Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SRI GURU NANAK DEV KHALSA COLLEGE**
Name of the head of the Institution	**Dr Gurmohinder Singh**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01128729399**
Mobile no.	**9213604905**
Registered Email	**iqaccoordinator@sgndkc.du.ac.in**
Alternate Email	**principal@sgndkc.du.ac.in**
Address	**Dev Nagar, Karol Bagh, New Delhi Pin 110005**
City/Town	**New Delhi**
State/UT	**Delhi**
Pincode	**110005**

2. Institutional Status

Affiliated / Constituent	**Constituent**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr. Deepak Sharma**
Phone no/Alternate Phone no.	**01128729399**
Mobile no.	**9213604905**
Registered Email	**iqaccoordinator@sgndkc.du.ac.in**
Alternate Email	**principal@sgndkc.du.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sgndkc.org/sk/documents/uploadedfiles/aqar_120220010118.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sgndkc.org/sk/documents/uploadedfiles/file19122020093518.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B++**	**2.76**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**10-Dec-2014**

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
Webinar on 'Sexual	**16-Jun-2020**	**110**

Harassment of Women at Workplace (Prevention, Prohibition, Redressal), Act 2013' by Ms. Priti Jha, Legal Expert and Consultant	2	
Webinar on 'Role of Teachers in Ensuring Mental Health of Students during the Lockdown' by Dr. Renu Kishore, Associate Professor, Dept of Psychology. Daulat Ram College	02-May-2020 2	150
Webinar on 'Benefits of Digital Administration in Lockdown' by Mrs Keyaa Mukherjee, Maniben Nanawati Women's College, Mumbai	01-May-2020 2	160
Webinar on 'Leave Rules' by Nihaluddin Siddiqui, Administrator, Al Falah University, Faridabad Haryana	11-Jun-2020 2	35
One week E - Faculty Development program on Blended Learning organised by SGND Khalsa College in partnership Quest Alliance, an agency with immense experience in online learning	18-May-2020 8	140
A talk on 'CSR - A Quality Approach to Post Emergency Development' by Prof Sudhir Sinha, IRMA, Anand, Founder Director, Centre for Sustainability and Responsibility Inc.	12-May-2020 2	101
Webinar on 'NAAC RAF CRITERION - III Research, Innovation and Extension' by Dr K Sajjath, Associate Professor, Govt Science College (Autonomous), Bengaluru and Dr Ninad Jhala, Principal, Anand Institute of Social Work	03-May-2020 2	125
Webinar on 'Shiksha Aur Rashtriya Nirman' was given by Prof. Vinod Mishra, Secretary General, World Hindi	11-Jul-2020 2	218

secretariat, Mauritius		
Webinar on 'Role and Functions of IQAC as per Revised Accreditation Framework', by Dr Shyam Singh Inda, Assistant Advisor, NAAC	18-Jul-2020 2	80
Lecture on Internationalisation of Higher Education in India: Challenges by Dr Shyam Singh Inda, Assistant Advisor, NAAC, Banglore	18-Jul-2020 2	77

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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
Zero	NA	Zero	2020 0	0
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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 :	**18**
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. Conducted three add on courses (of 30 hours duration) in coordination with Department of English (on Academic writing), Department of Hindi (on Hindi translation) and Society of Ethics and values, BISMAN (on Life values) respectively. 2. A tripartite Memorandum of Understanding (MoU) was signed on February 1, 2020 between SGND Khalsa College, Delhi, Bhopal School of Social

Sciences, Bhopal and Anand Institute of Social Work, Anand to promote and enhance academic interest, research programme and capacity building. 3. Started an quality enhancement initiative named Mentoring the Mentor Programme (MMP), wherein experts from respective fields shared their knowledge and experience with faculty members on preidentified topics so that teachers are better equipped and oriented during mentorship classes with students. 4. Organized one week eFDP (1823 May, 2020) on Blended learning in partnership with Quest alliance. The FDP was organized as a collaborative effort between SGND Khalsa College, Bhopal School of Social Sciences, Bhopal and Anand Institute of Social Work, Anand. 5. A National webinar series, titled SYNERGIES, was organized between MayJuly 2020, as a joint initiative of IQACs of SGND Khalsa College, Bhopal School of Social Sciences, Bhopal and Anand Institute of Social Work, Anand. A total of 11 webinars were held, with experts covering a wide range of subject areas and attended by participants from HEIs across the nation.

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

Plan of Action	Achivements/Outcomes
Add on courses and Short term courses need to be started in the college.	Three add on courses were successfully completed Department of English (on Academic writing), Department of Hindi (on Hindi translation) and Society of Ethics ad values, BISMAN (on Life values) respectively
Memorandum of Understanding to be signed between our college and other institutions having similar objectives and aspiration	A tripartite Memorandum of Understanding (MoU) was signed on February 1, 2020 between SGND Khalsa College, Delhi, Bhopal School of Social Sciences, Bhopal and Anand Institute of Social Work, Anand to promote and enhance academic interest, research programme and capacity building.
Seminar to be conducted for administrative staff regarding digitisation of records, data and processes.	Webinar organised on Benefits of digital administration, focussing mainly on administrative staff
Plan initiatives/steps for improving quality of mentoring classes	In order to better equip and orient the teachers for conducting mentoring classes, a new initiative, Mentoring the Mentor programme was started. Further, mentoring groups were revised, and the groups were fixed for a period of atleast one year for enhancing the teacher student interactions.
Website to be upgraded and be made more student-teacher centred and user friendly	College website has been improved significantly, is frequently updated and made user friendly for all stakeholders. Students can access all relevant information about classes, curriculum, examinations and

	admissions. Assignments and study material can be uploaded and downloaded allowing a twoway interactive process between teachers and students.
Students to be provided official email IDs so that they can reap maximum benefits of LMS softwares like g-suite, moodle etc	All students have been provided with official email IDs of the college by which students and teachers are able to better utilize Google classroom and Google Meet features (LMS).
Alumni association to be registered and starting a Whatsapp/ Telegram group for alumni	A telegram group has been set up as a platform for all alumni to interact and share relevant information. Alumni are being contacted and encouraged to join the group. The alumni association will be registered at the earliest
New learning methods and knowledge sharing platforms to be implemented	Since lockdown, online classes are being held using Google Meet; webinars are being organised at regular intervals by IQAC and various departments; college website has been improved for sharing of study material, assignments and assessments between students and teachers; a youtube channel has been created for sharing videos and webinar recordings.
Single LMS platform to be established for uniform student teacher interaction	As directed by the University of Delhi, Google Meet and Google classroom and Google Forms are being used for online classes, sharing of resources and taking attendance.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing body	19-Sep-2020

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	2020
Date of Submission	31-Jul-2020
17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	In order to ensure the effective and timely delivery of information to all the stakeholders of the institution (students, parents, teachers and management), College has steadily been making information regarding various aspects like admission, assessments and examination, timetable, study material, accounts, purchases etc, available under a single repository. The college website serves as a platform from where all relevant information, resources, documents and services can be easily accessed for quick reference, execution and decision making. MIS is being used and is useful to various stakeholders in the following way: College launched an official youtube channel https://www.youtube.com/channel/UCVIDqAnM2AqrrpUEXnPIHrw where video recording of conference proceedings, webinars, students cultural programs and activities are being uploaded regularly for quicker reference. This channel is being avidly watched not only by students and faculty of our institution, but also outside. To facilitate the students and faculty to get relevant information relating to admission process, academic calendar and timetable, mentoring and counselling, and regular updates about extra and cocurricular events, a dynamic website is in place. The website is a useful tool for the students to login through their unique ID and access study material, lesson plans, question bank, to upload assignments and to view daily attendance and assessment marks. A specially dedicated website is under operation for admission process which is linked to the Admission portal of University of Delhi. College provides IT facilities and support to the applicants at the time of admission. Faculty also gets the details of activities and events organised at department and college level. Institutional Email System (IES) has been created and has been further strengthened this year by bringing under its fold all functionaries of the college, principal, teachers, administrative staff and all the students. Everyone communicates through an official email IDs for better

accession of Gsuite features. Government e marketplace (GeM) portal is being used for online purchases. E tendering is done through e procurement portal and other tenders notices are archived in the college website for easy access. A Public Address System is in place in the college to make important announcements and messages address by the Principal. LEDs screens have been installed on every floor at visible locations.

