



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SRI GURU ANGAD DEV COLLEGE
Name of the head of the Institution		Dr. Kanwaljit Singh
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01859237226
Mobile no.		7814451512
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	Prof. Rohit Sharma
Phone no/Alternate Phone no.	01859237226
Mobile no.	8283819697
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
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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
Improve teaching learning methods by using innovating techniques	28-May-2018 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
No Data Entered/Not Applicable!!!				
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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 :

3

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)

1. To improve teaching learning methods by innovative techniques. 2. To organize guest lectures and seminars. 3. To organize various workshops by different departments.

No Files Uploaded !!!

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
No Data Entered/Not Applicable!!!	
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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	2019
Date of Submission	30-Jan-2019
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	Skill Development
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urship

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
Feedback form/formats are designed for the stakeholders. This includes faculty feedback, alumina feedback, student feedback, course exit survey, etc. The IQAC Team Setup the Panel for overall Analyzing as result to take an action for achieving the overall development of the institute in the different area like (teaching, Research, and infrastructure etc.). Institute always remains in touch with the alumni so that suggestions can be gathered from them after completion of their course. These suggestions are analyzed shared with all the

stake holders. Industry Institute interaction Cell has been established to make the students aware of the technological advances in industry so that the current Industrial trends can be brought into the knowledge of faculties students.

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 !!!				
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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
2018	629	41	46	2	4

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
46	38	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 Career 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 e-resources is an asset of the College. The College sensitizes 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
734	46	1:16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned	No. of filled positions	Vacant positions	Positions filled during	No. of faculty with
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positions			the current year	Ph.D
1	1	Nil	1	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 !!!			
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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
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

<p>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.</p>
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2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

<p>Final examination depend upon the schedule of the University, but all other activities were scheduled According to academic calendar prepared by institute.</p>
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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 !!!				
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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
Website Development	Dept of Computer Science	24/01/2019

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)
National	Political Science	1	Nil
International	Political Science	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	2	6	4	4
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 !!!			
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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
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 !!!					
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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 !!!			
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
5.5	2

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Laboratories	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
Orbit EZLIB	Fully	2018	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9655	1226995	69	11885	9724	1238880
Journals	193	92012	48	24207	241	116219

Reference Books	10701	1171772	160	44894	10861	1216666
e-Books	164300	Nil	164300	Nil	328600	Nil
e-Journals	6000	5900	6000	Nil	12000	5900
CD & Video	25	Nil	Nil	Nil	25	Nil

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
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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	62	2	62	6	5	5	15	5	1
Added	3	0	3	0	1	0	0	0	0
Total	65	2	65	6	6	5	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
SGAD e-Centre (Interactive board, headphones, Video Camera, Mic, Projector)	http://sgadcollege.in/videocenter.html

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
40	39	10	7

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 recourses 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 Extra Curricular Achiever	30	500000
Financial Support from Other Sources			
a) National	Scholarship of SC Students	30	750680

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	08/08/2018	50	institute Level
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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
2018	Student enrichment	15	25	2	2
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
4	4	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
2018	6	BSc (Comp Sci/ Non-Med/Eco)	Science	GNDU	PG in Different Subjects
2018	3	BSc IT	Computer Science	SGAD College Khadur Sahib	MSc IT
2018	3	BBA	Business A	GNDU	MBA

			Administration		
2018	6	BCom	Commerce	GNDU	MCom
2018	10	BCA	Computer Science	SGAD College Khadur Sahib	MCA & MSc IT
2018	10	BA	Arts	GNDU Different Colleges	PG in Different Subjects
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
Sports Meet	Institution Level	100
Code Debugging	Institution Level	30
Women Day	Institution Level	60
Science Exhibition	Institution Level	30
Mock Interview	Institution Level	30
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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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:

50

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

On the suggestion of IQAC, One Alumni meet is organized every year and on the basis of the feedback received by Alumni Members necessary refinements are conducted at Institution Level.

