



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

GURU NANAK COLLEGE, DHANBAD

- Name of the Head of the institution **DR. SANJAY PRASAD**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03232305070**
- Mobile No: **9431315655**
- Registered e-mail **sanjayprasadgnc@gmail.com**
- Alternate e-mail **principal@gncollege.org**
- Address **Rani Road, Bhuda, Barmasia, Dhanbad, Jharkhand**
- City/Town **DHANBAD**
- State/UT **JHARKHAND**
- Pin Code **826001**

##### 2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY DHANBAD**
- Name of the IQAC Coordinator **DR. RANJANA DAS**
- Phone No. **03262307745**
- Alternate phone No.
- Mobile **9431188813**
- IQAC e-mail address **ranjanalaldas@gmail.com**
- Alternate e-mail address

**3. Website address (Web link of the AQAR (Previous Academic Year))** <http://gncollege.org/aqar.html>

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://gncollege.org/academic%20calendar.html>

### 5. Accreditation Details

| Cycle          | Grade    | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 2</b> | <b>B</b> | <b>2.42</b> | <b>2021</b>           | <b>05/10/2021</b> | <b>04/10/2026</b> |
| <b>Cycle 1</b> | <b>B</b> | <b>2.16</b> | <b>2015</b>           | <b>03/03/2015</b> | <b>02/03/2020</b> |

**6. Date of Establishment of IQAC** **30/11/2012**

**7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme     | Funding Agency | Year of award with duration | Amount     |
|-----------------------------------|------------|----------------|-----------------------------|------------|
| <b>Nil</b>                        | <b>Nil</b> | <b>Nil</b>     | <b>Nil</b>                  | <b>Nil</b> |

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year 3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

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

Launch of College Magazine "Baisakhi 2022"

Two-day Book Fair 2022 organised in Bhuda campus of the college.

Commissioning of Enterprise resource plan (ERP) for Centralised College Management System (CCMS)

Green energy initiative: Installation of Solar Power Panel.

Drafting of Syllabus under National Education Policy, 2020 (NEP) for various Vocational Courses. (IVS 1A & IVS 1B).

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

| Plan of Action   | Achievements/Outcomes  |
|--|--|
| Organising one day lecture under Guru Nanak Dev Lecture series.                      | Organised one Lecture under Guru Nanak Dev Lecture series "Recent Trends in IT and Application development" on 2nd July 2022<br>Department of Vocational |
| Preparation & submission of IDP under RUSA 3.0                                       | Institutional Development Plan submitted to RUSA, Jharkhand  |
| To introduce at least one Vocational Course  | Started BBA - self-financed course - from Session 2022-26  |
| As suggested by the NAAC peer team in its PTR to have separate academic departments. | Separate academic department of Commerce and Psychology have started functioning.  |
| To install Solar power panel in the campus.  | A Solar panel of 10KVA has been installed.   |
| Organising one day lecture under Guru Nanak Dev Lecture series.                      | Organised one Lecture under Guru Nanak Dev Lecture series  |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil  | Nil                |

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

|  |   |
|--|---|
| <b>1.Name of the Institution</b>                     | GURU NANAK COLLEGE, DHANBAD                       |
| • Name of the Head of the institution                | DR. SANJAY PRASAD                                 |
| • Designation  | PRINCIPAL   |
| • Does the institution function from its own campus? | Yes   |
| • Phone no./Alternate phone no.                      | 03232305070                                       |
| • Mobile No:   | 9431315655  |
| • Registered e-mail                                  | sanjayprasadgnc@gmail.com                         |
| • Alternate e-mail                                   | principal@gncollege.org                           |
| • Address  | Rani Road, Bhuda, Barmasia, Dhanbad, Jharkhand    |
| • City/Town  | DHANBAD   |
| • State/UT   | JHARKHAND   |
| • Pin Code   | 826001  |
| <b>2.Institutional status</b>                        |   |
| • Type of Institution                                | Co-education                                      |
| • Location   | Urban   |
| • Financial Status                                   | Grants-in aid                                     |
| • Name of the Affiliating University                 | BINOD BIHARI MAHTO KOYALANCHAL UNIVERSITY DHANBAD |
| • Name of the IQAC Coordinator                       | DR. RANJANA DAS                                   |
| • Phone No.  | 03262307745                                       |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Alternate phone No.  |   |                |                             |               |             |
| • Mobile   | 9431188813  |                |                             |               |             |
| • IQAC e-mail address  | ranjanalaldas@gmail.com   |                |                             |               |             |
| • Alternate e-mail address   |   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>  | <a href="http://gncollege.org/aqar.html">http://gncollege.org/aqar.html</a>                               |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="http://gncollege.org/academic%20calendar.html">http://gncollege.org/academic%20calendar.html</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 2  | B   | 2.42           | 2021                        | 05/10/2021    | 04/10/2022  |
| Cycle 1  | B   | 2.16           | 2015                        | 03/03/2015    | 02/03/2020  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 30/11/2012                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| Nil  | Nil   | Nil            | Nil                         | Nil           |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |
| <b>9.No. of IQAC meetings held during the year</b>   |   |                | 3                           |               |             |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional        |   |                | Yes                         |               |             |

|  |                  |  |
|--|------------------|--|
| website?   |                  |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded |  |
| <b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | No               |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |                  |  |
| <b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                  |  |
| Launch of College Magazine "Baisakhi 2022"   |                  |  |
| Two-day Book Fair 2022 organised in Bhuda campus of the college.   |                  |  |
| Commissioning of Enterprise resource plan (ERP) for Centralised College Management System (CCMS)   |                  |  |
| Green energy initiative: Installation of Solar Power Panel.  |                  |  |
| Drafting of Syllabus under National Education Policy, 2020 (NEP) for various Vocational Courses. (IVS 1A & IVS 1B).  |                  |  |
| <b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b> |                  |  |
|  |                  |  |

|   |   |
|---|---|
| Plan of Action  | Achievements/Outcomes   |
| Organising one day lecture under Guru Nanak Dev Lecture series.   | Organised one Lecture under Guru Nanak Dev Lecture series "Recent Trends in IT and Application development" on 2nd July 2022 Department of Vocational |
| Preparation & submission of IDP under RUSA 3.0  | Institutional Development Plan submitted to RUSA, Jharkhand   |
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| To install Solar power panel in the campus.   | A Solar panel of 10KVA has been installed.  |
| Organising one day lecture under Guru Nanak Dev Lecture series.   | Organised one Lecture under Guru Nanak Dev Lecture series   |
| <b>13.Whether the AQAR was placed before statutory body?</b>  | No  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |   |
| Name  | Date of meeting(s)  |
| Nil   | Nil   |
| <b>14.Whether institutional data submitted to AISHE</b>   |   |
| Year  | Date of Submission  |
| 2020-2021   | 25/07/2022  |
| <b>15.Multidisciplinary / interdisciplinary</b>   |   |
| <p>The aim of the institution is to develop itself as a holistic multidisciplinary institution. The College has established many multidisciplinary courses including programmes such as Spoken Tutorial Programme from IIT-Bombay, Certificate, Diploma courses</p> |   |