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

Our College, being affiliated to University of Delhi, follows the academic calendar and curriculum as approved and given by the University. From July 2019, College implemented the revised Learning Outcome-based Curriculum Framework (LOCF) syllabi for all Choice Based Credit System (CBCS) courses. Planning and preparation for the academic semesters begin at least one month prior to the commencement of every session. Staff Council is the statutory body where decisions are taken in a democratic manner after thorough consultative and participative process. Academic Development Committee (in consultation with the academic Department Convenors) finalises workload, assesses teachers' strength and takes other appropriate decisions. and time table for each department. subject allocations and time slots of teachers. Time table committee in collaboration with the department convenors works and frames timetable, which is uploaded for the reference of the students before the first day of the commencement of the session. Faculty members prepare a detailed Curricular planner giving outlines of lesson plan, based on pre-identified Course Outcomes (CO) and Program Outcomes (PO) with special focus on slow and advanced learners. Before the commencement of classes, orientation programs are held at the level of institution and that of academic departments. Within the structured framework, faculty is given autonomy to take decisions relating to teaching methodology, and internal assessment. Besides conventional teaching methods, various other methods like Quiz, Group Discussion, Debates, PPT Presentations, Role Play, Allied Projects, Games, Short Films, Industrial Visits, Add-on practicals, Open book MCQ tests, Assignments, videos, audio recordings, use of charts and graphs, discussion on case studies etc. make the teaching learning experience more innovative, enjoyable and effective, while enhancing rational, critical and analytical thinking among students. Departments organise lectures, speaker sessions and workshops by renowned personalities from academics, corporate sector, policy making bodies and media were held regularly to bring the curriculum to a more application-based and career-oriented framework. For efficient implementation of all these methods and programs, the existing infrastructure of the college was further augmented.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

NIL	NIL	31/07/2020	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	30/09/2020

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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
BCom	Commerce	20/07/2019
BA	Business Economics	20/07/2019
BA	English	20/07/2019
BA	Hindi	20/07/2019
BA	Hindi Journalism	20/07/2019
BA	History	20/07/2019
BA	Political Science	20/07/2019
BA	Punjabi	20/07/2019
BA	Programme	20/07/2019
BCom	Programme	20/07/2019
BSc	Mathematics	20/07/2019

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Hindi-English Translation Course (Department of Hindi and IQAC) in association with Bhartiya Anuvaad Parishad, Delhi	07/02/2019	42
"LIFE: Learn, Inculcate, Fix and Empower" Short term Program organized by Bisman Society and IQAC	30/01/2020	31
Short term course on Academic writing organized by Department of English	17/09/2019	15

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Hons	3
BA	Business Economics	5
BCom	Programme	1
BA	Programme	1

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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 is regularly collected from various stakeholders: viz. students, parents, teachers and employers to ascertain the level of satisfaction about the infrastructure and learning resources available in the college. Google forms are uploaded on the college website under section Feedback and also circulated through WhatsApp for collecting regular feedback from different stakeholders. The feedback is analyzed by the college IQAC team. On the basis of feedback, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. To take Students Feedback, there are two structured questionnaires: a) about the teaching and learning, b) about the infrastructure of the college. There are questions related to use modern teaching aids, teacher's attitude and proper guidance, conduct of regular assessments and curriculum. Hence the questionnaire is designed to elicit an actual perspective of the teaching learning experience from the student's point of view. The positive feedback points are conveyed to the respective teachers so as to motivate them to further augment their skills. At the same time, any negative feedback is shared in a right perspective and every effort is taken to overcome/improve the same. Parents Feedback: Questionnaires are shared with parents through college website and during Parent Teacher meetings. There are questions regarding parents satisfaction about the teaching learning initiatives, curriculum delivery, infrastructure availability and support facilities, student safety and grievance redressal mechanism. Parent Teacher meetings are held at the end of each semester to ensure better interaction and communication between college and parents about the student's progress and performance, to enlist parents cooperation to remediate any problems, and to refine student's individual learning plans. Employers Feedback: To ensure better placements in the future, the employer feedback form is available on the college website. Questions in this feedback include employers opinion about college infrastructure and the quality of students appearing for interviews and those getting placement. The data is analysed and used for working on those aspects which can help in enhancing the quality and employability skills of the students. Teachers

Feedback: To ensure a good working environment for the teaching faculty, regular feedback is taken through survey forms. Feedback is sought with respect to availability and functioning of teaching related infrastructure, tools and aids, Library and other reading resources, Research environment and support, ease of administrative procedures and overall recreational facilities. The data collected is assessed and a draft report is prepared. IQAC ensures that all the relevant concerns of the teachers are shared with the administration as well as the various committees that are in-charge of the matters mentioned above. Necessary steps and reforms are taken and existing procedures are either streamlined or new processes are established with the aim of providing a positive and healthy working environment for the teachers.

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
BA	Programme	120	2656	166
BA	Punjabi	30	206	35
BA	Hindi Journalism	40	372	27
BCom	Programme	180	4102	166
BCom	Hons	80	2567	73
BA	Business Economics	44	252	35
BA	English	30	1812	38
BA	Hindi	30	692	47
BA	History	30	1136	42
BA	Political Science	30	1686	31
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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
2019	2220	43	86	Nill	86

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
85	85	216	25	7	9

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

Mentoring is an integral part of the student's holistic development and hence college lays special emphasis on providing a well-structured and meaningful mentoring program. Mentoring is an important tool to support students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the College has an elaborate mentorship programme wherein the faculty members mentor students with an aim to educate, stimulate and empower them so that they develop the necessary mindset, attitude and skills to make informed and meaningful choices in their life. The mentoring system is handled by a mentoring committee in coordination with the IQAC. Students are divided into groups consisting on an average about 30-40 students and each group/class is allotted a teacher as a mentor. Detailed list of the mentors (along with their contact details) and mentees is available on the college website and notice board for the students' reference. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development. Mentoring sessions are held on a monthly basis which is of one-hour duration. Interactions are held in an informal manner, where students are encouraged to speak openly about any issues they face and express their views on any topic without any inhibitions. In the current session, the IQAC took an initiative named, Mentoring the Mentor Program (MMP), with a view to make the mentoring system more comprehensive, structured, focused and effective. The mentoring committee selects topics that are of relevance to students in the present day context, invites experts in the respective topics to mentor the teachers, who in turn mentor the students on these issues during the mentorship meeting. Some important topics selected for the MMP program were Health and Wellness, Relationship Management and Stress Management. During the lockdown period, mentorship meetings were held online using Google Meet. Feedback of the student is taken after every mentoring session. In addition to faculty mentors, there is also a professionally qualified Counsellor whose services are available to students. Apart from this, students are motivated to join special lectures conducted by experts to enhance their grasp on the subject and provide them wider exposure. Financially constrained students are given guidance about educational loan facilities and other financial support systems. Skill development workshops are conducted regularly for employability enhancement of students. Placement cell conducts various guest lectures and workshops for better career opportunities and organizes visits by leading corporate hubs to provide placement and internship to our students. Bisman- Centre for Human Values, and Divinity society conducts activities for nurturing ethical, and social values. Students are mentored not only as passive participant but as an active doer. With a view to ensure privacy and confidentiality, provision has been made to contact the counsellor through dedicated website. Grievance boxes are placed in the college at several convenient places so that students can inform their problems and discuss the same with their mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2263	85	30

