



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		SRI GURU ANGAD DEV COLLEGE
Name of the head of the Institution		Dr Surinder Bangar
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01859237226
Mobile no.		9815305080
Registered Email		principalsgad@gmail.com
Alternate Email		principalsgad@yahoo.co.in
Address		khadur sahib
City/Town		khadur sahib
State/UT		Punjab
Pincode		143117
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Kuldeep Singh
Phone no/Alternate Phone no.	01859237226
Mobile no.	9463255697
Registered Email	principalsgad@gmail.com
Alternate Email	principalsgad@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sgadcollege.in/iqac.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sgadcollege.in/iqac.html

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	A	3.11	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	16-Mar-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
To introduce the PG Courses	13-Sep-2016 1	8
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
Sri Guru Angad Dev College khadur sahib	GRANT IN AID	DPI	2016 365	11716570
Sri Guru Angad Dev College khadur sahib	SCHOLARSHIP FOR SC STUDENTS	PUNJAB GOVERNMENT	2016 365	748260
Sri Guru Angad Dev College khadur sahib	PUNJAB GOVERNMENT	POLLUTION CONTROL BOARD	2016 365	220400
View File				

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 :

2

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)

To Organize Educational Trip. To Organize the Alumni meet. To introduce New PG Courses.

[View File](#)

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 ORGANISE EDUCATIONAL TRIP	ACHIVED
TO INTRODUCE NEW COURSE	UNDER PROCESS

To Organize the Alumni Meet	Achieved
View File	
14. Whether AQAR was placed before statutory body ?	No
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	29-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MIS (Hammer) having Modules like Accounts, Student Admission and Library .

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

The College is affiliated to Guru Nanak Dev University, Amritsar. The curriculum planning is not undertaken directly by the College but it proactively send its inputs based on the feedback received from the teachers, students and the parents regularly to the University. Also, the College deploys a well framed action plan for effective implementation of the prescribed curriculum as given below: Academic Calendar The College prepares its annual academic calendar to set tentative dates for all curricular, co-curricular and extra-curricular activities. Time Table: At the beginning of each academic session the Time Table for all the classes is prepared in order to ensure efficiency and transparency in the teaching learning process. The Time Table is displayed on the Notice Boards and circulated among all the teachers. The Registrar of the College ensure about the proper implementation of the Time Table. Sectioning of the classes: Classes are divided into sections according to the students' strength so as to ensure an effective teacher-taught interaction. Curriculum division and planning: At the beginning of the academic session, meetings are held at the departmental level for dividing the syllabus among teachers. It is pertinent to mention here that the College has made a Syllabus Committee to ensure the effective implementation of prescribed curriculum. The committee holds meetings with HOD's and teachers from time to time to take feedback from them regarding curriculum and to review the implementation of the curriculum. The workload is allotted to the respective teachers based on the number of classes to be taught, the strength of the

section and the prescribed syllabus. Lesson plans: The College gives flexibility to its entire faculty for preparing lesson plans. Majority of the teachers prepare lesson plans by dividing the whole syllabus on weekly basis. These lesson plans comprise of the teaching material, strategy or 19 technique of teaching and teaching aids required. It also includes the evaluation process to be followed by the teacher and to acquire the feedback of the students' progress. The teachers acquaint the students with the prescribed course content, texts and the pattern of the university question papers.

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
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

After Completion of feedback module, The IQAC Team Setup the Panel for overall Analysing as result to take an action for achieving the overall development of the institute in the different area like (teaching, Research, and infrastructure etc).

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
No Data Entered/Not Applicable !!!				
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
2016	833	64	48	4	3

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
48	40	50	8	4	8

[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)

We have the separate Carrier Guidance Cell which enrich the various aspects as follows: Expert-lectures are also conducted to open new vistas of knowledge and research for the students and the faculty members. NSS and NCC units in the College play an active role to inculcate the spirit of service and civic values among the students. Qualitative teaching-learning method is adopted with the help of Computer Internet. Well-equipped laboratories with modern facilities are available for the same. A very well-equipped library with best books on a diverse range of subjects, various national and international journals, magazines and eresources is an asset of the College. The College sensitize the students on the social issues such as gender inclusion, environment etc. by holding talks and discussions regularly in the classes/tutorials. Thus all efforts are made that the curriculum is taught in context of moral and ethical living which works for the betterment of the society.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
--	-----------------------------	-----------------------

926

48

1:19

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
4	4	Nil	4	1

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
No Data Entered/Not Applicable !!!				
View File				

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

Monitoring the attendance of the students for the Examination. Internal Assessment has to be carried out within the stipulated time. Scheduling of Internal Examination, Seating arrangements, hall invigilators listed for every examination. Scrutiny of the prepared question paper is carried out by HoD/ Subject expert to ensure quality of the Question paper.