approved by UGC NSQF, self-financed courses such as BCA and BBA, in-house certificate programme in Creativity (Performing Arts), etc. The institution offers Bachelor Degree/UG programmes in Commerce, Humanities and Social Sciences. Courses such as Understanding India, Health & Wellness, Language & Communication Skills, along with IVS, IRC and Major subjects based on the structure of FYUGP (as per NEP 2020) are offered to the students.

#### **16.Academic bank of credits (ABC):**

The matter of Academic Bank of Credit (ABC) was discussed in the Staff council meeting dt 29/07/2022. The Principal apprised the faculty members about the provisions of ABC, a newly introduced aspect of NEP:2020.

In his presentation, he explained the functioning of the depository account to be opened in the name of each and every enrolled student under FYUGP where academic credit will be accumulated. It may be mentioned, that ABC is going to be functional only after the same is finalized by the University.

#### **17.Skill development:**

The institution runs a number of UGC approved NSQF Certificate and Diploma Courses. Students are also enrolled in the Spoken Tutorial Programme from IIT-Bombay (a project of MHRD). Recently, the institution has come under an MoU with Jharkhand Skill Development Mission Society for EXCEL Programme which is a value addition in the area of skill development / vocational training.

These courses have brought a range of variety in providing students with skill-oriented training. The STP programme offers lucrative software courses and enhances the skills of the students in the area of digital training and makes them more employable.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The College has been alive to the issues of community engagement, environmental education, value education inculcating tolerance and harmony towards cultural, regional, linguistic, communal, socio-economical and other diversities.

It is an annual practice of the College to collaborate with its parent body in organising Sdbhavna Diwas Samaroh every year, which helps sensitize people on the issues of tolerance and harmony towards cultural, regional, linguistic, social, and other

diversities.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

As the college is planning itself to have more multidisciplinary subjects it tries to identify the programme learning outcomes that define the specific knowledge, skills, attitudes and values that are acquired by the learner and would ensure that each programme achieves its goal.

### 20.Distance education/online education:

Since March 2020, the institution has followed the blended technique of teaching-learning. A time-table is at place and courses are coordinated through Google Meet and Google Classroom. The institution also conducts online internal tests from time to time. Besides this, guest lectures by distinguished Professors from outside and Webinars are also organised online.

## Extended Profile

### 1.Programme

|  |     |
|--|-----|
| 1.1  | 338 |
| Number of courses offered by the institution across all programs during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2.Student

|                                    |      |
|------------------------------------|------|
| 2.1                                | 3443 |
| Number of students during the year |      |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |     |
|--|-----|
| 2.2  | 661 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |     |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |                           |
|---|---------------------------|
| 2.3   | 1019                      |
| Number of outgoing/ final year students during the year           |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>3.Academic</b>   |                           |
| 3.1   | 18                        |
| Number of full time teachers during the year                      |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| 3.2   | 25                        |
| Number of Sanctioned posts during the year                        |                           |
| File Description  | Documents                 |
| Data Template   | <a href="#">View File</a> |
| <b>4.Institution</b>  |                           |
| 4.1   | 33                        |
| Total number of Classrooms and Seminar halls                      |                           |
| 4.2   | 3.44                      |
| Total expenditure excluding salary during the year (INR in lakhs) |                           |
| 4.3   | 80                        |
| Total number of computers on campus for academic purposes         |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**The College follows a well thought out and effective curriculum**

delivery plan.

At the outset of each academic session, Staff Council Meetings are organised. The changes in syllabus notified by University and the change of regulations if any are discussed threadbare, with a view to helping the teachers plan out the process of Curriculum delivery. The College Academic Calendar is also prepared in detail along with the College time-table, which is discussed to ensure the number of hours allotted to each department. Even modern teaching tools such as technology aided classes and seminar classes (interactive classes) are part of the plan, so that the students could be given training and teaching in a modern way. There is sufficient space in the Academic Calendar for organising various activities so that the normal academic activity does not suffer. The entire process is documented by the Secretary of the Staff Council.

Staff Council meetings are a regular feature, which are held almost every six weeks, at least six in number during one academic year. Most of the issues which crop up during the process of curriculum delivery and evaluation are brought before the Staff Council, discussed in detail and logical conclusions and decisions are arrived at in these meetings.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://gncollege.org/staffcouncil.html">http://gncollege.org/staffcouncil.html</a> |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Continuous Internal Evaluation (CIE) is an important feature and an integral part of curriculum delivery in the present day system. The Continuous Evaluation process is emphasised in the process of curriculum delivery. For that reason, each department organises seminar classes, technology aided, during each semester. This helps the College to identify the fast learners as also slow learners. It is stressed that every teacher must provide help to the slow learners by way of organising remedial classes for them; and to provide encouragement to the fast learners and bright students. There is a mid-semester examination organised by the College as per the programme given in the Academic Calendar. This mid-semester examination is part of the University examination

with a weightage of twenty percent. The College ensures maintaining records of mid-semester examination with question papers and answer books preserved. The College continuously conducts Students' Satisfaction Survey. Also, Parents' Teachers' Meetings are organised once in a year. Feedback forms are designed for parents and students which are collected, maintained and analysed by a committee of teachers. The committee makes observations and recommendations which are sent to Internal Quality Assurance Cell and College Governing Council for decisions.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="http://gncollege.org/academic%20calendar.html">http://gncollege.org/academic%20calendar.html</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

## 1.2.2 - Number of Add on /Certificate programs offered during the year

### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

10

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

## 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

245

### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

245

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | <a href="#">View File</a> |

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College aims at sensitising students on cross cutting issues,

relevant professional ethics, on gender and human rights as well as on environmental issues and their sustainability into the curriculum through extension activities and by providing opportunities for various co-curricular activities.