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
85	85	Nill	Nill	34

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
2020	Hardeep Kaur	Assistant Professor	NRB Foundation, International Indian Bestiz Award2019, July 14 2019,Area of literature and

			education
2019	Dr Barjinder. Singh. Chowhan	Associate Professor	Sharomni Punjabi Sahitkar Award 2019

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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
BCom	147	ODD	16/11/2019	31/12/2019
BA	103	ODD	16/11/2019	31/12/2019
BA	114	ODD	16/11/2019	31/12/2019
BA	132	ODD	16/11/2019	31/12/2019
BA	116	ODD	16/11/2019	31/12/2019
BA	134	ODD	16/11/2019	31/12/2019
BA	140	ODD	16/11/2019	31/12/2019
BA	122	ODD	16/11/2019	31/12/2019
BCom	148	ODD	16/11/2019	31/12/2019
BCom	147	EVEN	16/11/2019	31/12/2019

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

Sri Guru Nanak Dev Khalsa College is a constituent college of the University of Delhi. The college is guided by the regulations laid down by the University regarding syllabi, academic calendar, examinations and evaluation. The University of Delhi has a system of continuous internal assessment that aims at monitoring students throughout the semesters. However, Coronavirus pandemic this year resulted in new shifts in the methods of both teaching and evaluation. As the university was shut down, and traditional in-classroom teaching was suspended, the college introduced and implemented some innovative solutions to the problem. Standard asynchronous online learning tools, such as reading/study material via Google Classroom, and college website's online portal were augmented with synchronous video and audio instruction via podcasts and video recordings on the college website. Continuous evaluation system also continued through the college online learning portal where the students were assessed and marked through various innovative projects, assignments and presentations, oral tests, mock class tests submitted on google classroom and the online portal of the college. The college also evolved a unique system facilitating students with online exams under the OBE format. New strategies were devised to handle all stages of examination, from filling-up of examination forms to the distribution of roll numbers to conducting exams through the online mode. The examination committee made special arrangements by setting up four labs which were to help physically handicapped students (especially blind) and also students who might have internet issues. So, with innovative pedagogical and evaluation process, the college continued with the internal assessment and examinations to assess the student's academic growth throughout the semester.

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

words)

Sri Guru Nanak Dev Khalsa College is a constituent college of the University of Delhi. The college strictly follows the University Academic Calendar. However, while operating within the ambit of the guidelines laid by the University, the college has a well-defined academic calendar for each department and committee. A meeting of the Principal, Department teacher-in- charges and committee conveners is held before the commencement of the semester regarding course allocation and teaching and internal assessment and evaluation schedule as notified by the University. Since 25 marks (out of 100) are for internal assessment, the teachers engage students throughout the semester through innovative projects, assignments and presentations, oral tests, mock class tests. Although the college has to operate within the broader framework provided by the University, however, it ensures properly spaced academic and co-curricular activities. Information regarding internal assessment, and examinations is regularly displayed on the College website, notice boards. Since Teachers participate in the mandatory semester-end evaluation process of the university, they also invigilate exams in the College and help the Deputy Superintendent of examinations conduct examinations smoothly. Practical examinations are conducted by the faculty as per the University schedule and guidelines. For practical examinations, the College appoints an overall Coordinator as well as Superintendents for each department.

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)

https://www.sgndkc.org/sk/documents/uploadedfiles/learningoutcome_201220085943.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
103	BA	Progarm	105	92	88
147	BCom	Hons	92	87	95
114	BA	English(Hons)	28	28	100
115	BA	Hindi(Hons)	87	77	89
122	BA (Journalism)	Hindi	32	32	100
132	BA	History(Hons)	36	32	89
134	BA	Political Science(Hons)	29	29	100
140	BA	Business Economics(Hons)	42	41	98
116	BA	Punjabi(Hons)	15	13	87

161	BSc Maths(Hons)	54	51	94

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2.7 – Student Satisfaction Survey

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

https://www.sgndkc.org/sk/documents/uploadedfiles/feedbackanalysis_191220084415.pdf

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
Total	0	NA	0	0

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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
Intellectual Property Rights	IQACs of SGND Khalsa College, Anand Institute of Social Work and Bhopal School of Social Sciences	06/05/2020

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
NA	NA	NA	30/09/2020	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	30/09/2020

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NA	Nill

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

Type	Department	Number of Publication	Average Impact Factor (if

National	Commerce	2	0
National	Economics	2	0
International	Economics	5	0
National	Hindi	1	0
International	Hindi	5	0
National	Punjabi	5	0
International	Punjabi	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PUNJABI	10
SANSKRIT	1
HINDI	6
ECONOMICS	1
POLITICAL SCIENCE	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2020	0	NA	Nill
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2020	Nill	Nill	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	28	273	Nill	28
Presented papers	5	9	Nill	Nill
Resource persons	1	3	Nill	3
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Literary Camp in Slum	NSS UNIT SGND KHALSA COLLEGE	1	48
Fit India Movement	NSS UNIT SGND KHALSA COLLEGE	1	44
Plantation drive: Tree Plantation Pakhwada	VIJAYANT NCC (2DBn) SGND KHALSA COLLEGE	1	54
HELPING HANDS: Donation Drive for helping poor children living in slum	VIJAYANT NCC (2DBn) SGND KHALSA COLLEGE	1	54
Blood Donation Drive	VIJAYANT NCC (2DBn) SGND KHALSA COLLEGE NSS SGND KHALSA COLLEGE	2	54
Control Pollution Rally Against Plastic use and Pollution	VIJAYANT NCC (2DBn) SGND KHALSA COLLEGE NSS SGND KHALSA COLLEGE	2	54
Visit to Yamuna Khardar Slum SURVEY	NSS UNIT SGND KHALSA COLLEGE	1	47
Electoral Verification Programme	NSS UNIT SGND KHALSA COLLEGE	2	20
Seminar on E-Waste Management	NSS UNIT SGND KHALSA COLLEGE in collaboration with Mr. Rushikesh Dhurhat, Shubra Ranjan IAS	2	54
Visit to Traffic Training Park	NSS, SGND Khalsa College in collaboration with Delhi Traffic Police	1	41
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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
NA	NA	NA	Nill
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 activites	Number of students participated in such activites
Donation Drive	NSS, SGND Khalsa College	Donation Drive at Yamuna Khardar Slum	1	41
National Service Scheme	NSS, SGND Khalsa College	Visit to Kirti Nagar Slum(Diwali Celebration)	1	39
Donation	NSS, SGND Khalsa College	Diwali Donation Drive	1	25
Swachhta Rally in Karol Bagh	NSS UNIT, SGND Khalsa College	Swachhta Rally in Karol Bagh	1	48
Swachhta Pakhwada	NSS UNIT, SGND Khalsa College	Visit to NC Joshi Hospital	1	27
Swachhta Pakhwada	NSS UNIT, SGND Khalsa College	Campus Cleaning	1	34
Swachhta Pakhwada	NSS UNIT, SGND Khalsa College	Visit to Yamuna Khardar Slum(Awareness Drive)	1	31
Swachh Bharat	VIJAYANT NCC (2DBn) SGND KHALSA COLLEGE	Cycle Rally	1	54
Swachhta Pakhwada	NSS, SGND Khalsa College	Swachhta Pakhwada-Campus Cleaning	1	38
Swachhta Hi Seva	NSS UNIT, SGND Khalsa College	Cleaning Drive	1	39
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Webinars	2600	NA	2
eFDP	150	NA	8
Intellectual Property Rights	136	NA	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/	Duration From	Duration To	Participant

		industry /research lab with contact details			
Internship	Product Research Item	Sparow	01/08/2020	30/08/2020	Vinayak Bansal
Internship	Sales and Marketing	Merits Capital	16/08/2019	20/10/2019	Shivansh Arora
Internship	Financial Advisor	Foundation Wealth Capital	20/12/2019	20/01/2020	Jyoti Jain
Internship	Marketing	Career Marshall	15/11/2019	31/12/2019	Ajit singh Anand
Internship	Business Development Intern	Career Marshall	15/11/2019	31/12/2019	Sahibjyot Singh

