is drained with lots of water as per lab manuals. E-waste is disposed of by selling it to vendors for reuse.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Ramp/Rails	Yes	Nill
Scribes for examination	Yes	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	8	8	01/09/2017	15	Swachh Bharat Pakhwada	Unhealthy Surroundings	116

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
For students (Prospectus) For Aims Objectives, Code of Conduct, Anti Ragging Rules	01/06/2017	The College follows the professional code of conduct specified by the UGC, Panjab University, Chandigarh and Punjab Government. The code for students is published in college prospectus. Teachers also communicate the code to the students in respective classes. It is also ensured by the faculty that the code is being duly followed by the students.
For Teachers and Non-teaching staff (UGC Gazette)	07/11/2016	There is well defined code of conduct for teaching and non-teaching staff published in latest UGC Gazette, published by Government of India. The code given in gazette is also displayed on college website. The code for the

staff is conveyed to them through staff meetings conducted time to time. The Principal ensures that the teaching and non-teaching staff follows the code appropriately.

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
Student Counselling by Career Guidance Cell	21/07/2017	27/07/2017	350

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

- For energy conservation the institution has replaced almost all the lights with CFL bulbs. • rain water is used to recharge underground water • The institution has installed generator sets of 125 kva, 82 kva and 32 kva. The generators are used as per load requirement to conserve fossil fuel. • The generators are properly tuned and serviced. • Vermi-compositing unit has been set up to avoid burning of organic waste • The institution has a lush green campus. About 900 trees and shrubs have been planted on the campus during the last eight years. The institution organizes extension lectures for the benefit of society to promote tree plantation. NSS unit of the college caries out plantation drives.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

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

http://gnncdoraha.edu.in/wp-content/uploads/2021/12/Best_Practices_2017-2018.pdf

7.3 – Institutional Distinctiveness

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

Provide the weblink of the institution

http://gnncdoraha.edu.in/wp-content/uploads/2021/12/Institute_Distinctiveness_of_2017-2018.pdf

8.Future Plans of Actions for Next Academic Year

- Academic Calendar for the session 2018-19 be prepared. • Use of ICT by students and staff be strengthened all the more. • Seminars, Extension lectures, Talks, Group discussions, Religious Competitions be organised on the occasion of 550th birth anniversary of Guru Nanak Dev ji. • Seminars on Network Security and Ethical Hijacking be organised. • Seminars and extension lectures on disadvantaged sections of society be organised. • More value-added courses imparting transferable and life skills be offered in non-formal mode. • Library

visits to be continued in the coming session as well. • Computer Facility Room be visited more frequently by staff and students to hone their Computer based competencies. • PTM's to be conducted more frequently. • Remedial classes to be conducted more vigorously. • More attention be paid to the brilliant category of students in order enable them to acquire university positions. • Online Feedback from parents, employers and alumni to be strengthened. • Extension to be more focused. • More Research projects be assigned to students especially those doing post-graduation. • Industrial/educational visits be made more vigorous. • Student support mechanism to provide coaching of competitive examinations to the students be strengthened. • Research temperament to be promoted among the faculty. Faculty to initiate best practices/Innovations. • Seed money to be utilized for undertaking research • Major/minor projects to be undertaken. More faulty to get enrolled for Ph.D. • Faculty to attend Orientation and Refresher courses, Workshops, Faculty Development Programmes, Summer camps, Winter Schools, Conferences, Symposia etc. • Collaboration with industry, NGO's, Social Welfare organizations, Village Panchayats, Municipal Councils etc to be strengthened • More placements drives to be undertaken by the Placement Cell. • Transport facility to be continued especially for the welfare of the ruralities. • No fees to be charged from SC students in the coming session as well. The instructions issued by the government regarding the fee cap to be applicable.