The students are given extensive training and teaching through extension work carried out by the cadets of NCC and active volunteers of NSS. The Department of Creativity contributes in a big way by chiselling and polishing the skills of our students. The College has an independent Nature Club which emphasizes the students to become humble towards nature. In the Guru Nanak Dev Lecture Series - an initiative of IQAC, academicians, intellectuals and distinguished scholars from various institutions of the Country are invited for delivering guest lectures. In addition the College also collaborates with various organisations in socially useful activities, which go a long way in helping our students become responsible citizens.

The College collaborates with its Parent Body, i.e. the Gurudwara, in organising the Sadbhawana Diwas Samaroh on the occasion of Guru Nanak Dev's birth anniversary every year; a programme which has been liked by the denizens of Dhanbad for several years.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | <a href="#">View File</a> |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

26

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**



| File Description   | Documents                 |
|--|---------------------------|
| URL for stakeholder feedback report  | No File Uploaded          |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | <a href="#">View File</a> |
| Any additional information(Upload)   | No File Uploaded          |

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded  |
| URL for feedback report           | <a href="http://gncollege.org/ptm.html">http://gncollege.org/ptm.html</a> |

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1482**

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | No File Uploaded          |
| Institutional data in prescribed format | <a href="#">View File</a> |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**178**

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college ensures to assess the knowledge levels of the students by adopting different strategies. In the CBCS curricula adopted in the year 2015, it is mandatory for the students to submit assignment works and appear at the internal examinations conducted for each semester as part of the Continuous Internal Assessment which carries a weightage of 20 marks in each course. The knowledge level and skills are also assessed by conducting quizzes, classroom presentations and such other means to find out their learning needs.

After assessing their learning needs, the students are categorized into three categories: slow learners, average learners and advanced learners. Slow and average learners are provided with remedial or extra classes as per need towards improving their cognitive skills. They are encouraged to participate in classroom discussions and activities along with Open access to the departmental library in addition to access to the main library. Students can also access our e-library facility.

To further hone the skills of advanced learners, the college motivates such students to participate in seminars, workshops and conferences. This enables them to get exposure to emerging topics in their respective disciplines. The college also permits all students to opt for an additional course/s of skill enhancement offered by the college under NSQF and Spoken Tutorial Program (MOOC) to meet employability requisite. The college subscribes to all the local dailies and some reputed national dailies, journals and magazines of general interest which are readily available in the Reading Room and library.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="http://www.gncollege.org/collegelibrary.html">http://www.gncollege.org/collegelibrary.html</a> |
| Upload any additional information | <a href="#">View File</a>   |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 191                | 1                  |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The CBCS programme has proved beneficial in meeting the stipulation of curriculum standardization and fostering global competencies. Good communicative skills are a prerequisite nowadays for upward mobility in a career. There is an Ability Enhancement Compulsory Course in Communication in the CBCS programme which is mandatory for all students. Various methodologies of Problem Solving, Participative Learning and Experiential Learning are adopted to keep pace with national and global trends.

**Lecture Method :** The conventional method facilitates the teacher to interpret, explain and revise the content of a text for a comprehensive explanation of course content and easier comprehension of the subject. The students are given ample time and space to engage in classroom discussions following the end of the lessons.

**Interactive Method :** Interactive methods of teaching such as quizzes, classroom discussions, group discussions and class / departmental seminars, presentations are conducted on a regular basis help to hone these skills in the students. Participatory Learning : Through Participative Learning, the students gain a deeper understanding of the subject along with social and civic responsibilities to expand their knowledge domain.

**Experiential Learning :** The college ensures conducting field - trips and industry visits in collaboration with renowned companies /firms every year as it is a part of the academic framework especially for vocational course 's students.

**Internship Projects and On-the-Job Training :** The students of the vocational programme gain additional knowledge by undergoing a mandatory internship/ on-the-job training which helps them to achieve Project-based Learning.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="http://www.gncollege.org/concluded.html">http://www.gncollege.org/concluded.html</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled teaching aids have been made available in the college The academic premises is wifi enabled and three halls with LCD projectors for presentations and three classrooms with digital interactive panels/boards provided for the said purpose. The teachers get facilities of using desktops with adequate configuration with printers and scanners. Webcam facilities are there in the computer labs for arranging virtual classes and official meetings.

#### Internet Infrastructure:

In addition to Wi-Fi, the college has installed high speed fiber cable connections and a LAN facility.

**Software and Applications:** The department of Computer Applications and the library have discipline specific software. The college has procured the latest version of software such as Windows - 8,10 and 11 OS and other applications as Adobe CC, C, C++, Server, Dot Net, Java, Windows Server, and MS Office and other open source OS (LINUX, UNIX)-(UBUNTU & LINUX LITE) and application software such as Libre-office, Adobe Reader, Koha Library Software, Tally ERP for Account Department, Master-Soft Software for Student Admission Software for requisite use. The college has subscribed G Suite access for the use of different Google services such as Google

Meet, Google Classroom, YouTube etc for academic purposes.

**Learning Management System:** The teaching Learning and evaluation process is also supported with Google as per need for creating virtual classrooms/ lectures, content sharing, online tests and learning beyond class hours.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="http://gncollege.org/itcroom.html">http://gncollege.org/itcroom.html</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

| File Description  | Documents        |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded |
| mentor/mentee ratio   | No File Uploaded |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

18

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

223

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college ensures in all manners the smooth functioning of examinations with strict discipline under the semester system at the under-graduate level, for which, the college runs a full-time examination department that plans, executes and evaluates the mechanisms of examination and publication of internal and external results in cohesion with the University. The academic calendar for conduct of academic (external) examinations is prepared and notified by the University. However, the college prepares an academic calendar of its own, which in no case can be contrary to the date sheet provided by the University. The datasheet of internal examination is notified and published at least one week in advance and made available on the college notice boards and academic online platforms. The question paper is prepared by the faculty members in accordance with the university examination syllabus /format. The answer scripts are evaluated and due weightage is given to a student's attendance in academic and co-curricular activities. The scores obtained in the Internal Examination are submitted to the university examination department to be included in the final grades of the students. The college also conducted the internal examinations on the online platform during the COVID period. In addition, as part of CIE(continuous internal evaluation) ,teachers also conduct model examinations, open book tests, quizzes, case studies etc.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="http://gncollege.org/internalexam.html">http://gncollege.org/internalexam.html</a> |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has developed a transparent and robust students grievance redressal mechanism by ensuring active involvement of the Controller of examinations, academic departmental HODs and faculty members. The valued CIE answer scripts are distributed and discussed by teachers. The students are encouraged to clarify doubts regarding evaluation. A student can exercise the option of reviewing her/his Internal examination report after seeking proper

official permission. Re-tests are conducted for the students who have missed their Internal examination due to valid reasons. Answer scripts are retained in the examination department. In case of any dis-satisfaction regarding grads and marks in the final grade sheet, the application of the students is forwarded to the