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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
The Bhopal School of Social Sciences	01/02/2020	Academic exchange and collabration	3500
Anand Institute of Social Work	01/02/2020	Academic exchange and collabration	3500
Ideal institute of Management and Technology	01/08/2020	Academic exchange and collabration	1000

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
771350	801204

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing

Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBSYS	Fully	LSEASE	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2933	911917	1000	295567	3933	1207484
Reference Books	156	156597	119	203346	275	359943
Journals	16	76808	2	10970	18	87778
e-Journals	5	26528	2	Nill	7	26528
Weeding (hard & soft)	Nill	Nill	3978	473867	3978	473867
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	30/09/2020
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	216	7	0	0	3	0	0	100	0
Added	0	0	0	0	0	0	0	0	0

Total	216	7	0	0	3	0	0	100	0

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

100 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
nil	https://www.sgndkc.org/sk/

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	10384	0	1629308

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)

Allocation of classrooms and computer labs is notified through the College Timetable prepared and communicated to teachers at the beginning of each semester and also notified on the college website. College has seven well equipped Computer Labs with adequate number of printers, white boards, LCD Projectors and Wifi connectivity. To facilitate teaching-learning process for visually challenged students, the college has an enabling unit which comprises of Daisy player, Braille books, special keyboards for students with low vision. Gym facilities are available for staff and students and to enable cautious use of gym equipment, an instructor has been hired to facilitate and guide all gym users. Knowledge and learning of yoga is facilitated amongst staff and students through the services of a full time yoga coach. College has consistently maintained an impressive record of achievements in the field of Sports owing to rigorous training and practice provided to our sports students through a team of highly competent coaches for different sports. College also has provision for indoor games like Carrom, Chess and Table tennis. Teacher incharge (sports) maintains a proper record of all students attending daily sports practice as well as refreshments provided to them. The college has fully operational Rain water harvesting plant, Solar power plant (1KV) and RO Water plant. With a view to curb water consumption, waterless urinals have been installed in the staff restroom(Male). Two small but aesthetically maintained lawns on both sides of the college impart a green view to the campus and are maintained by two full time Gardeners. An efficient team of Electricians, Plumber and House keeping staff assist in routine maintenance, cleaning and repair work within the campus. Through the mechanism of Staff Council, Faculty members are appointed on various committees viz. Purchase Committee, Maintenance Committee, Library Committee, Sports Committee to supervise the functionality and maintenance of college infrastructure. College provides domain based email ids to faculty as well as students to keep them informed about all important notices and information. LED Monitors have been installed on every floor to display information about upcoming events in the college. The college has a centrally air-conditioned library comprising of a computer section (to access online journals) and adequate seating arrangement for students as well as staff. Medical facilities within the campus comprise of a medical room and services of a doctor on the campus from 10AM to 2PM on all working days. A vending machine has been installed in the medical room for dispensing sanitary napkins at

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Scholarships and financial support	36	292000
Financial Support from Other Sources			
a) National	Merit Scholarships(Minority)	14	153540
b)International	Help the Blind Foundation, Hong Kong	14	130000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Counselling	20/04/2020	60	Placement Cell
Mentoring	06/02/2020	1800	All departments
Remedial Coaching	14/10/2019	20	Department of Economics
Language Labs	03/08/2019	40	Department of Hindi and Hindi Journalism
Language Labs	05/09/2019	32	Department of English
Bridge Courses	01/09/2019	26	Department of Economics
Yoga and Meditation (off line)	06/01/2020	30	Department of Physical Education
Yoga and Meditation (online)	14/05/2020	25	Department of Physical Education
Personal Counselling	01/08/2019	500	Psychological Counsellor
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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	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2019	Career Guidance- Dynamism of the Corporate World	80	225	4	21

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
EY GDS PVT. LTD., ASAHI INDIA GLASSLTD., BRITISH TELE COMMUNICATIONS' HIGH BEAM GLOBAL, ICICI PRUDENTIAL LIFE, JARO, JOSH TALKS, LT, LIDO, TRAVCLAN,WIPRO, TOMMY HILFIGER, CALVIN CALVIN KLEIN	200	21	TRIEDGE, CAREER MARSHALL,OUTLOOK GROUP,FOUNDATION WEALTH, CAPITAL ADVISORS	14	3

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	10	B.A. (Hons.) - Political Science	Political Science	AU, Delhi School of Social Work, DU, IGNOU, ILS LAW COLLEGE	M.A.(pol.sc.), MA Social Work, LLB, B.Ed

Year	No.	Program	Subject	University	Additional Qualifications
				PUNE, MDU(Maharshi Dayanand University)	
2019	7	B.A. (Hons.) - History	History	Apeejay Institute of Design, DU SOL, Faculty of law, Delhi University, IGNOU, Indira Gandhi National Centre for the Arts, SURESH GYAN VIHAR UNIVERSITY	Interior Design, MA History, LLB, M.A. history, MA,PG Diploma in Cultural Management , MBA Finance
2019	5	B.A. (Hons.) - Hindi Journalism & Mass Communication	Hindi Patrkarita Avam Jansanchar	GARHWAL UNIVERSITY, IGNOU, IGNOU, KU, Swami Vivekanand Subharti University	M.A. MASS COMMUNICATION ; M.A Political Science
2019	5	B.A. (Hons.) - Hindi	Hindi	DU, IGNOU	MA (Hindi)
2019	50	B Com (Hons.)	Commerce	GLA University	B.Ed, M.Com, Chartered accountancy, Financial planning and wealth Management, MA, MBA, MSc, Business Analytics, Pursuing ACCA, PGDM
2019	4	B.A. Program	History, English, Political Science, English	Choudhary Ranbir singh university, IGNOU, IMT Gaziabad, Sri Guru Nanak Dev Khalsa College	B.Ed, MA(Eng), MBA, MA Punjabi
2019	3	B.A. (Hons.) -	English	GGSIPU, University	B.Ed- 2 ; Master of

| 2019 | 6 | B.A. (Hons.) - Punjabi | Punjabi | DELHI University, Manav Rachna University | M.A. Punjabi; B.Ed |
| 2019 | 3 | B.A.(Hons.) - Business Economics | Business Economics | Institute of chartered accountancy, Institute of Actuaries of India by clearing ACET, NNIMS | CA, Actuarial Sciences course, PGDM Business Management |

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

Items	Number of students selected/ qualifying
GMAT	1
CAT	9
Civil Services	3
Any Other	3

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

Activity	Level	Number of Participants
Annual Sports Day 3	Intra College	800
Yuva Kavi Sammelan 3	Intra College	55
Poetry competition Kavya Mela 3	Intra College	50
Online poetry competition- Junoon-e-Kalaam 3	Inter college	35
Online poetry competition- ????? ???? ?????????? 3	Inter College	32
Prakhar: Debating and Quizzing fest 3	Inter College	200
Theatre Workshop 3	For College Students	45

