



Yearly Status Report - 2016-2017

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		Yes
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	Ms. Malti Tiwari
Phone no/Alternate Phone no.	01628257097
Mobile no.	9878601743
Registered Email	gnncollegedoraha@rediffmail.com
Alternate Email	gnnciqacdata@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gnncdoraha.edu.in/wp-content/uploads/2021/12/AQAR_2015_16_2.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_Calender_2016-17.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	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
Extension lecture and Rally on Organ Donation	06-Aug-2016 1	130

[View File](#)

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
GNN College	To Create Social Awareness	Red Ribbon Club Deptt. of Youth Services, Panjab	2016 365	4000
GNN College	NCC Grant NCC Cadets	NCC Battalion	2016 365	29305
Dr. Gurjeet Virk Sidhu	Travel Grant	UGC	2016 7	268757
Dr. Rajni Sahota	Minor Research Project	ICSSR	2016 365	60000
Manoj Kumar Choudhary	Minor Research Project	UGC	2016 365	27171
GNN College	SC Scholarship	Punjab Govt.	2016 365	6233258

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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 :

4

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)

- A State level Seminar on 'An overview of Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) In Punjab' was organised on 25022017.
- A National Seminar on 'Growth of ECommerce : A Game Changer for Indian Economy' was organised on 23032017.
- A Faculty development Programme was conducted to increase use of ICT in teaching learning process from 01052017 to 05052017.
- Extension lecture on the topic 'Creating Awareness about Violence against Women

and its Rights' was organised on 23.02.2017 to sensitize the Youth about Gender Equity. • In Academics Students showed commendable results. 6 students were placed among top 10 positions in Panjab University Examinations in different programmes.

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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 start New Courses	M.Sc Physics B.Com 3rd Unit were started in this Session
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Management	12-Oct-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

2017

Date of Submission

12-Apr-2017

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Management information system is in practice in the college and is used to perform following functions:
Administration College uses its own MIS 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 is maintained using the software. Teachers mark attendance of students in online mode. Staff attendance is Biometric. Bar Coded I cards are issued to the students. Finance and Accounts

The College maintains transparency in its finances. All the financial transactions are recorded using AccouPro Accounting Software, from which different financial statements are generated. Different grants and funds are received electronically as well as through cheque from various organizations. The salaries of staff, income tax deducted at same, electricity bills are electronically transferred through NEFT. Student Admission and Support - Once the student gets admitted and deposits fee in college, the roll number is generated automatically through MIS. Data of the student is ported in the college MIS which contains student's personal information, course information and subjects taken. Facility of Online Registration for Admission has been started from this Session. Examination - The criterion for internal assessment has been laid by the affiliating university. 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 assessment marks are sent to the university electronically. The final examinations are conducted by the University . For conduct of University exams the data related to students is ported from the college MIS and then it is uploaded on the University Exam portal. After verification the University generates the roll numbers of the students. Library College Library has its own library management software named as New LIBSOFT, through which books are issued and returned. In library bar coding system is used. Bar coded Icards are issued to students. The library also maintains a blog i.e. gnncdorahlibrary.wordpress.com, which provides information about the library, college news , syllabus, jobs, current information , results and provides links to eJournals/periodicals, NLIST, Newspapers etc.

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

Statutory Advisory committee comprising of senior faculty members and head of the departments prepare the academic schedule in accordance with the academic calendar provided by Panjab University Chandigarh. After discussing the workload in each department with head of the department, additional faculty is recruited as per requirement. Class wise timetable is drafted and subjects are allotted by heads to faculty members as per their specialization and expertise.

Each department plans and divides its syllabus into two parts for semester classes (each semester) and three parts for annual classes. The printed copy of planned division of syllabus is made available to teachers and students. This helps to keep uniform pace wherever the class is divided into more than one section. Departmental meetings are held at regular intervals to ensure the timely completion of syllabus and discuss any problem with curriculum delivery.