University Examination Department for scrutiny process. The progress reports of students are discussed with their parents in the Parents teachers meeting. Fairness of faculty is ensured through Teacher's evaluation by students too, in such PTMs. The installation of CCTV cameras in rooms/ halls ensure minimal malpractices. Furthermore, following UGC's mandate students' grievance redressal cell is active in our college.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="http://www.gncollege.org/grievance.html">http://www.gncollege.org/grievance.html</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The curricula of the courses offered by the college strive to address the needs of the society, and the regional & national developmental needs. All the courses aim at the overall development of the students with specific importance to employability. The five courses under NSQF and Spoken Tutorial (MOOC) sponsored by IIT Bombay help improve the software skills, communicative English skills, and entrepreneurial skills of the students to meet the national & international demands. ICT has been made available to foster employment opportunities at all levels. Project work and field trips are compulsory components in the vocational course/s of Computer applications (and BBA introduced in 2022) and some traditional subjects to make the students more aware of local, regional & national issues. Even the topics prescribed in the curriculum of subjects like English, Political Science, History, Psychology and Economics to create more awareness on the current issues among the students. The course content in traditional subjects is designed in such a way that UG students can opt for higher studies either in the same subject or in allied subjects. The environmental studies prescribed under the Ability Enhancement Course creates awareness about issues like pollution, global warming, sustainable development & conservation of natural resources among the Student Community. In addition to the academic curriculum, the active wings of NSS, NCC, Rotaract, Creativity dept. and Sports tend to impart holistic education to mould the students to become good citizens.



| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="http://gncollege.org/syllabus.html">http://gncollege.org/syllabus.html</a> |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded  |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

All programmes under UG aim at imparting knowledge of the subject to the students so as to develop competency at the state, national and global level. The outcome is evaluated in three steps:

1. Interacting with student at the individual level.
2. Through mid-semester examinations and assignments.
3. Through end semester examinations.

These have helped in the identification of three different categories of learners:

1. Slow
2. Moderate
3. Advanced

The observations and inferences are placed in the IQAC which suggests remedial measures for better outcomes. The teachers are committed to take up the slow learners with special care by engaging remedial classes and assignment work so by the time as the students reach their final semester/s they are able to develop competencies to compete at the national level which can be testified by their selection for higher programmes in nationally reputed institutions.

Employability is the targeted outcome of vocational and self-financed programme. The college is making steady progress in this direction but realizes that more needs to be done in this regard.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

977

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gncollege.org/assets22/SSS%20Report-2022.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

8

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College ensures active participation in various extension activities and outreach programs through its three active wings dedicated for the purpose. The volunteers of the College NSS usually take out processions and various kinds of awareness programmes in the village regarding social issues such as: adult literacy, girl child's education, against childhood marriages of girls, health and hygiene, cleanliness, campaign against use of plastic, and other ecological issues. The volunteers engage the villagers' attention through songs and slogans and nukkad dramas including several three-day camps and one annual camp of seven days organised in the adopted village -Dhakra.

The NCC cadets of the College also carry out a number of such extension activities under the banner of the battalion making people aware through awareness rallies and nukkad dramas, participating in various social activities.

Rotaract club of the Computer department have carried out many such events as organizing blood donation camps, doing plantation work at several places of the city, making people aware through slogans like "Beti Padhao, Beti Bachao" and through awareness campaigns made for "Swachh Bharat Mission". The Rotaract Club of our College also delivers big support to a local School for inclusive education (for physically and mentally challenged children) "Jeevan Jyoti School".

Nature Club of the college participated in Excursion tour organized by the Forest Conservation Department. In collaboration with the IBPS (Indian Photography Society ) Dhanbad, it organized awareness lectures and presentation focussing on birds and nature

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/photogallery.html">http://gncollege.org/photogallery.html</a> |
| Upload any additional information     | No File Uploaded  |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

25

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1147

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College functions at two places - (1) Bhuda Campus and (2) Women's Wing, Bank More Campus. Just opposite the Women's Wing Campus of the College, a building had been constructed for Vocational Studies Department. The College has (1) Twelve classrooms (Large and Small) in its Bhuda Campus (2) Fifteen classrooms in the Women's Wing Campus and (3) six in the Vocational Studies Department. The College has 3 classrooms and 1 seminar hall with ICT-enabled facilities.

Recently in the month of September ,2022 separate departmental rooms has been created for the Department of Commerce and Psychology in the Bhuda Campus of the College.

The College has got 3 Computer Laboratories comprising of 80 computer systems, viz., (1) Two computer laboratories in the Women's Wing Campus comprising of 30 computer systems each and (2) Twenty computer systems in the Bhuda Campus of the College.

The College has got the main Library with a Reading Room of fifty in the Bhuda Campus of the College. There is another Library in the Women's Wing Campus, there is a third Library - a small one for the students of the Department of BCA.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="http://gncollege.org/vbc.html">http://gncollege.org/vbc.html</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To prepare and facilitate the students for practicing for cultural activities, the College has got an Auditorium named Sardar J.S. Grewal Auditorium having a seating capacity of 400 people. The auditorium is full of modern facilities within built sound system and a high-tech stage, which is quite adequate not just for speeches but for modern plays and dance performances. The facilities Department of Creativity uses the facilities for organising training and practice sessions for the students of the Department of Creativity.

The auditorium also acts as a yoga centre for organizing regular yoga sessions for the students of the College. This auditorium is also used for organizing National Seminars and Guru Nanak Dev Lectures (delivered by Scholars and Academicians from outside the College).

The College has got a practice pitch for cricket which is used by the students to enhance their cricketing skills. The College has got a volleyball ground in its campus. There is a badminton practice court inside the building of the College.

The College has got table tennis, carrom board, and other indoor games such as chess in the Campus. The College has a state of art Gymnasium for the students and members of teaching and non-teaching staff.



| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="http://gncollege.org/gym.html">http://gncollege.org/gym.html</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Paste link for additional information   | <a href="http://gncollege.org/ictroom.html">http://gncollege.org/ictroom.html</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.44

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has got table tennis, carrom board, and other indoor games such as chess in the Campus. The College has a state of art Gymnasium for the students and members of teaching and non-teaching staff.

The College has got the main Library in the Bhuda Campus of the College and there is another Library in the Women's Wing Campus. There is also a third library for the students of the Department BCA.