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

2020	High Commendation, Sri Venkateswara MUN	National	Nill	1	1724	Manik Singh
2020	University Khelo India Championship (Race Walking)	National	1	Nill	1743	Arshdeep Singh Sidhu
2020	Bronze Medal, All India Inter University Championship, Mangalore (Athletics)	National	1	Nill	2280	Karan
2020	4thPlace, University Khelo India Championship (Race Walking)	National	1	Nill	1743	Arshdeep Singh Sidhu
2020	5Th Place, All India Inter University (Race Walking)	National	1	Nill	1743	Rahul
2020	Bronze Medal, All India Inter University Championship, Mangalore (Athletics)	National	1	Nill	2280	Karan
2020	Quarter Finalist, ZHDC Hindi Parliamentary Debate	National	Nill	1	1153	Santosh Gupta
2019	Special Mention, Hindu College,	National	Nill	1	2169	Bhavishaya Dahiya

2019	MUN						
2019	Special Mention, Hindu College, MUN AIPPM	National	Nill	1	1155	Gautam Bali
2019	Bronze Medal, Inter College Athletics Championship 1500 M	National	1	Nill	2292	Ankit

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

Student's Council in the college is an elected body. Their support and suggestions are solicited from time to time and specially when the college is organising or proposing a new initiative or change. They cooperate in maintaining discipline in the college. Students Union has been exhibiting concern and initiative for solving problems faced by students. Keeping in mind the multilingual and multicultural nature of the college, it acts as an essential link connecting various student communities and resolves issues and problems concerning them. Their most significant contribution is in mobilising students for community service. During the Lockdown period, members of our Students' Union did lots of charity work in their respective localities like Sanitization, Distribution of Masks, Langar Sewa etc. At times they suggest change in the procedures of work so as to benefit the students. They closely coordinate with the NSS wing of the college in all their ventures. They are responsible for the organisation of the cultural festival of the college, so they work in unison with the Art and Culture Society of the college to organise the Surlok festival. They also organise Student Union Inaugural at the beginning of the session and at the conclusion of the session a prayer meet is organised to seek blessings for the exams and for the outgoing graduating class. Students' Advisory Committee has been acting as an advisory body to the elected members of College Students Union with the view to training and sensitizing them through representation and participation, thereby nurturing in them a sense of service and responsibility.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

750

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

75000

5.4.4 – Meetings/activities organized by Alumni Association :

Three meetings were organised by Alumni association on 20th November 2019, 20th December 2019 and 31st January 2020. Activities done during the year 1) Webinar

on Now Men need to challenge Patriarchy was organised by the Alumni members on 13th May 2020. Ms. Kamla Bhasin, renowed feminist, was the speaker of the session. 2) Webinar on Corona Pandemic: Coping up in the Unpredicatble scenario was organised on 23rd June 2020. Dr Puja Dewan , MBBS, Gynaecologist was the speaker.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college lays much emphasis on a democratic decision making process at all levels in order to make informed decisions and achieve excellence. Decentralisation and participative management are two important aspects of this democratic process. At the apex, the College Governing Body provides all the necessary support to manage, supervise and administer the college affairs. A number of college and department committees, comprising of faculty members, are constituted every year for taking care of the day to day functioning and decision making in the college. The members to these committees are elected in the staff council meeting following due process. A number of students societies and committees are also an integral part of the college activities and they also are involved and engaged in the decision making process. Students' Union, the student representative body, is quite active in the college and they play a vital role not only for apprising the grievances and concerns of the students but also provide a students' perspective on various aspects related to them. Hence, they are also actively involved in the various decision making processes in the college. With Governing Body at the helm, staff council and college committees below and a decentralised and participatory decision making at all levels, i.e. every member of the college community feels empowered.

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 duly constituted Admission Committee of the college holds several meetings, with active participation of teaching and nonteaching staff members, to discuss and implement the various guidelines, rules, norms, procedures, processes, and criteria for admission as per University guidelines. An admission portal has been created for students to complete the admission process. To ensure that prospective students don't experience any hassles and are able to complete the admission process smoothly, teachers, non-teaching staff as well as student volunteers work in a coordinated manner and help the students and parents in every possible manner.
Industry Interaction / Collaboration	Various departments and societies of the college ensure regular interaction

	of students with speakers/representatives from leading companies/fields who are invited to enlighten the students and also intermingle with them. The areas from where such experts are invited include MNCs, Entrepreneurs, Media and journalism, Historians, Sports, Tourism etc. Students also undertake corporate and other internships. All these initiatives help them to learn and instil various technical and soft skills, and provide relevant exposure that is very helpful for job placement and further academic choices.
Human Resource Management	The college conducts various activities for its employees to ensure healthy employee environment. These include programmes like Yoga Day, Fun games session on sports Day etc for stress management and awareness. Regular feedback is taken from all employees and grievances are addressed. Events like seminars, webinars, training sessions, workshops are organized at regular intervals which focus on capacity building, skill development, inculcating leadership values, tackling Gender biasness and enhancing collaborative and cooperative working qualities. Some of the webinars include, NAAC Criterion III- Research innovations and Extension 'Now men need to challenge patriarchy' CSR- A quality approach to post emergency development Benefits of digital administration in lockdown and Importance of yoga in lockdown and COVID 19 pandemic
Library, ICT and Physical Infrastructure / Instrumentation	The college boasts of state of the art infrastructure and ICT learning tools. The Bhai Gurdas College Library, is a repository for learners with large number of books and other resources. It houses not only 73366 books (including rare books) but also subscribes to a good number of research journals, periodicals, magazines and daily leading newspapers as recommended by the members of academic departments from time to time. The Library has subscribed to the membership of INFLIBNET and DELNET. Each classroom is equipped with LCD projectors to facilitate usage of ICT technology in teaching. College has seven computer labs equipped with a total of 180 computers which are updated on a timely

	basis. There are two smart classrooms and 4 Star Board Interactive Tablets for encouraging innovative teaching methods. For health and fitness, college Gym has been functioning with the latest equipment and facilities for recreation of the students and the staff. Elevators and ramps in the college premises enable easy mobility for the differently abled students.
Research and Development	Faculty are constantly encouraged through various platforms to conduct research involving students and publish research articles.
Examination and Evaluation	The college follows the Continuous Internal Evaluation (CIE) system in accordance with University guidelines on evaluation and assessment, which comprises of internal (25 marks) and external evaluation (75 marks). Teachers evaluate students through various mechanisms like written midterm assessments, class tests, quizzes, project reports, assignments, group discussions, response in class and attendance. For slow learners and for students engaged in sports, more opportunities like retests are provided. Students are also evaluated on the basis of the study reports submitted by them after industrial visits. During the COVID 19 lockdown, online assessments were conducted using Google forms, Google classroom, Google docs. An assessment portal was also created in the college website. The examination committee oversees the smooth implementation of the University semester exams.
Teaching and Learning	Institution motivates teachers to adopt and practice up to date modern and innovative teaching and learning methodologies. Faculty members prepare a chapter-wise, timeline based lesson plan for their respective subjects (papers), summarise course and subject outcomes, inform and discuss about pedagogical tools and methods and devise strategies for catering to the needs of student diversity in the class (like slow and fast learners, Hindi and English speaking students). Before commencing the teaching, students are briefed about the course/subject objectives, outcomes, teaching methods, lesson plan, timelines, assessment process, their roles and

	responsibilities etc, and any grievances or doubts. Besides conventional teaching methods, various other methods like Quiz, Group Discussion, Debates, PPT Presentations, Role Play, Allied Projects, Games, Short Films, Industrial Visits, Add-on practicals, Open book MCQ tests, Assignments, videos, audio recordings, use of charts and graphs, discussion on case studies etc. are employed by the teachers. The college also ensured timely and efficacious completion of curriculum for students of all courses during lockdown period since March 2020. Through use of various softwares like Google classroom, Google Meet, Zoom, Skype, Whatsapp and the college website, teachers were able to deliver lectures, provide study material in the form of e resources and conduct internal assessments. The mentoring program mentioned earlier, also plays an important role in the teaching learning process.
Curriculum Development	Being a constituent college of University of Delhi, the college implements the syllabus prescribed by the same. Academic development committee holds meetings with department convenors to finalise workload, subject combinations, time table for each department. The Teacher in charge of the respective department monitors the proper implementation of teaching methods and tools, timely completion of syllabus and the internal assessments. Various methodologies are employed like incorporating theory with practical, seminars, extension lectures, workshops etc., to supplement the University's curriculum and to integrate goals and objectives of the institution. The Institution constantly encourages the faculty members to attend refresher courses and training programmes conducted for improving their skills.