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

Final examination depend upon the schedule of the University But all other activities were scheduled Accordind to academic calendar prepared by institute.

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://sgadcollege.in/courses.html>

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
No Data Entered/Not Applicable !!!					
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)

<http://sgadcollege.in/igac.html>

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
Gadar Movement	Political science	11/02/2017

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 !!!				
No file uploaded.				

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 !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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)
International	Mathematics	1	Nil
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
------------	-----------------------

No Data Entered/Not Applicable !!!

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 mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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	4	6	2	10
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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!			
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
No Data Entered/Not Applicable !!!				
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 !!!			
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 !!!					
No file uploaded.					

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 !!!			
No file uploaded.			

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
10	1.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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 partially)	Version	Year of automation
Orbits Ez Lib	Fully	2016	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	9461	1148789	77	17945	9538
e-Books	164300	5725	Nill	Nill	164300	5725
Journals	66	46650	62	30140	128	76790
CD & Video	25	Nill	Nill	Nill	25	Nill
e-Journals	6000	5725	Nill	Nill	6000	5725
Reference Books	10413	1067061	163	73711	10576	1140772
No file uploaded.						

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	55	2	55	6	5	5	15	5	1
Added	5	0	5	0	1	1	0	0	0
Total	60	2	60	6	6	6	15	5	1

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

7 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
50	47	14	15

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)

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose •

Laboratory: Record of maintenance account is maintained by lab technicians, Lab In charge and supervised by HODs of the concerned departments. • Maintenance of laboratories is as follows:- The repairing and maintenance of sophisticated lab equipment's are done by the technicians of related owner enterprises. •

Library:- 1. The requirement and list of books is taken from the concerned departments and HOD's are involved in the process. The finalized list of required books is duly approved and signed by the Principal. 2. Suggestion box is installed inside the reading room to take users feedback. Their continuous feedback helps a lot in introducing new ideas regarding library enrichment. 3. To ensure return of books, 'no dues' from the library is mandatory for students before appearing in exam. 4. Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. 5. Orbit Software is used in Library. •

Sports: - Regarding the maintenance of sports equipment the college sports in charge is deputed. During the session 2016-17 college participated in Rugby, Kabaddi inter-collegiate championship. •

Computers: - 1. Centralized computer laboratory established to enrich the students. 2. Each Department having appropriate computer for their requirements. 3. Internet and WIFI Enabled campus. 4. Open access journals facilities are available. •

Classrooms: - 1. The college has various committees for maintenance and up keep of infrastructure. At the departmental level, HODs submit their requirements to the Principal regarding classroom furniture and other. 2. Administrative officers will take in charge for student's academic requirements. •

Additionally:- 1. There is a lab instructor in every department, who maintains the stock register by physically verifying the items round the year. 2. Department wise annual stock verification is done by concerned Head of the Department. 3. Regular maintenance of Computer Laboratory equipment's are done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty incharge. 4. Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. 5. College campus maintenance is monitored through regular inspection. 6. Up keep all facilities and cleanliness of environment in men's and women's hostel is maintained through Hostel monitoring committee. 7. Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. 8. Updating of software's is done by lab assistants. 9. Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing. 10. Regular maintenance of the water cooler and water purifier is done regularly. The maintenance of the reading room and stock verification of library books is done regularly by library staff.

<http://sgadcollege.in/iqac.html>

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	Merit Basis	20	200000
Financial Support			

from Other Sources			
a) National	Scholarship for SC Students	29	748260
b) International	Nil	Nil	Nil
No file uploaded.			

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
Placement cum Career Guidance cell	23/08/2016	68	institute Level
No file uploaded.			

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
5	5	2

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
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
2016	10	BCA	Computer Science	SGAD Khadoor Sahib	Msc IT
2016	15	BA	Arts	SGAD Khadoor	MA Punjabi

				Sahib	
2016	5	Bcom	Commerce	GNDU	Mcom
2017	8	Bcom	Commerce	Gndu	MBA
2017	7	BBA	Business Administrator	GNDU	MBA
2017	4	Bsc IT	Computer Science	SGAD Khadoor Sahib	Msc IT
No file uploaded.					