The College library is automatized since 2020 by using KOHA (Version 19.05) as the Integrated Library Management System (ILMS) software. The ILMS-KOHA is maintained by the Librarian of the College. All the books in the above-mentioned libraries are barcoded using KOHA as the main software.

The Library is fully automated with facilities such as: (1) OPAC (2) Circulation (3) Cataloguing (4) Patron (5) Advance Searches / Boolean Searches, and (6) Report Generation / Reporting.

The College has subscribed to the facility of INFLIBNET, thereby making several books and journals available to the teachers and students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="http://symbiosis-koha.informindia.co.in:8080/">http://symbiosis-koha.informindia.co.in:8080/</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.0

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

18

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution frequently updates its IT facilities including Wi-Fi. The College is maintaining and upgrading its IT facilities since 2008.The College regularly upgrades its IT facilities frequently with the current technologies in existence.

The College has the latest configuration of computer systems (80 in numbers) installed in the three computer laboratories maintained in both of the campuses (Bhuda & Bank More ) of the College. There is a MRO specially appointed for the upkeep of the IT facilities including computer systems in the Bhuda Campus of the College. In the same manner there is a lab-in-charge in the Women's Wing Campus (BCA Building) for the upkeep of the two computer laboratories. These two persons as and when the need arises send their recommendations regarding the necessary upgradation to be made in the IT facilities of the College.

Both the campuses of the College are fully Wi-Fi enabled previously. The College had 40 Mbps of Wi-fi connection in both the campuses of the College but in the month of August 2022 the internet and wi-fi connection has been further upgraded by taking a new BSNL Fiber connection of 100 Mbps for both the campuses of the College.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

80

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

#### 4.4 - Maintenance of Campus Infrastructure

#### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

### 7.13

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has an established procedure for maintaining and utilizing physical, academic and support facilities. There are two senior teachers who function as Professors-in-Charge in both the campuses of the College. They exercise total control on the available infrastructure and are accountable only to the Principal and to the Management. It is their job to coordinate with each support facility and to arrive at decisions in consultation with the Principal. The College has got 3 computer laboratories comprising of 80 computer systems in both the campuses of the College. The College has appointed an MRO and a Lab-in-charge for the purpose of the maintenance of IT facilities including computer systems in both the campuses of the College. These two people are responsible for the upkeep and maintenance of computer facilities including three computer laboratories of the College.

The College Library has got a qualified librarian, who maintains the automated system. There is a library committee who support the librarian in all her efforts. The Sports and Athletic Association of the College is responsible for the maintaining and utilizing the sports and game facilities in the College. The caretaker of the College the maintenance of the estate of the College with a team of four Class 3 and Class 4 employees.

There is a system of security in both campuses which has been outsourced and there is round the clock vigil.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://gncollege.org/auditreport.html">http://gncollege.org/auditreport.html</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

26

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

| File Description   | Documents        |
|--|------------------|
| Upload any additional information  | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

| File Description  | Documents   |
|---|---|
| Link to institutional website   | <a href="http://gncollege.org/courseoffer.html">http://gncollege.org/courseoffer.html</a> |
| Any additional information  | <b>No File Uploaded</b>   |
| Details of capability building and skills enhancement initiatives (Data Template) | <a href="#">View File</a>   |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**0**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**0**

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <b>No File Uploaded</b>   |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**E. None of the above**

| File Description   | Documents        |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

181

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State



**government examinations) during the year**

0

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The IQAC [Internal Quality Assurance Cell] formed by the Governing Council of the College is an internal mechanism for creating, enhancing and sustaining quality in an institution. To ensure the representation of student in the administrative body, the composition of IQAC consist of Two Student Representatives.

To ensure the engagement of students in extra-curricular activities, the college runs two units of NSS. Each unit comprises 100 volunteers. The NSS units of the College aim at developing a sense of participation among the NSS students in nation-building

through social work. It focuses on developing the understanding of social environment among students and enriches their personality through actual participation in various activities. To develop a sense of responsibility, tolerance and cooperation among students, the NSS units organize numerous activities.

In the year 2022, the NSS units continue to encourage the participation of students in creating awareness and also organised many activities under the aegis of Azadi Ka Amrit Mahotsav.

- National Youth Day on 12th January 2022
- National Voter's Day on 25th January 2022
- Protocol Yoga on 21st June 2022
- Blood Donation Camp on 24th June 2022
- Van Mahotsav on 8th July 2022
- Har Ghar Tiranga Abhyan on 11th August 2022

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/concluded.html">http://gncollege.org/concluded.html</a> |
| Upload any additional information     | No File Uploaded  |

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

| File Description  | Documents                 |
|---|---------------------------|
| Report of the event   | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college does have a registered Alumni Association named "GNC Alumni Association" (under Societies Act, 1860). The purpose of Alumni Association is to connect with the passed-out students and derive gain from valuable input of the Alumnus. As on Oct 2022, the total number of members registered with the association is 464. Many of the Alumni are engaged in professions like Chartered accountants, Lawyers, professors and Teachers, and some of them are also renowned Businesspersons in Dhanbad. The Executive Committee and the Office Bearers of the Alumni Association conduct Annual General Meeting and Executive meeting thrice a year to discuss future events and to provide guidance and suggestion for the academic development of the institutions. The Alumni Association extend their support by interacting with students and through career counselling sessions.

The Association since its inception has organized various cultural programs, plantation camp, blood donation camp and health check-up plan. On 27th March 2022, the Association organised the health check-up in collaboration with Fortis Hospital, Kolkata in which health check-ups of about 50 underprivileged local people and non-teaching staff of college was executed. The health check-up included blood pressure test, sugar test, pulse check, ECG (need based) and Doctor's consultancy.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.gncollege.org/aluminiactivities22.html">http://www.gncollege.org/aluminiactivities22.html</a> |
| Upload any additional information     | No File Uploaded  |

**5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs**

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

### 6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission statement of the institution are categorical in putting emphasis on the role of our institution trying to reach out to the weakest. With this perspective in view the college took the decision of shifting its campus to a place which is semi urban and surrounded by the economically and socially deprived people. It would not be exaggerating to say that shifting the college to this place has helped the area grow both economically and socially. The main vision of the college management at the time of shifting it to this area was to help the marginalized people get proper college education. True to the motto derived from the teaching of Guru Nanak, the college tries to inculcate a value system among the students through various activities so that they could be groomed into worthy citizens, upholding the tradition and also being initiated to modern ways of thinking. It is apparent that the institution has tried and succeeded to some extent in its efforts in sensitizing the students in socio economic issues and human rights issues. The teachers of the college have acted as instruments in guiding the students as carriers of the notions of social change. Through various fora such as NCC, NSS, cultural activities, games and sports, youth festival, workshops and seminars, the teachers have played a major role in bringing about the desired change.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/vision&amp;mission.html">http://gncollege.org/vision&amp;mission.html</a> |
| Upload any additional information     | No File Uploaded  |