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

E-governace area	Details
Planning and Development	Minutes of the important meetings of Staff Council, various Departments, IQAC, are available online which serve as an important database for future planning and development. Timetable and other important notifications and

	announcement are regularly archived on website for future reference.
Administration	Online admissions, online students attendance on ERP, timetable and other important notices and announcements meant for students regularly available on college website
Finance and Accounts	All payments done digitally, salary slip of employees made available online, use of Government e-Marketplace (GeM) and e-procurement portal for purchases and transparent transactions
Student Admission and Support	A separately dedicated website for admission linked with the University of Delhi site. ERP has been made functional to provide student support services like attendance, assignments, internal assessments, sharing of study material, timetable etc. Google Classroom has been used extensively for online teaching
Examination	Date sheet made available online, online provision for filling up examination forms and issuance of admission tickets, results too are declared online

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
2020	NA	NIL	NIL	Nill
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)
2020	Benefits of Digital Administration in Lockdown	Webinar on Benefits of Digital Administration in Lockdown	01/05/2020	01/05/2020	160	15
2020	NAAC RAF	NAAC RAF			125	6

			03/05/2020	03/05/2020		
	-III Research, Innovation Consultancy	-III Research, Innovation Consultancy				
2020	Importance of Yoga in the context of Lockdown and Covid19	Importance of Yoga in the context of Lockdown and Covid19	05/05/2020	05/05/2020	60	5
2020	E - FDP Blended Learning	E - FDP Blended Learning	18/05/2020	23/05/2020	140	6
2020	Internationalisation of Higher Education in India: Challenges and Opportunities	Internationalisation of Higher Education in India: Challenges and Opportunities	24/05/2020	24/05/2020	186	6
2020	Constitutional Obligations- Values, Rights, Duties and Responsibilities of Citizens	Constitutional Obligations- Values, Rights, Duties and Responsibilities of Citizens	29/05/2020	29/05/2020	150	6
2020	Impact of COVID-19 on Economy and significance of Swadeshi Thoughts (in Hindi)	Impact of COVID-19 on Economy and significance of Swadeshi Thoughts (in Hindi)	03/06/2020	03/06/2020	141	5
2020	Leave Rules	Leave Rules	11/06/2020	11/06/2020	35	6
2020	Corona Pandemic : Coping up in the Unpredictable Scenario	Corona Pandemic : Coping up in the Unpredictable Scenario	23/06/2020	23/06/2020	260	6
			[View File](#)			

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
FDP on Moodle Learning Management System	1	12/05/2020	17/05/2020	6
Open Resource tools for Research organised by Teaching Learning Centre, Ramanujan College	1	08/06/2020	14/06/2020	7
Research Methods and Business Analytics using SPSS and R studio	1	04/06/2019	11/06/2019	7
Basic Research Methodology	1	01/06/2020	06/06/2020	6
Research Methodology and Process	1	20/06/2020	26/06/2020	7
Contemporary Critical Trends in Literature	1	22/06/2020	28/06/2020	7
E Faculty Development program on online Teaching and Learning Methodologies	19	18/05/2020	23/05/2020	6
FDP on Multimedia enriched Econtent Development	1	21/06/2020	26/06/2020	6
		[View File](#)		

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students

Group Insurance Scheme	Group Insurance Scheme	Fee concession and schemes for differently abled students

6.4 – Financial Management and Resource Mobilization

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

The college regularly conducts both internal and external financial audits. Expenditures are operated in a budgeted manner. Different Committees/ societies/ departments forward their yearly budget and activity proposal for approval from the Finance Committee and the Governing body of the College. Purchase requirements are forwarded through the Administrative Officer for due approval. The institution has engaged audit firm, RRSR and Company, to do internal financial audits on quarterly basis. External audits are done by IP Pasricha and Co. Chartered Accountant on annual basis.

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
NA	0	NA

No file uploaded.

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Dr. Rakesh Kumar, Vice Principal, RLA College Dr Prerna Diwan, Associate Professor, RLA College	Yes	Departmental incharge
Administrative	Yes	Dr. Rakesh Kumar, Vice Principal, RLA College Dr. Prerna Diwan, Associate Professor, RLA College Chanchal Batra, Section Officer (Admin), RLA College.	Yes	Administrative Officer

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

The establishment of Parent – Teacher Association is in the process, however regular parent teacher meetings are held for better communication and

interaction on the performance of the students. A Parent Teacher Meeting was held on November 15, 2019 which was actively attended by a number of parents. Some highlights/outputs of the parent teacher interactions were: • Detailed report about the student's academic performance was shared and discussed over personal interaction with the parents. Parents shared their experiences/grievances, if any, about college teaching and administration • Parents were acquainted with the evolving innovative teaching and evaluation methodology and associated reforms like online attendance system, developing mentoring system, services of a qualified psychological counsellor, robust placement system etc. • Several suggestions and plans to organize joint programs and activities for overall development of the students were suggested by the parents. These would be addressed during the upcoming session. Parents expressed their willingness, generous support and financial assistance for the same

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

- The Internal Quality Assurance Cell (IQAC) of Sri Guru Nanak Dev Khalsa College, in association with the IQAC of Ramlal Anand College, University of Delhi organized a webinar on the "Benefits of Digital Administration in Lockdown", on 1st May 2020. The resource person for the webinar was Mrs. Keyaa Mukherjee, an administrative officer from Maniben Nanawati Women's College, Mumbai, which is affiliated to SNDT Women's University. Webinar on Leave Rules was organised on 11th June 2020. The resource person was Nihaluddin Siddiqui, Administrator, Al Falah University, Faridabad Haryana

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

1. Institution motivates teachers to adopt and practice latest modern and innovative teaching and learning methodologies. 2. Emphasis on utilising IT tools in admission process as well as other students support service. 3. To promote research capacity among faculty, provisions of research grant was initiated.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	E - FDP Blended Learning	18/05/2020	18/05/2020	23/09/2020	140
2020	Internationalisation of Higher Education in India: Challenges and Opportunities	24/05/2020	24/05/2020	24/05/2020	186
2020	Webinar on Implications	27/05/2020	27/05/2020	27/05/2020	125

		of COVID caused lockdown				
2020	Constitutional Obligations-Values, Rights, Duties and Responsibilities of Citizens	29/05/2020	29/05/2020	29/05/2020	150
2020	Benefits of Digital Administration in Lockdown	01/05/2020	01/05/2020	01/05/2020	160
2020	Role of Teachers in Ensuring Mental Health of Students during the Lockdown	02/05/2020	02/05/2020	02/05/2020	150
2020	NAAC RAF-III Research, Innovation Consultancy	03/05/2020	03/05/2020	03/05/2020	125
2020	Importance of Yoga in the context of Lockdown and Covid19	05/05/2020	05/05/2020	05/05/2020	60
2020	Intellectual Property Rights	06/05/2020	06/05/2020	06/05/2020	136
2020	Now Men need to challenge Patriarchy	13/05/2020	13/05/2020	13/05/2020	130
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male