Teachers are encouraged to adopt learning centric & innovative teaching techniques and ICT tools. A Faculty development Programme was organised to increase use of ICT in teaching learning process from 01-05-2017 to 05-05-2017. Seminars, workshops, quiz, guest lectures are held to supplement classroom teaching. Educational tours, field trips and industrial visits are carried out in a phased manner to enhance the exposure of the students. Participate learning, problem solving methods, youtube assisted learning are also used to optimise curriculum delivery. The faculty regularly updates its knowledge by attending Orientation/Refresher Course/Workshops conducted by the colleges/universities. College library has a good collection of books, journals and magazines. All the laboratories are updated every year as per the requirement of curriculum. Many teachers of the college are members of different boards of studies. The feedback about the syllabus (if any) given by students and teachers is properly communicated by members of boards of studies in their respective meetings. The record of all lectures delivered, attended and shortage of attendance if any is properly recorded. Regular class tests are taken every month to track the progress of students. Performance in the tests is used to compile the internal assessment of students. Final assessment is also displayed on notice board before submitting to the university to ensure transparency and address grievances if any. Students are encouraged to give feedback about college and teaching methodology adopted by teachers, which is then properly analysed. It is also shared with teachers to achieve effective curriculum delivery and to identify any problem.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
MSc	Physics	11/07/2016
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
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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
One Month Crash Course in Spoken English	01/06/2016	31
Crash Course in Interview and Communication Skills	10/10/2016	17
Two Month Crash course in Spoken English	27/12/2016	15
Classes of Competitive Exams	09/03/2017	29
One Month Crash Course in Spoken English Personality Development	01/06/2017	45
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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
MCom	Summer Training Report & Viva Voce	42
PGDCA	Project Work	15
BBA	Project Report & Viva Voce	20
BCA	Major Project and Seminar	14
BA	Training Report & Viva Voce	17
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 efficient feedback system to take suggestions from stakeholders. 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 proforma to give feedback about college. Structured feedback is then 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 give its feedback at time of the Convocation/Alumni Meet. The suggestions of the teachers regarding updation in curriculum are conveyed to the affiliating university through the faculty who are members of 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	210	179	179
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1297	246	38	Nil	29

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
67	47	7	7	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 Counseling 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 at the time of admission. For change of faculty/ subject, the teachers as well as the head of the institution provide proper counseling 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. 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. 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
1543	67	1:23

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
67	67	Nil	43	11

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
2016	Dr. Narinder Singh Sidhu	Principal	State Level Award from Punjab School Education Board
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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	27/12/2016	24/05/2017
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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)

IQAC ensures that the academic calendar of the institution is prepared well ahead of the beginning of the session, keeping in mind the academic calendar provided by Panjab University Chandigarh (Affiliating University) for admissions and examinations. The academic calendar describes the schedule of various academic and co-curricular activities to be undertaken in that particular academic session. The aim of the institutional academic calendar is to provide information to the students regarding the schedule of various activities of the institution such as bridge courses, remedial classes, in house and semester exams, so that they may prepare for the things accordingly. IQAC also ensures that the academic calendar of the institution is adhered to as closely as possible. Besides this, departments also prepare their respective academic calendars and activity schedules for the academic and co-curricular activities of their departments. The schedules are planned in such a way as to facilitate effective and efficient delivery of curriculum and to assess and evaluate, regularly and continuously the learning outcomes of the students. The co-curricular activities are meticulously planned, so that there is minimum loss of teaching-learning activity.

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://gncdoraha.edu.in/wp-content/uploads/2021/12/Programme_Outcomes.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	209	142	67.9

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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	1.5	0.6
Any Other (Specify)	7	UGC	2.87	2.68

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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	Nil
International	Chemistry	1	2.8
International	Commerce	1	5.0
International	Computer Science	2	4.2
No file uploaded.			

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
Commerce	18
English	7
History	1
Political Science	2
Punjabi	2
Sociology	1
No file uploaded.	

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	Number of citations
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					mentioned in the publication	excluding self citation
Business Ethics	Deepali Ahuja	National	2016	0	Nil	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	48	5	Nil
Presented papers	Nil	48	5	Nil
No file uploaded.				