### 6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

This college has earned a reputation for successfully organizing events that have a significant impact. Numerous significant events were planned, such as Organizing sporting competitions, Evaluation of Jharkhand Public Service Commission exams, Evaluation and Tabulation of University examinations, and the first Inter-College Youth festival of the newly established University, Binod Bihari Mahto Koyalanchal University, Dhanbad. Recently, sports controlboard of BBMK University has given the responsibility of organising 3rd Inter College Cricket Touranament (M/W) 2022 to our College. As is customary in this college, the staff council

meeting is regularly held where every minor detail is discussed with each teacher. The College management has always supported the college by providing financial assistance for organizing the events. A number of efficient committees of college teaching and non-teaching staff members were formed, and they were given responsibility along with enough latitude and authority to accomplish the task. The planning of numerous events is an illustration of participative management and decentralized work in the college.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/staffcouncil.html">http://gncollege.org/staffcouncil.html</a> |
| Upload any additional information     | No File Uploaded  |

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has kept the aforementioned two aspects in mind when creating the majority of its prospective plans and strategies. The institution is prioritizing the addition of adequate infrastructure, including well-equipped laboratories (like language, commerce, and psychology labs), ICT classrooms, college canteens, separate common rooms for boys and girls, PG blocks, and student activity centers. A green solar energy system is another item the institution plans to have, and it would be a good replacement for its fuel-based generator service.

As part of NEP-2020, the college plans to attach a research resource center to its library. The library will also be upgraded with additional journals, renewal of existing subscriptions to journals, and purchasing more books with a focus on research.

Through remedial classes, the institution plans to improve the performance of slow learners and academically underperforming students. The college intends to begin competitive examination coaching classes in order to improve students' employability, particularly marginalized groups of girls. Some certificate programmes in banking, insurance, taxation, GST, and soft skills will be introduced in an effort to increase their self-employment.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://gncollege.org/assets/Perspective%20Plan%20HEI.pdf">http://gncollege.org/assets/Perspective%20Plan%20HEI.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

A set of by-laws for the college, recommended by the College Governing Council, has been adopted by the college's highest governing body, the Gurudwara Prabandhak committee.

It has also been approved by the University syndicate. The set of by-laws is a policy document of the college prepared in consensus with Act, statutes, Rules and Regulation of the university.

There are eleven members on the governing council:

1. The President
2. The Vice-President
3. The Secretary
4. President, GPC
5. General Secretary, GPC
6. Member Academic
7. Member by the Governing council
8. Member by the Governing council
9. Member by the Governing council
10. The Principal of the college
11. Teachers `Representative

The Principal is in charge of all academic and administrative decisions at the college. On his recommendation, a number of functionaries are appointed:

1. Professor in charge, Bhuda Campus
2. Professor in charge, Girls wing
3. Bursar
4. Controller of Examinations
5. Coordinator, BCA

6. Coordinator, Department of Creativity
7. Programme officers, NSS
8. Associate NCC officer
9. Coordinator IQAC

The entire administrative structure is efficient and functions in coordination with the principal and the college management. As a minority institution, the college enjoys certain privileges when it comes to hiring faculty and staff. The State Public Service Commission and the Jharkhand government must both approve teacher appointments made by the college administration. The college must operate within the confines of the service rules- which have also been outlined in the university's Act and statutes.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://gncollege.org/assets/byelaws.pdf">http://gncollege.org/assets/byelaws.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="http://gncollege.org/assets/OCA.pdf">http://gncollege.org/assets/OCA.pdf</a>         |
| Upload any additional information             | No File Uploaded  |

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

| File Description  | Documents                 |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document   | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The following are the welfare measures carried out by the college:

1. All the teaching and non-teaching staff of the college are admitted to a group-cum savings linked plan insurance, managed by the LIC of India. A fixed amount is deducted from the wages of teachers and the staff and it is paid by way of annual premium to the LIC of India.
2. The college provides advance upto fifty percent of the total sum from the Provident Fund account of the teachers, should there be any such need as expenses to be incurred on treatment of a family member, marriage of their wards, and even house construction or purchase of land.
3. The college tries and stands guarantee in getting loans from financial institutions such as banks for various purposes/needs of the teachers and the non-teaching staff.
4. The college encourages and stands guarantee even for the education loan to the teachers and employees and their children, if need be. Recently, one of the class-four employees of the college passed away suddenly while in service. The college paid for the cremation and the last rites that very day and employment was given to the spouse of that employee within fifteen days so that the family could be saved from being destitute. Even in the event of the death of a temporary employee recently, the college paid for the last rites and cremation that very day and has undertaken to pay an ex gratia payment to the family with a reasonable amount.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**



| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

| File Description   | Documents        |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded |
| Reports of Academic Staff College or similar centers   | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows a self-appraisal system of teachers through a specific format made available from the University. The self-appraisal forms are submitted by the teachers at the end of every academic session individually. The forms are studied and verified by the principal from the records available in the college office. Meetings on a one-on-one level are organised between the principal and the concerned teacher, before the principal submits his confidential report to the college management. The self appraisal record explains the absence of the teacher, the number of classes organised, assessment and evaluation done through various internal tests and projects and the percentage of curriculum delivered. The confidential records of the principal includes a self-appraisal report submitted by the concerned teacher and also the details of the one-on-one meeting between the concerned teacher and the principal. The college management represented by the President, the Secretary and one more member goes through the details submitted by the principal and a final confidential report is prepared on that basis. The performance appraisal system of the non-teaching staff is also done with the same procedure in place. This performance appraisal system helps the college in making recommendations for the promotion of teachers and non-teaching staff. It has proved to be a mechanism to ensure transparency in these matters.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college had adopted a mechanism of internal audit which has been functional for over thirty years now. A firm of Chartered Accountants have been engaged as the internal auditors of the college. The finance and Accounts department of the college is headed by a Bursar along with an Accountant clerk for assistance. The internal auditors are engaged in order to streamline the accounting system of the college, so that total transparency can be maintained. The firm of chartered Accountants engaged as internal auditors do their internal audit Yearly on quarterly basis.