1. NSS organized a talk on Health Issues for Girls	06/11/2019	06/11/2019	35	Nill
2. Webinar on "Now Men Need to Challenge Patriarchy" by Ms. Kamla Bhasin	13/05/2020	13/05/2020	85	47
3. Webinar on "Gender Sensitisation, Society and Law" by Ms. Asmathunnisa G	18/06/2020	18/06/2020	38	32

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
Webinar on "New Perspectives on Nature Conservation in Post Covid 19 Era" by Prof. Dr. Radheyshyam Sharma and Dr. Suneetha T.B. on 5th June from 12.30 to 2.30pm

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	16
Provision for lift	Yes	16
Ramp/Rails	Yes	16
Braille Software/facilities	Yes	16
Rest Rooms	Yes	16
Scribes for examination	Yes	16
Special skill development for differently abled students	Yes	16
Any other similar facility	Yes	16

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
2020	1	1	03/08/2019	Nill	Swachhta Pakhwada-	Awareness Drive	31

					Visit to Yamuna Khardar Slum (Awareness Drive)		
2019	1	1	14/08/2019	Nill	Swachhta Pakhwada- Visit to N.C. Joshi Hospital	Swachhta	27
2019	1	1	16/08/2019	Nill	Swachhta Pakhwada- Visit to Sri Guru Tegh Bahadur School (Awareness Drive)	Swachhta	35
2019	1	1	15/09/2019	Nill	Literary Camp in Slum	Swachhta	48
2019	1	1	19/09/2019	Nill	Swachhta Hi Seva- Campus Cleaning	Swachhta	39
2019	1	1	22/09/2019	Nill	Visit to Yamuna- Khardar Slum (Survey)	Survey	47
2019	1	1	26/09/2019	Nill	Swachhta Rally in Karol Bagh	Swachhta	48
2019	1	1	03/10/2019	Nill	Electoral Verification Programme	Voters List	20
2019	1	1	06/10/2019	Nill	Play on Swachhta	Swachhta	20
2019	1	1	12/10/2019	Nill	Shabad Anaahad and Led Stage	Cultural	31

					Show at India Gate	

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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)
CODE OF PROFESSIONAL ETHICS: TEACHERS AND THEIR RESPONSIBILITIES	21/07/2019	Document is posted on the college website and regular referene is made by various stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Short Term Course: LIFE	30/01/2020	06/03/2020	31

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

1. Google Classroom 2. Paper Re-cycling 3. Reduced Use of Paper 4. Installing Sola Sensor Lights 5. Waterless Urinals

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 Title: Mentoring the Mentor Programme(MMP) ObjectivesThe role of teachers in higher educational system has evolved and diversified in recent times. Besides, the knowledge transfer through formal curriculum delivery mechanisms, providing learners a platform for sharing and resolving their academic and other stress-related issues giving guidance, motivation, emotional support and helping them explore careers, setting goals, developing contacts, and identifying resources falls in the domain of our defined duties and responsibilities. MMP is a recent practice initiated by the IQAC of the college to firstly train the teachers to become mentors. Secondly IQAC initiated the MMP to equip the teachers with some information on the identified theme from subject experts. Thirdly it ensures uniformity of information imparted on crucial issues identified after serious deliberations. This practice serves the dual purpose of one it helps the mentors to think and disseminate information in a focused and structured manner. Two all the teachers in the institution are addressing a pre identified theme in a similar manner. In this session themes of Health and wellness and Relationship management has been successfully addressed Context: Mentoring is now recognized as an important part of teaching learnig process because of the various distractions and stress experienced by students. Youth now a days are extremely conscious of social relations, peer pressure, career pressure and image consciousness. All of these contribute to stress and distractionswhich not only hinders the teaching learning process but the student feels alienated and does not know to whom to turn to for guidbce.Faculty members rose to the occasion and recognized the responsibility of their role as mentors in the changing scenario of higher education. However, a need for a focused theme based mentoring was felt by the teachers when they experienced some difficulties, in the initial mentoring sessions, to effectively answer the questions of students spanning over varied issues and concerns. The Practice: Realizing the need for effective mentoring, and with a view to enhance the existing knowledge and experience and to ensure uniformity in the understanding of the subject, lectures by expert resource persons were organised. In the present academic session mentoring sessions have been

conducted on the following themes: Health and Wellness by Dr. on. 6th February 2020. Managing Relationships by Dr. Renu Kishore on 27th February 2020 Role of Teachers in Ensuring Mental Health of Students During the Lockdown by Dr. Renu Kishore on 2nd May 2020 (Webinar) During the mentoring sessions of students attendance is taken and the teacher ensures that the students fill in the feedback form. Evidence of Success: The feedback of the students on theme based mentoring is very encouraging. Theme based mentoring sessions and the themes identified was greatly appreciated and well received by the students. They have asked for more such sessions on regular basis and have asked for sessions on career guidance and stress management. Details of mentoring sessions in college and through Webinars is available on following links: Problems Encountered and Resources Required: MMP activities do take time and this disturbs the conduct of classes and teachers who are hard preesed to complete their courses complain against this loss of time. But College takes these mentoring sessions very seriously and from the next session mentoring period will be indicated in the Time Table itself to prevent loss of teaching time. Best Practice 2 Title: Collaborative Learning and Online Skill Enhancement (CLOSE) Objectives: CLOSE was conceptualized with the objective to ensure continuity of the Teaching Learning process during the Lockdown period. It was also an attempt to make good use of this time, turning adversity into an opportunity, by acquiring new skills so as to keep the faculty members abreast with the need of the time, use of technology. Context: With the sudden imposition of Lockdown due to Covid19 face to face interaction with students and colleagues was disrupted, but the teaching learning process had to continue. Along with online classes extended learning had to continue. Now that the constraint of time was not a restrain the challenge was to acquire resources for enhancement of knowledge. Reaching out to colleagues far and near lead to collaborating effort and resources. Internet had become everyone's lifeline, and the possibility of exploring resources online gave rise to the idea of Webinars. The Practice: The commonality of need and purpose brought together three institutes, Anand School of Social Work, Bhopal School of Social Sciences and Sri Guru Nanak Dev Khalsa College to sign a MOU to collaborate in Research activities, student exchange programmes, skill development programmes and placement activities. CLOSE is one activity undertaken to collaboratively organize webinars for the benefit of students and faculty. Few broad ares for focus such as Gender, mentoring, Quality Assurance, IQAC functioning and use of ICT tools, were identified. The list reveals that care was taken to ensure that needs of all stakeholders were catered to and they felt connected and involved. Each institute benifitted from the collaborative nature of the webinars. It facilitated resource identification, division of labour and most importantly interdisciplinary approach to topic identification and content of webinars and the discussions that followed. E-FDP on Blended Learning was organized to upgrade faculty skills in ICT. This was an indept guidance on how to conduct online classes and keep the students engaged and acess thie understanding. Information was also provided on what platforms can classes be conducted and what softwares can be used for various teaching needs. CLOSE has also contributed to resource generation, though in an indirect manner, as most of the Resourcs Persons in the webinars were persuaded to render the service pro bono. The audience reach out was larger and cost to the institutions negligible. Evidence of Success: Is in the number of Webinars organized, in the number of participants attending the webinars and in the press coverage it received. ? The webinar was organized on the "Benefits of Digital Administration in Lockdown", on 1st May 2020, in association with the IQAC of Ramlal Anand College, University of Delhi. Around 150 participants attended the webinar across the country. ? The webinar on the topic "Role of Teachers in Ensuring Mental Health of Students during the Lockdown" on 2nd May, 2020. The focus was on the unprecedented scenario of lockdown, with complete disruption of routines which led to psycho-social upheavals, stress, frustration and mental health concerns. ? On 3rd May, 2020,