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
Orientation workshop	Deptt. of Youth Welfare, Panjab University Chandigarh	1	12
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
National Level Competition (Rababi Bhai Mardana Competition)	Gold Medal	Punjabi University, Patiala	1
A.C. Bali Memorial Goodwill Competition	University Insignia	Panjab university Chandigarh	1
Inter-versity Competition	Second Prize	Rajiv Gandhi National University of Law	1
Inter-versity Competition	Second Prize	Rajiv Gandhi National University of Law	1

Moral Education Exam	6th and 14th Position	Guru Gobind Singh Study Circle	2
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Awareness about Organ Donation	Gift of Life Organ Donation Awareness Society (GLODAS), Youth Forum Doraha Youth Welfare Doraha	<ul style="list-style-type: none"> • Extension Lecture • Rally on Organ donation • Street Play • Poster Making Competition 	8	130
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Research Collaboration	Manoj Kumar Chaudhary	Institutional	45
Workshop on 'Applications of Noble Metal nanoparticles in Environment Remediation'	Manoj Kumar Chaudhary	Institutional	7
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
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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
No Data Entered/Not Applicable !!!			
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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
63	62.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or 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	225927	4768853	323	139230	226250	4908083
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
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
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Existing	108	4	115	1	1	13	12	8	0
Added	7	0	0	0	0	0	0	0	0
Total	115	4	115	1	1	13	12	8	0

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

8 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 incurred on maintenance of physical facilities
10	9.8	12.5	12.2

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)

In order to make teaching and learning more effective, the institution regularly upgrades 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 consists of faculty members, librarian and two student members. They plan and help 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. The girl's hostel, though not occupied, is used during the organization of zonal and Inter-zonal youth festivals. 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. 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 members of the cell help the teachers for preparing computer-aided teaching/learning material. Special training programmes in the use of computers for the teaching staff have been conducted from time to time. • The building is regularly repaired and painted. Electrical fittings are also replaced whenever needed. Maintenance of water purifiers, Xerox machines, computer software and hardware is done through AMCs. The fire extinguishers are refilled in

<http://gnncdoraha.edu.in/>

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	Student Aid Fund Student Scholarship Fund	412	1040393
Financial Support from Other Sources			
a) National	SC-OBC, Red Robbin Club	356	6287608
b) International	Nil	Nil	Nil

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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 implementation	Number of students enrolled	Agencies involved
Poem Recitation Competition	30/08/2016	15	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 passed in the comp. exam	Number of students placed
2017	Student Enrichment Programme	446	446	4	77

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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
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Ralson India Limited IOL Chemicals Pharmaceuticals Limited Bajaj Finserv HDFC Bank, Payal	71	12	Various Organizations	160	65
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	58	BA	Arts	Various Institutions	MA, MBA, PGDCA, LLB, B.Ed., M.P.Ed
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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	41
Any Other	2
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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
Diwali Hockey Tournament	Inter-School Competition	162
Inter Class Badminton Girls	College	32
Inter Class Badminton Boys	College	31
Inter Class Volleyball Boys	College	180

Inter Class Kabaddi Girls	Inter College	84
Inter College Competition	College	128
Annual Athletic Meet	College	567
Founder's Day	College	123
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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
No Data Entered/Not Applicable !!!						
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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) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

- Youth Club and Press Club of the college in collaboration with Youth Forum, Doraha constituted by members of Alumni conducted activities such as Rally on Organ Donation, Street Play, Poster making Competition Extension lecture to create awareness about Organ Donation on 06.08.2016.
- Youth Forum, Doraha in collaboration with Youth Club and Press Club organised a Rally on International Peace Day on 21.09.2016.
- To Create awareness about Use of Voting Right activities such as Rally, Choreography Extension lecture were Carreied out by Extension Cell in collaboration with Youth Forum, Doraha on 25.01.2017

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 distributed 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 which comprises of senior faculty. The college has constituted various other committees viz. time-table committee, library advisory committee, amalgamated fund committee, discipline committee, extension cell, career guidance and counselling bureau etc. The decisions taken by advisory committee are planned and implemented by Deans/Conveners of above mentioned 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. Three staff members are also elected from the teaching staff as Staff Representatives .They put their opinion in every decision of management and participate actively in every resolution.