Finally at the end of the financial year i.e 31st March every year, an annual report of audit is submitted by the firm of Chartered Accountants certifying that the college has adopted the right procedure for receipt and expenditure of funds. Also, if there is any discrepancy observed anywhere in the system, they point it out in their report for taking corrective measures. The internal auditors also prepare a balance sheet of the college with depreciation of assets notified as per rules. They also verify that the college authorities have made expenses only in accordance with the rules and budgetary provisions made.

The state Government also sends its officials from the department of Finance to audit the accounts of the college every four to five years. The audit team tries to ascertain that the deficit grant given to the college has been properly utilized.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/assets22/Audit%20Report%202021-22.pdf">http://gncollege.org/assets22/Audit%20Report%202021-22.pdf</a> |
| Upload any additional information     | No File Uploaded  |

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

| File Description  | Documents        |
|---|------------------|
| Annual statements of accounts   | No File Uploaded |
| Any additional information  | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

During the last fifty years of the college, institutional strategies have evolved gradually for mobilisation of funds. The institution being a deficit grant college, receives money from the state government and cannot raise the tuition fees of the students, which is a meagre amount. But the college is at liberty to take charges for various activities and resources such as library, NSS, sports and games, cultural activities etc. from the students as annual fees at the time of admission every year. The college receives money primarily from the following sources:

1. From the state government by way of Deficit Grant for payment of salaries to the teachers and staff.
2. From the students at the time of admission.
3. By way of development assistance received from the UGC and RUSA

As for charging fees from the students, which remains to be the main source of resource mobilisation, needed for payment of wages

to the people not appointed against the financially sanctioned post and also to meet expenses incurred on various activities of students like purchase of books etc. in the library and for the upkeep and maintenance of the college infrastructure. An annual budget is prepared and approved by the college management in the month of March with budgetary allocations on all the above heads of expenditure. And, at the conclusion of the financial year the college auditors review the whole system and present a report regarding the optimal utilisation of resources.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/assets22/Audit%20Report%202021-22.pdf">http://gncollege.org/assets22/Audit%20Report%202021-22.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance System of the college was started in December 2012 by a resolution of the college governing council. Since then, the IQAC has functioned as the nerve centre for most of the quality initiatives and academic activities of the college. In its very first meeting, it was resolved to take quality initiatives for making our students more employable. With this objective in view, four certificate and one diploma courses were designed by the college and these courses were approved and sponsored by UGC. A MOOCS programme also known as Spoken tutorial programme is being run in collaboration with IIT Bombay has been in practice since 2015. Another quality initiative which merits attention is having a lecture series in the college in the name of Guru Nanak Dev Lecture Series. It was an initiative taken by the IQAC that Guru Nanak Dev Lecture Series be started in which distinguished and learned scholars are invited from outside college to address our students on various themes, which can be expansive and not just part of the syllabus. It was decided to short list such intellectuals and request them for sparing some time to conduct the lectures in the college. Since then, 13 lectures have been delivered in the series by renowned academic personalities and scholars, making this programme quite sought after by both the teachers and the students. These programmes have added value to the institution

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/iqac.html">http://gncollege.org/iqac.html</a> |
| Upload any additional information     | No File Uploaded  |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A resolution was taken in the meeting of IQAC to regularly conduct a Parents-Teachers Meeting. In these meetings, the parents as well as the students are invited to the college. These meetings are organised department-wise. Along with interactive sessions, feedback forms are given to both parents and students during the meetings and they are encouraged to record their honest opinion. All the teachers of the department and even the principal make it a point to be available during these meetings which are organised generally on Sunday or public holidays keeping in view the convenience of the parents.

The feedback from the parents and students are collected and analysed by the committee who prepare reports and same is submitted to principal to be presented in the IQAC meeting and finally to G. B. for review. If there is any suggestion from the parents regarding the teaching learning process, structures and methodologies of operations, those are discussed at length and genuine efforts are made to implement those. on the basis of recommendation made by the IQAC the college has applied two courses:

1. PG course in Commerce
2. Bachelor of Business Administration

Out of the two courses, BBA Course for the session 2022-23 has already started after gating approval from the state Government vide letter no. DHEsec1/BBMKU-Esst-20/2022/HTESD/1724 Dated 20/10/2022.

The second one, PG course in Commerce still in the process.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="http://gncollege.org/nirf.html">http://gncollege.org/nirf.html</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded  |

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college's stand regarding Gender equality has been long established and ever so enduring. It has not only been focused in directing the necessary resources required to sustain the Bank more campus, (dedicated entirely for girls), but also making necessary arrangements to ensure that the admission and education of girls can be carried out in the Bhuda campus as well. The college has always tried to ensure that the rights to opportunities are unaffected by genders. In doing so the college has identified the opportunities that abundantly exist for girls in sports. This year the college saw highly encouraging numbers of participations by girls in 6 tournaments- basketball, kabaddi,

chess, badminton and several athletics events. This led to some amazing results to follow: 5 out of 7 team members comprised of our students that played the basketball east zone tournament held in Manipur, Shillong.

Number of female participations in NSS and many cultural events in the youth festivals has been noteworthy. The considerable number of female students placed during the year conveys the special care taken by college to ensure financial independence of its female students by directing its efforts in organizing job placements.

The college's philosophy regarding gender equality does not end at its students but outstretches to the role models that these students look up to. Women today constitutes for about 75% of the college faculty.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | Nil   |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="http://gncollege.org/facilityforgirls.html">http://gncollege.org/facilityforgirls.html</a> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**With the passage of time, a system of waste management has evolved in the college. Waste paper baskets and dustbins have been placed**



strategically in both the campuses so that the papers and leaves along with other waste materials are not found littered. There is a system of the municipal corporation of Dhanbad to collect both dry and wet waste in the morning hours and that is how the dustbins and the baskets are cleared every day. There are many toilets and washrooms in the campus and the liquid waste from those toilets and washrooms go to the soak pits and septic tanks specially created on the campus. No liquid waste is allowed to be littered on any space within the college. The college has three computer laboratories and many systems for use in the library and college office. As a result, the issue of e-waste surely crops up. So far it has been the practice of the college to return the sick e- machines (computers) to the dealers who supply new machines to the college. There are shops in Dhanbad who take back e-waste for a price. The college does not have science teaching and science laboratories so the question of liquid (chemicals) waste coming out of the labs does not arise.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | Nil              |
| Any other relevant information  | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

| File Description  | Documents        |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency                                      | No File Uploaded |
| Certificates of the awards received                                       | No File Uploaded |
| Any other relevant information  | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has been quite alive to the issues of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economical and other diversities. Some of the initiatives taken to attain the desired level in these efforts have been institutionalized in the college.