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Youth Festival	District Level	130
Science Fest	Institute Level	60
Women Day	Institute Level	90
Teej Festival	Institute Level	80
Sports MEET	Institute Level	150
No file uploaded.		

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
2016	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students have active representation on academic and administrative bodies and committees of the Institute. Class Committees All programmes have class committees for each course that comprise of student members representing meritorious as well as weak students, along with faculty members nominated by the Head of the Department, other than the course teacher. The Class Committees provide feedback on all aspects of the programme and respective course. Class Committee Meetings are held regularly, at least twice in each semester. Cultural and Sports Committees Students have strong representations in all cultural and sports and games committees and help in organization and management of events. Hostel Administration Students provide strong support in the administration and management of hostel affairs. Each hostel has a Captain, Vice-Captain, Mess Committee, Cultural Committee, Sports Committee and Cleanliness Committee. Students manage the entire functioning of the cooperative mess and organize extra-curricular events and competitions

throughout the year. Organization of Special Events Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring retired teachers and presenting cultural programme, the Inter-University English and Hindi Drama Festivals, intra-faculty and inter-faculty cultural and sports competitions, Shiksha Diwas on Jan. 1, Founder's Day celebrations on Jan. 31 and other National celebrations that include, Independence Day, Republic Day, Engineers Day, Science Day and various NCC/NSS and social service activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

60

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

At Institute Level, One Alumni meeting is conducted in every Year

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)

Practices of decentralization and participative management during 2016-2017 Institution focuses keen on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, college governing council and each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. 1. Principal Level Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers of different committees for planning and Implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers of the college. ? Internal Quality Assurance Cell (IQAC) ? Library Management Committee ? NSS Committee , Extension Activities Students Welfare Committee ? Annual Prize Distribution Committee ? Publicity Public Relation Establishment Committee ? Prospectus Committee ? U.G.C. Affairs Committee ? Website Development committee Following committees are constituted in accordance to government guidelines: ? Time Table Committee ? Admission Committee ? Anti-Ragging Committee 2. Faculty level Faculty members are given representation in various committees/cells nominated by the principal and the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees which have been nominated by Principal and ? Placement and career counseling cell ? Discipline Maintenance committee ? Event Management committee ? College Infrastructure Cleanliness, Girls Common Room ,Water Supply maintenance cell (Formerly Staff Room Cell) ? SC/ST Equal Opportunity Committee ? Class Room Mentors ? Disaster Management Committee ? Wall paper Committee ? Teacher- Parent Meet Committee ? Examination (University College Level)Committee ? Health Centre Committee

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

Partial

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	Every year We advertise about the different courses run by the college and Facilities . At the time of admission, College provide proper Carrier Counselling to the students for choosing the relevent streams.
Examination and Evaluation	We are Conducting House test twice in a year Along with Monthly test Evaluation Process is performed by Exchaging the Faculty Mentors.
Teaching and Learning	We are participating in Model Based Teaching by institute Level. To engage with ICT Tools For Teching and Learning Methodology.
Curriculum Development	To Prepare Lesson Plan , Course Plan by Faculty its implementation is reviewd by academic council

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

E-governace area	Details
Planning and Development	To use ICT in the process of planning college-events and activities, institute uses personal e-mails .Important notices and reports are also circulated via e-mails and College Website.
Administration	To achieve the target of Paperless IQAC , committee members of it started using Google facilities like Google sheet :- For data collection from Various Departments. Google Docs :- To prepare notices and activity reports. Google Forms :- To prepare Feedback forms and get Online feedbacks of Students, Parents. Google Drives :- To keep all department wise proofs. The college has Biometric attendance for teaching and non-teaching staff.
Finance and Accounts	With the aim to produce immediate information in finance and Accounts i.e."Busy Software"
Student Admission and Support	To achieve the target of Paperless Admission Process , committee members of it started using Google facilities like Google sheet :- For data collection from Various Students . Google Forms :- To prepare Feedback

	forms and get Online feedbacks of Students, Parents. Google Drives :- To keep all department wise proofs. To provide the other e- content by using College Website.
Examination	To achieve Paperless Examination uses various Google Services or open Source applications like (google classroom, google forms , Zoom , G meet etc)

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 !!!				
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)
2016	Awareness of ICT Tools	Awareness of ICT Tools	12/12/2016	17/12/2016	35	7
2017	Uses of DTP (Ms Office))	Uses of DTP (Ms Office)	20/03/2017	23/03/2017	39	6
No file uploaded.						