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
Admission of Students	<p>Admission of Students : Facility of Online Registration for Admission has been started from this Session. • 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 the notice board few days before the date of commencement of admissions. • Teachers deputed on help desk facilitate the students to choose the course/subjects as per their interest. • Screening of applications is done by the admission committees to check the eligibility of students. • Rules of reservation of seats are followed as per norms of Panjab University Chandigarh.</p>
Industry Interaction / Collaboration	<p>• The institution interacts with the industry for training, placements and provides facilities to carry out various projects by the students. People from industry occasionally visit for training and placement of students.</p>
Human Resource Management	<p>• As per workload of each department, appointments are made purely on merit basis without any racial discrimination</p>

as per university norms and workload is assigned as per UGC guidelines. • The administrative responsibilities have been well distributed among faculty members and non-teaching staff. • Participative decision making approach is followed in the institution. • Performance of non-teaching staff is monitored by office superintendent and the Principal.

Library, ICT and Physical Infrastructure / Instrumentation

Library:- The Library 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 is added/ upgraded from time to time. Equipment for labs is added as and when required

Research and Development

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.

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 attendance, practical work assigned and marks secured by the students in the tests (as per the university norms.) is displayed on the notice board. • Performance of students is discussed by department head with teachers in department meetings. • To evaluate the performance of teaching and learning, feedback is taken from students.

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 , 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. A Faculty development Programme was organised to increase use of ICT in teaching learning process from 01-05-2017 to 05-05-2017. Faculty members are encouraged to participate in career advancement activities like Refresher Courses/Orientation Courses/Workshops

Curriculum Development

Since the college is affiliated to Panjab University, Chandigarh, so the curriculum is designed by University which is followed by the college. However, some faculty members represent the college as members of various academic bodies of university like academic council, board of studies. These members 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.

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

E-governance 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 done in the college is gathered in feedback form, which helps in planning of the future course of action.
Administration	College uses its own MIS 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 marks attendance of students in online mode. Staff attendance is Bio-metric. Bar Coded I cards are issued to the students.
Finance and Accounts	<ul style="list-style-type: none"> • 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 received electronically as well as through cheque from various organizations. The salaries of staff, income tax deducted at same, electricity bills are electronically transferred through NEFT.
Student Admission and Support	- Once the student gets admitted and deposits fee in college, the roll number is generated automatically through MIS. Data of the student is ported in the college MIS which contains student's personal information, course information and subjects taken. Facility of Online Registration for Admission has been started from this Session.
Examination	The criteria of internal assessment of the students is prescribed by university which comprises of class attendance, assignment and class test performance. The assessment marks are sent to university electronically. The final examinations are conducted by the University once in each semester. For 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 and after verification the university generates the roll numbers of the students.

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 !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the 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)
2017	Use of ICT in Teaching Learning Process	Nil	01/05/2017	05/05/2017	29	Nil
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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
Refresher Course for Physical Sciences Organised by Human Resource Development Centre, Punjabi University, Patiala	1	21/06/2016	11/07/2016	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
5	38	Nil	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Maternity leave • Medical leave • Free accommodation • Loan	• Maternity leave • Free Accommodation • Loan/Advance Facility •	• Various types of scholarships: Student scholarship fund/