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 2018-2019
Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building of the college. Their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college. Institution focuses keen on decentralization by intending equal opportunity (equal role to participate is the functioning of the Institution management comprises of management committee, each committee has been provided with specific functions cater to the needs of institution for the ongoing progress and development of the Institution. Teacher guardian committee is available in college taking care of students from first year of student's admission. The Principal, Heads of the departments, teaching and non teaching faculty along with student union members, class student representatives together concentrate on fostering the progress of institution by sharing the responsibilities and participate growth of institution and to act according to the aims and objectives 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), NSS Committee, Extension Activities Students Welfare Committee, Annual Prize Distribution Committee,

Publicity Public Relation Establishment Committee, Prospectus Committee, Website Development committee, College Annual Magazine Committee: Environment Awareness, Green Audit and Garden committee, Alumni Association Monitoring Committee, Students Grievance Redressal Committee, College Students Monitoring Committee, Sports Committee, Educational Tours, Result Analysis, Students Seminar and project committee Following committees are constituted in accordance to government guidelines: Time Table Committee, Admission Committee, Research Monitoring Committee, Sexual Harassment Prevention Women's Grievance Redressal 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: Placement and career counselling cell, Discipline Maintenance committee, College Infrastructure Cleanliness, Girls Common Room, Water Supply maintenance cell, SC/ST Equal Opportunity Committee, Teacher- Parent Meet Committee, Examination (University College Level) Committee 3. Students Level:- For the development of students, various cells and clubs are established at college level. Students are empowered to play important role in different activities. Functioning of different roles and responsibilities at various clubs and committees for further reinforces decentralization: Cultural Secretary, Students welfare and social services secretary, Anti ragging Committee members responsibilities.

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	The College has the full fledged Admission Committee with a senior teacher acting as a coordinator Visits to schools in adjoining areas is conducted before start of the session each year to inform the students about the various courses and career disciplines available in the college.
Examination and Evaluation	Mid-term tests are conducted before the final examination. The answer sheets of Mid-term tests are shown to the students so as to make them aware about their mistakes and encourage them to work hard. Regular Class Tests
Teaching and Learning	The faculties of each department hold a meeting at the beginning of the academic session for division of syllabus and preparing teaching methods of the session. Activity conduct by the department in the current session is also planned. To increase the knowledge of students regarding different aspects, seminars and guest lectures are organized by different departments. Intensive use of information technology.

Curriculum Development	for curriculum development course content of existing programme is regularly updated. feedback from stakeholders is taken into consideration at the time of developing the curriculum. Initially it is discuss in the meeting of Board of Studies held in University according to current needs to introduce new opportunity.
Research and Development	Faculty members are motivated to participate in seminars and conferences held at National and International level.

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

E-governance area	Details
Administration	The Administration communicates with Governing Body members as well as the teaching and non-teaching staff through email. Biometric attendance for all staff members. Fully automated, wireless office with 24x7 internet facility. ICT has been introduced in the Administrative work. WhatsApp Group helps to provide the brief notices of any event to be happened on college. WhatsApp Groups are also used for awareness and of smooth functioning of the same.
Finance and Accounts	The accounts of the institution are maintained through the Busy software.
Student Admission and Support	The college website act as a mirror of the college information and Admission criteria. College is having a IT cell under the College Computer Science department to manage the College website.
Examination	To achieve Paperless Examination uses various Google Services or open Source applications like (google classroom, google forms , Zoom , G meet etc). Academic cell of College Examination oversees the complete process of examination under the guidance of the examination controller of the institution.
Planning and Development	To achieve the target of e-governance in the process of planning the resolutions taken by top management are informed to college administration via emails. further college administration aware the college staff about these resolutions through personal emails.