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
4	4	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	Scholarship for SC/ ST, Minority Scholarship.

6.4 – Financial Management and Resource Mobilization

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

Internal and external financial audits regularly Performed By the diifferent Panel Internal Audit Perforemed by internal committee than furthur verified by Authorised Chartered Accountant. External Audit is held by DPI (C) Authorities for the verification of grants that are issued by them.

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
Grants received from management	584860	Overall College Activities
No file uploaded.		

6.4.3 – Total corpus fund generated

11978898

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	Yes	GNDU	Yes	Member of faculty
Administrative	Yes	GNDU	Yes	college managing committee

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

College hold meeting with parents so that they know about performance of their wards. The suggestions given by parents on the basis of the feedback forms try to be implemented in the coming sessions.

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

EPF facility is provided to regular members of support staff. Medical checkup facility is also provided to all members of support staff once in a year.

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

- Started New Vocational Subject (Functional English).
- Compact fluorescent lamps (CFL) and LEDs have been installed.
- Solar lights have been installed in campus.
- In non-reading and non-working areas, reduced lighting (25 watts- 40 watts) is used.
- Trees and plants are added at a regular interval to make the campus eco-friendly.
- Students of the Departments of Fashion Designing too use this material and create art pieces out of various waste items
- A Herbal garden with a rich variety of medicinal plants has been created.

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	Guest Lecture	05/09/2016	05/09/2016	05/09/2016	60
2016	Traffic security Week	10/10/2016	10/10/2016	14/10/2016	70
2017	Swachh Bharat Based Clean India campaign	17/02/2017	17/02/2017	18/02/2017	200
2017	District Level youth Festival	20/03/2017	20/03/2017	21/03/2017	150
No file uploaded.					

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
Women Empowerment	08/03/2017	08/03/2017	95	56
Awareness of dowry System	24/02/2017	24/02/2017	70	30

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
Solar Panels have Already been installed in the campus that cover approx 20 Consumption.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Physical facilities	Yes	2
Rest Rooms	Yes	1
Scribes for examination	Yes	3
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of	Number of	Date	Duration	Name of	Issues	Number of
------	-----------	-----------	------	----------	---------	--------	-----------

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2016	4	3	26/10/2016	1	4 VOTERS AWARENESS PROGRAM	SOCAIL RESPONSIBILITY	25
2016	3	3	24/12/2016	5	MEDICAL CAMP HEALTH CHECKUP	SOCAIL RESPONSIBILITY	30
2017	5	4	06/02/2017	1	ROAD SAFETY HELMET RALLY	SOCAIL RESPONSIBILITY	60
2017	6	4	14/03/2017	1	SWATCH BHARAT	SOCAIL RESPONSIBILITY	80
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
JAP TAP	10/07/2017	In Which Published the

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Blood Donation Camps	20/01/2017	21/01/2017	35
Giving First Aid to Students	04/04/2017	04/04/2017	95
No file uploaded.			

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

The college adopts environment friendly practices and takes necessary steps such as rain water harvesting, waste recycling, Plantation etc Water Harvesting