<p>/Advance Facility • 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</p>	<p>Employee state Insurance Scheme • Gratuity and leave encashment at the time of retirement • Fee concession to the wards of non-teaching staff • Free Summer Winter Season uniform for support staff</p>	<p>Endowment Fund • 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 • Facility of issuing extra books for brilliant students • Fee concessions • Bus service for Girls 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 • Free Hostel facility for girls students preparing for cultural and sports competitions.</p>
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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 a proper and valid document which is afterwards verified by the office superintendent, Bursar of the college and Accountant .Bursar also ensures that proper purchase procedure has been followed for the purchase of items and finally the bill is passed by the college principal. Chartered accountant of the college checks all the transactions periodically. • Internal Audit is done by Deputy Controller (Finance and Audit), Finance Department, Panjab, Ludhiana • External Audit is done 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 funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Mr. Harpartap Singh Brar	20000	College Development
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6.4.3 – Total corpus fund generated

3200000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	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)

- 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
- Training of 'How to use fire extinguisher' during emergency was provided to support staff

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

- Introduction of PG course in Science (M.Sc.Physics) from this session
- A Faculty development Programme was organised to increase use of ICT in teaching learning process from 01-05-2017 to 05-05-2017.
- A State level Seminar on 'An overview of Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) In Punjab' was organized on 25-02-2017.
- A National Seminar on 'Growth of E-Commerce : A Game Changer for Indian Economy' was organized on 23-03-2017

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Extension lecture and Rally on Organ Donation	06/08/2016	06/08/2016	06/08/2016	130
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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
Extension Lecture on' Creating	23/02/2017	23/02/2017	146	93

Awareness about Violence against Women and its Rights'			
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<ul style="list-style-type: none"> • For energy conservation 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. • Solar Power Plant of 3 KW capacity is functional in the College. Power supply drawn from it is used in the Office during day time and for Security Cameras, lights at night. • Water harvesting is not practicable in the institution. However, rain water is used to recharge underground water. • For Carbon Neutrality the institution has taken the following initiatives: - 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. - Vermicompositing unit has been set up to avoid burning of organic waste. • The institution organizes extension lectures for the benefit of society to promote tree plantation. • NSS unit of the college carries out plantation drives. • 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. • Environment Consciousness is also spread through rallies, street plays and cleanliness drives conducted by the Extension Cell of the College.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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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 (Aims Objectives, Code of Conduct, Anti Ragging Rules	02/06/2016	The code of conduct for the 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 Teaching Non-Teaching Staff UGC Gazette 2016	11/07/2016	The College follows the professional code of conduct as specified by the UGC. Code of conduct for teaching and non-teaching staff is 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 from 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
Extension Lecture Rally On Organ Donation	06/08/2016	06/08/2016	130
View File			

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

<ul style="list-style-type: none"> • The institution has replaced almost all the lights with CFL bulbs for energy conservation • 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 organizes extension lectures for the benefit of society to promote tree plantation. NSS unit of the college carries out plantation drives.
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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://gmncdoraha.edu.in/wp-content/uploads/2021/12/Best_Practice_2016-2017.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

8.Future Plans of Actions for Next Academic Year

• Helpdesk to be especially set up by Career-Guidance and Counseling cell at the time of admission to provide information about subject selection, fee structure, financial aid, Scholarship, add on combination and various facilities available in the college. • Many of our students belong to disadvantaged Socio economic section of society, so in order to create and retain their interest in studies special bridge courses, remedial classes will be organized. This would curtail dropout rate and students will ultimately get benefitted from it. • Academic Calendar cum activity calendar will be prepared by each department. Some lectures will be fixed for interactive learning. Special emphasis to be given to presentations of students, group discussion etc. so that maximum participation of students is ensured. • Use of ICT in Classrooms be increased. • Tutorial Groups be formed and mentors be appointed to meet the students in smaller groups so that individual attention to each student is ensured. • To give more exposure to our students and to attract young talent college plans to organize. Zonal Youth and Heritage festival/Inter Zonal Youth and Heritage festival in the college campus itself. • Plan to avail funds offered by UGC/any other funding agency to organize seminars/conference/workshops. • To encourage teaching staff to apply for research projects and utilize seed money offered by the college. • Beautification of Campus • To work towards collaboration with industry, NGO's, Social Welfare organizations, village Panchayats, Municipal Corporation etc.