6.3 – Faculty Empowerment Strategies

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Awareness of ICT Tools	Awareness of ICT Tools	04/12/2018	05/12/2018	30	5
2019	Use of MATLAB in Research	Learn about Busy Software	16/01/2019	17/01/2019	35	6
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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
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EPF	EPF	SC/ ST and minority scholarships and Scholarship on Merit Basis

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 different Panel Internal Audit performed by internal committee then further verified by

authorized 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	441250	To Enhance IT Facilities
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6.4.3 – Total corpus fund generated

14912864

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	Faculty Members Audit Committee
Administrative	Yes	GNDU	Yes	College Managing Committee

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

College Organize PT meet every year and in this meeting parents become aware about the performance of their children in academics and co-curricular activities. Feedback forms are also filled by parents through which College get valuable reviews and take further necessary steps in the desired areas
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6.5.3 – Development programmes for support staff (at least three)

Provide EPF facility to regular support staff members and Medical Checkup once in a year.

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

To start own YouTube Channel where the teaching lectures of Faculty members will be uploaded. To start own Editorial Book with ISBN included the Research papers and Articles of faculty members from various departments To upgrade College Website with more new features and effective interface.
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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
2018	Guest	04/09/2018	04/09/2018	04/09/2018	50

	Lecture on GST				
2018	Drug Awareness Week	24/10/2018	24/10/2018	27/10/2018	120
2019	Inter departmental activity on Print Media	07/02/2019	07/02/2019	07/02/2019	30
2019	Workshop on Block Printing and Free Hand painting	11/03/2019	11/03/2019	12/03/2019	60
2019	Science Fest 2019 (Model Making competition)	19/03/2019	19/03/2019	19/03/2019	50
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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
Seminar on Human Rights	17/08/2018	17/08/2018	60	45
Guest Lecture on the problem of Female Foeticide	06/11/2018	06/11/2018	55	35
Women Empowerment Week	05/03/2019	09/03/2019	120	40

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. Waste Material Pit is already been built in College Campus through which compost is produced for increasing the nutrient capacity of College Green belt is improved.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Physical facilities	Yes	1
Rest Rooms	Yes	1

Scribes for examination	Yes	2
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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
2018	3	2	03/10/2018	1	Awareness Camp on Eco Friendly Diwali	Social responsibility	100
2018	3	2	05/11/2018	1	Street Play on Save Girl Child	Social responsibility	50
2019	4	3	19/01/2019	1	Workshop on How to improve your confidence	Personality Development	120
2019	3	3	25/01/2019	1	Rally on don't forget our Patriots	Social responsibility	150
2019	6	4	15/03/2019	4	Nutritious diet awareness week	Social responsibility	80

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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)
Jap Tap	13/07/2018	College publish its Editorial Magazine every year which contains editorial notes of different Faculty members as well as write up of students which develop moral values in students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Street Play on Equal Rights	19/09/2018	19/09/2018	150

Distribution of Books and Cloths at orphanages	15/02/2019	15/02/2019	70
Guest Lecture on disadvantages of Ragging	18/03/2019	18/03/2019	100
No file uploaded.			

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

1. Move forward to make our administrative setup paper free. 2. It is important for colleges to have some green project ideas for college students that may evolve students to concrete actions toward the protection of an ecology. It can be something like tree planting, street cleaning or any other environment-themed campaigns. 3. Creating eco-friendly rules in a campus: Turn off everything, Using LED light bulbs, Reduce, reuse, recycle, Wash cups and plates, don't use disposable paper or plastic utensils, Walk, bike and use public transport instead of a car. 4. The institution conducted several awareness camps for enlightening the students for making the campus plastic free and it is now a plastic free campus. 5. Plantation of floral and other plants in and around the college campus to expand greenery. 6. Garbage are regularly collected from office, canteen and different parts of the campus and disposed off in specified locations.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