- Rain water of main Girls lawn is collected and also enters the bore well for ground water recharging. Plantation
- The college has planted about 5000 ornamental, seasonal, medicinal plants and organic vegetables. Waste Management
- Students of the Department of Fashion Designing use leftover pieces of fabric to make innovative garments, utility items and jewelry pieces. Tree Conservation
- Latest printers, having the facility of double-sided printing have been added to save paper and conserve trees. Similarly, maximum data is maintained in digital form to save papers and conserve trees. SMS service used for general messages/ notices is another initiative taken in this regard. Carbon Neutrality
- The college has invested in green technologies such as solar power, water harvesting to reduce its carbon footprint.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 2016-17 The institute is very sensitive to maintain the environment clean and green. The College does not undertake the exercise of formal Green Audit done in its Campus. However, the College has created an internal green audit team, comprising teachers and students of NSS that regularly conducts green audit and also provides the best solutions to the existing problems. The internal audit team has taken the following steps for the conservation of environment:- Best Practice I Title of the Practice: Plantation Objectives of the Practice - 1. To make campus eco friendly. 2. Green campus 3. Pollution free nation The Context- The College is committed to make the environment green and pollution free. Therefore the College has planted number of trees in its campus during the past few years. There are various kinds of trees in the campus. About one fourth area of the campus is covered by trees. In this way eco-system is maintained in the Institute. Planting of saplings by the guests/Chief guests during various functions is the evidence of the eco-consciousness inherent in the College. The practice: Moreover the College has a name in the field of environmental issues. Baba Sewa Singh, President of the managing committee, has done a commendable work to protect the environment. Lacs of trees have been planted under various schemes since 1999. The region of Khadur Sahib is well known for its massive green campaign. Under the roadside tree plantation project about 300 km roads are covered in Punjab, M.P, and Rajasthan. Baba Sewa Singh was awarded with 'Padma Shree' in 2010 for his commendable contribution in social and environmental drives in India. These environmental concerns are incorporated in the College curriculum also. Van Mahotsav is organized annually by NSS wing of the College. The students go on tree growing campaigns in the villages around the College and distribute free saplings. Seminars on Environment Protection are also organized from time to time to involve and make aware the new generation. World Water Day was also celebrated in the College. An environmental exam is also prescribed in the University Curriculum. Students are given both practical training and theoretical knowledge on the environmental issues. Evidence of Success: 1. Van Mahotsav is organized annually by NSS wing of the College. 2. Seminars on Environment Protection are also organized from time to time to involve and make aware the new generation. 3. Students are given both practical training and theoretical knowledge on the environmental issues. Problem encountered: Due to the support of KAAR SEWA KHADUR SAHIB , the plantation drive is successful and no major problems are encountered by college. Resources required: Resources required are plant saplings, which are provided by KAAR SEWA KHADUR SAHIB. BEST PRACTICE II Title of the Practice: Water Management: Objectives of the Practice - 1. To reduce wastage of water 2. To maintain the water table. 3. Waste RO water should be utilized for other purposes. The Context- ? The level of ground water is lowering day by day due to excess use in agriculture. The rain water of the campus is properly utilized by passing the same to ground after proper filtration. This type of practice is very successful and such practices are done in sister institutions too. ? The points with leakage and overflow of water are identified and appropriate measures are taken to prevent wastage of water. ? The waste drinking water is utilized for watering plants. The practice: Rain water harvesting is done by the college. For this purpose the rain water is fed into ground. Also waste water from ROs is also utilized for the plantation purpose. Evidence of Success: Because of this practice the water consumption for plants has been reduced Problem encountered: No major problems are encountered. Resources required: No separate resources are required once this practice is setup.

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

<http://sgadcollege.in/igac.html>

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

In order to achieve the Vision and Mission of the Institute, the Principal used to holds various meetings with senior faculty and the management committee. The budget for purchase of buses was allocated by the management. Initially small numbers of buses were purchased and few were hired on rent basis due to financial constraints. The Principal deputed various teams of teachers for campaigning purpose in various Schools of nearby villages covering about a radius of 25 km. This practice is done during the leisure period of faculty. Parents and admission seekers are informed about the courses offered, the facilities, student welfare schemes and the admission process. They also provide guidance and counseling regarding the options available not only in the College but also elsewhere. The parents are convinced to educate their daughters wherever found reluctant due to social or financial constraints. Students' parents are informed about the fee structure and the economic transport facility provided by the College. During the admission process the roots are analyzed by administrative staff. Common Bus stoppages are decided on all roots. Special bus stoppage is allowed if five or more students belong to any remote area. Various sister institutions are running under the same management. The transport facility is also shared by staff and students of these institutions. These institutions have nice collaboration with each other. Time table and local vacations are adjusted accordingly to make the practice more efficient. During examinations days bus timings are adjusted as per the examinations schedule. It has been realized that the students of remote area would not be able to complete their education without the transport facility. At present the institution is providing concession of more than Rs.400000 (Rs. four lacs) in transport budget. The intension behind this practice is to minimize the financial constraints of these needy, rural and economically weak students. A number of people, dignitaries, NRI'S and politicians have contributed a lot to run this practice successfully.

Provide the weblink of the institution

<http://sgadcollege.in/igac.html>

8.Future Plans of Actions for Next Academic Year

Future Plans of action:- 1. IQAC proposed to start add-on course in "PGDBM"from next session. 2. Also to organize more guest/extension lecture and extension activity with an objective to enhance the knowledge base of our students. 3. To introduce new subjects for providing students with more flexibility in choosing their elective subjects. 4. To Increase Sports events/ Activities in next Sessions.