the Internal Quality Assurance Cell (IQAC) organised a webinar on the topic "NAAC RAF CRITERION-III Research, Innovations And Extension" ? Webinar on the topic "Lockdown aur Covid-19 ke Paripeksh mein Yog ka Mehetva" on 5th May 2020 was organised. The speaker was Dr. Vijay Kumar Karn, Associate Professor at Vidyant Hindu PG College, University of Lucknow. He introduced the benefits of Yoga, especially in the context of the pandemic of COVID 19. ? The Internal Quality Assurance Cell (IQAC) of Sri Guru Nanak Dev Khalsa College in the third lecture in the joint series jointly organised a webinar on the topic "Intellectual Property Rights" ? A webinar was on the topic "CSR- A Quality Approach to Post Emergency Development"on 12th May 2020 ? The webinar was organised for the students as well as teachers on the topic "Now Men Need to Challenge Patriarchy" on 13th May 2020 under the aegis of Internal Quality Assurance Cell(IQAC). ? A weeklong Online Faculty Development Programme (FDP) on Blended Learning from 18th to 23rd May 2020. This national level collaboration has attracted more than 150 participants from across various states of the country, which includes senior professors from both government and private educational institutions. Quest Alliance, an agency which has immense experience in online learning, is the knowledge partner for the programme. The objective of the FDP is to build capacities of the faculty, which in turn will help students develop better skills. ? A webinar on "Internationalisation of Higher Education in India" dated 24th May 2020 was organized. The speaker of the webinar was Dr Shyam Inda, NAAC Advisor. ? On 29th May 2020. Webinar on "Constitutional Obligations _ Values, Rights, Duties and Responsibilities of Citizens" was held and the speaker was Adv.E.G.Carlo, special public prosecutor Govt advocate and advocate high court of MP. ? The Internal Quality Assurance Committees of Anand Institute of Social Work, Anand, Bhopal School of Social Sciences, Bhopal, and Sri Guru Nanak Dev Khalsa College, New Delhi, jointly organised a webinar on "New Perspectives on Nature Conservation in Post-COVID 19 Era" on 5th June 2020, to commemorate World Environment Day 2020. ? On 21st June, webinar 21st June on "Psycho-Physical Challenges of Girls in HEI's by Dr Krishna Shah, Asst. Prof in Department of Gynec and Obs at Smt. Malini Kishore Sanghvi Homeopathic Medical College was delivered ? Webinar on "Corona Pandemic: Coping in the Unpredictable Scenario" was organised by Dr Puja Dewan, Gyanecologist and Musician Arcady Life, New Delhi dated 23rd June 2020. ? International webinar was organised "Education and Nation Building" by Prof. Vinod Kumar Mishra, Secretary General, World Hindi secretariat, Mauritious on 11th July 2020.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.sgndkc.org/sk/documents/uploadedfiles/bestpractices_151220022118.pdf

7.3 – Institutional Distinctiveness

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

NSS is not just another society of the college. Because of the similarity in the aims and objectives of the two, additional focus is given to the functioning of the NSS wing of the college. The distinctiveness of NSS is reflected in the arduous and ardent fervor with which students engage in its activities year after year. Guiding principle of the college is Guru Nanak Dev Ji's three cardinal principles of "Naam Japna, Kirt Karna and Vandh Shakna" (to take God's name, to do one's work, and to share with others). This aligns with the mission and vision of the college of imparting scientific training to students and preparing them to become responsible and sensitive citizens of the country and community. Some significant works in which students are involved year after year are: 1. Organising Blood Donation camps and Health camps 2.

Propagating the Swachhta message and carrying out Swachhta drives from time to time. 3. Ensuring significant International days are celebrated in the College. 4. Organizing donation Drives for the underprivileged. 5. Organising Literacy drives in the underprivileged colonies. 6. Participate in managing traffic during events organized by the Govt. and DGMC 7. Organize talks and awareness campaigns on social issues such as gender. 8. Awareness drives are multi-pronged, academic in organizing essay writing and quizzes, community oriented in organizing rallies and Nukkar Nataks along with signature drives. 9. Reiterating one's commitment to social causes by undertaking oath taking ceremonies. 10. Students actively engaged in e - campaigns in the fight against Covid 19. The learning derived out of these social engagements is tremendously beneficial for the participants: 1. It hones their personality and makes them sensitive human beings. 2. It makes them grateful for the privileges enjoyed by them. 3. They acquire skills of communication, both of interaction and content writing. 4. It encourages them to think about social issues and engage with them positively. 5. They learn how to organize a campaign and all that is required to make it a success. 6. They learn from peers. 7. Involvement in NSS activities at times help them to shed their own inhibitions and achieve clarity of thought. 8. On one hand they learn leadership qualities and on the other submit to discipline. 9. Learn to appreciate different perspectives and opinions. 10. Most importantly success lies in team effort and not in the individual.

Provide the weblink of the institution
https://www.sgndkc.org/sk/documents/uploadedfiles/institutedistinctiveness_1512 20125500.pdf

8.Future Plans of Actions for Next Academic Year

Covid 19 pandemic has caused a churning in individuals and institutions. It has convinced one and all of the necessity to use technology to survive, become self sufficient and reach out to the community because one cannot survive alone. It has also emphasised the need to relook into our personal and professional roles and goals. There is definitely a need to realign our actions and thoughts with the professed objectives and outcomes, that of inculcating social responsibility and imparting training to students to help them achieve their professional goals and responsive and sensitive citizens of the country.With this in mind following activities have been identified for the next academic session: 1. Two oline courses will be designed and initiated keeping in mind the change ushered in by Covid 19 in the professional sphere and social relations. 2. Deligation and accountability of work to be further streamlined. Need for this is felt on two accounts, one it will enhance belongingness of staff members towards the institution and two it will increase transparency in the functioning of the college. 3. In consultation with the immediate neighbourhood atleast two activites will be undertaken. NSS initiaties in this session has paved the path for increased interaction with the community around the college in activities mutually beneficial to all. 4. Processes will be put in place to facilitate administrative and academic interface. This is intended to deliver work in a timely manner without encroaching and interfering with each other's work and time. 5. Workshop for students to hone their organizing skills. College takes pride in providing opportunities to students to orgnise socities and events and it is felt that they should be trained and exposed to techniques of time management, resourcemanagement, team building and keeping focus on the goal and objective of the event. 6. Organize field trips to famlarise students with real life formalities and processes and survival skills. It is important to expose students to real life scenarios and procedures so as to equip them for the real life challenges. 7. Start a garden society to creat awareness, give gardening tips and creat a vertical garden with the objective of creating environment awareness and more importantly introducing to students the theurepetic advantage

of gardening. 8. Bring together a group of students who will take the responsibility of identifying a difficulty in or around college and present a proposal for solving the problem. 9. Train students for MCQs and Open Book Exams. The final Semester students due to Covid 19 crisis were suddenly faced with the challenge of open book exams 10. Encourage and train teachers in the use of online teaching learning tools. Recent experience during the Lockdown has motivated teachers to develop content for online delivery but has also brought forward the challenges and lack of tools and techniques to effectively engage in online teaching.