I Best Practice Title of the Practice: Financial Aid to the deserving students by the college
Objectives of the Practice It has been obtained from the profile that students joining various courses of the college that there are many students coming from the rural areas with low economic back ground. Their parents are unable to provide them a sustained financial support because agriculture, being a gamble with rain in the district, is not a source of assured income. So, the noble objectives of the practice are : • To extend financial aid to the poor students, especially from the rural, to save them from discontinuation of their studies owing to poverty. • To support financially all the deserving poor students without any discrimination of caste, creed or gender. • To promote the 'equality' among the students • To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students. The expected outcome is that the students should be able to complete their degrees with good marks. The beneficiaries should treat the needy with the principle of 'lend a helping hand without discrimination.'
The Context The noble objective had its teething as well as challenging troubles in its designing and implementation. • Pooling up of the required resources was a tough task. • After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government or endowment scholarships, without any discrimination of caste, creed or gender. • Verification of the financial backwardness of the aspirants was yet another challenge. • The management has insisted on strict adherence to the rules framed. about this fund in spite of the influential sections' and caste associations' undue interference in the implementation of the practice. The Practice People in rural areas have meagre resources available which are used primarily to make both ends meet. So, sending their children to the town for higher education becomes almost impossibility for the poor parents in the rural areas, in the context of higher education demanding higher amounts of money. Though, sometimes, they do venture to admit their children to colleges in the town, they are unable to give sustained financial support throughout the course of study because agriculture is the main element

of livelihood in the district, is not a source of assured income. So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies. Evidence of Success college gave fee concession to meritorious students who have secured merit positions in the university. College also gave concession in fee to those students who have secured positions in university youth festival and sports events of the university. Problems Encountered and Resources Required In the beginning of designing the best practice, some groups of the students opposed the idea that the welfare scholarship holders too should be given the opportunity. College require more resources to offer this practice to more students. II Best Practice Title of the Practice: Imparting leadership skills to students. Objectives of Practice: The college is committed to impart the values of responsibility and decision making to its students. this practice develop leadership skill such as honesty, vision and creativity in the students. The Context: There is cut throat competition in the current world so to survive students need to develop the skills to meet the demands of changing scenario. So the college have to develop leadership skills in students. The Practice: The college has constitute various committees and societies to develop leadership skills among students. Student Council: The institution has various student councils under the different departments. The members of student councils include elected class representative and merit holders. The main main activities of student councils are:- > To organize functions like Talent Hunt and Farewell Parties. > To conduct assembly and maintain discipline in the college. Editorial Board: Every section of the college magazine has a student editor who helps source articles from the students and also help in editing the college magazine Jap Tap. These works add to their creative skills. Evidence of Success: Every year a good number of students act as in charges of different committees and societies and carry out various activities and develop leadership skills. During the academic session 2018-19 members of student council help in organizing functions like sports day, annual prize distribution day etc.

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 – 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

It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always try to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The number of girl students is more in number. Most of the students from rural areas poor background, but they are not poor in talent, knowledge and humility. Our college staff identify their talent and encourage them as per our mission statement, 'our aim is to bring the girl students into the main stream of higher education'. This institution was established on the year 2007. The main aim was to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for their development and progress of the family. In accordance with mission statement HEI gives exposure to the girl students to get an opportunity to participate in every curricular, extracurricular and extension activities very actively. Through the NSS scheme the girl student get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness,

responsiveness. The college organizes the women empowerment programs for making them confident enough to struggle the battle of life. Various eminent woman personalities are being invited for the guidance on several issues. Special health related Seminars, work shop were organized. We are very proud to say that our students are selected in Army as a Soldier. Department of physical Education had given them opportunity to actively participate in Kabbadi and our 10 girls players are participated in Kabbadi Championship at University level.

Our one girl student also win Rugby Championship at International level. Cultural department provides them with an opportunity to participate in various cultural competitions of the university level, state level. The college always consider the dam affected background students as a central input and strength of the institution. Our college provides an opportunity for the rural youth, especially for the economically underprivileged students from villages

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1.Implementation of ICT/e-governance in all the administrative academic section to make the campus fully automated. 2.Promoting national collaboration for Academic Interaction and Research Resource Exchange. 3.To ensure a plastic free make the campus eco-friendly. 4.To enhance upgrade the resources of Labs facilities. 5.Usage of e-Resources in all the academic departments. 6.SGAD College plans to increase the ICT enabled teaching atmosphere to increase the e-content development facility by teachers. 7.SGAD College plans to strengthen the staff development facility and organize regular training programs capacity building workshops for both teaching non-teaching staff members. 8.SGAD College plans to evolve its strategic plan to generate alternatives energy sources in a better way.