The college has had a very active unit of the NCC for nearly thirty years. One hundred and sixty cadets are admitted every year, who undergo rigorous training throughout the year. Many of these NCC cadets go to higher levels such as R-Day Parade, B & C Certificate etc.

The college organises seminars and workshops on such diversities frequently. Besides, it is an annual practice of the college to collaborate with its parent body in organising Sadbhjna Diwas Samaroh every year on the next day of Guru Nanak Dev's birth anniversary. This practice has been going on for a long time. The teachers and staff of the college along with many students participate actively in organising this function, which is one of its kind in the whole of Jharkhand state.

The college has got two wings of NSS headed by two senior teachers. Two hundred volunteers are admitted to NSS every year as ambassadors of the college. The college has adopted a village Dhokhra where camps are organised every year and the issues related with sensitisation of people towards cultural, regional, linguistic, communal and other diversities are sincerely organised. The impact of these programmes has been quite appreciable.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has taken various initiatives for sensitisation of students and employees to their constitutional obligation: values, rights, duties and responsibilities. As is mentioned in the vision statement of the college, the college strives in a focused manner to create responsible citizens. The classroom seminars are held at regular intervals so as to inculcate values among students. Apart from that celebration of important days such as Independence Day, Gandhi Jayanti, Youth Day, National Unity Day, International women's day, International Yoga Day are organised every year. Students are also encouraged to write essays, make speeches, recite poems on the relevant subjects on these days. All the teachers including the principal are present in all such functions and many of them present their views in a very inspiring way. Organising such functions go a long way in sensitising the students to their constitutional responsibilities. The college has got a very active wing of the Rotaract club. The rotaractors carry out several activities such as plantation of tree trees, organising blood donation camps, working and supporting Jeevan Jyoti School (school for mentally and physically challenged) The college collaborates with a very ancient club known as the Freemasons Lodge and one annual feature which is noteworthy is the blood donation camp organised every year on 24th June, which is observed as Universal brotherhood day. These programmes have contributed much towards sensitisation of students to their constitutional obligation.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

| File Description   | Documents        |
|--|------------------|
| Code of ethics policy document   | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information   | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

It is believed that celebrating/organising important commemorative days can help impart truly holistic education among the students. The following National and International commemorative days are celebrated every year which can be amply borne out by the reports on the Website, pictures of the events and newspapers report appended below each event:

1. National Youth Day: Celebrated on every year (Swami Vivekanand 's birthday) on 12th of January.
2. National Girl Child Day: Celebrated on 24th January.

Inspiring speeches were made by the teachers and principal and nukkad plays on "Beti bachao Beti padhao" were staged.

3. National voters' day: Making the students aware of their democratic rights and duties, organised by the NSS.
4. Republic Day: The Republic Day is celebrated with fanfare.
5. International yoga day: International yoga day has been celebrated in the college every year.
6. Independence Day: The college celebrates Independence Day every year.
7. Gandhi Jayanti: Gandhi Jayanti is celebrated every year by the students, teachers and staff of the college.
8. Unity Day: National Unity Day has been celebrated to highlight the contribution of Sardar Vallabhbhai Patel.
9. Constitution Day: Constitution Day of India has been celebrated every year in which the Preamble of the constitution is read aloud.
10. International Women's Day: It is celebrated on 8th March in which it is stressed that the dignity of women and their importance in the society be upheld, so that the society becomes a better place to live in.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice-1

1-Title: Guru Nanak Dev Lecture Series

2-Objectives: The objective has been to invite academicians of eminence as resource persons for their lecture.

3-The Context: In order to add quality to the teaching-learning

programme of the College, it was decided to have a minimum of four lectures in a year.

4-The Practice: The one-day lecture under the above series is organised department wise.

5-Evidence of Success: Organizing the "Guru Nanak Dev Lecture Series" has been taken very seriously by the College and everyone is unanimous that these lectures by such distinguished personalities have made new benchmarks in the field of knowledge.

6-Problems Encountered and Resources Required: Getting appointments from academicians and resources required have been an issue encountered by the organizers.

#### Best Practice-2

1-Title: MOOC Programmes- Spoken Tutorial Project, project of NMEICT, MHRD, Govt. of India, curated by IIT Bombay".

2-Objectives: To enhance the future prospects of students and make them better employable.

3-The Context: Spoken Tutorial is a multi-award-winning educational content portal.

4-The practice: This is one of the best MOOC programmes of the country which teaches and make students skilled on latest free software so that anyone could use and expertise it.

5-Evidence of Success:-The college has been declared as the first FOSS Center for "The Spoken Tutorial Programme on 20.09.2016. The College is successfully running this project for the past 7 years.

6-Problems encountered and resources required: A multimedia lab equipped with required software for the practice and hands-on training.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College has earned the reputation of being a torchbearer in engaging with issues related with the betterment of society.

It is an annual practice of the College to collaborate with its parent body in organising Sadbhavna Diwas Samaroh every year on the next day of Guru Nanak Dev's birth anniversary. This practice has been going on for the last sixty years by Gurudwara Prabandhak Committee (the parent body); however the College began collaborating in organising this event since last ten years.

The teachers and staff of the college along with students actively participate in conducting this function, which is one of its kinds in the entire state. During this event speakers of national eminence are invited to deliver talks on issues related with tolerance and harmony towards cultural, regional, linguistic, social, and other diversities. Artists of great calibre also participate in the ceremony from around the country. The College also ensures participation of sister institutions from around the city and add diversity to the event. The recent Sadbhavna Diwas Samaroh was held with great fanfare on 9th November, 2022 on the theme "Na ham hindu na Musalman, Allah Ram ke pind pran", focusing on the issue of Universal Brotherhood.



## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The College follows a well thought out and effective curriculum delivery plan.

At the outset of each academic session, Staff Council Meetings are organised. The changes in syllabus notified by University and the change of regulations if any are discussed threadbare, with a view to helping the teachers plan out the process of Curriculum delivery. The College Academic Calendar is also prepared in detail along with the College time-table, which is discussed to ensure the number of hours allotted to each department. Even modern teaching tools such as technology aided classes and seminar classes (interactive classes) are part of the plan, so that the students could be given training and teaching in a modern way. There is sufficient space in the Academic Calendar for organising various activities so that the normal academic activity does not suffer. The entire process is documented by the Secretary of the Staff Council.

Staff Council meetings are a regular feature, which are held almost every six weeks, at least six in number during one academic year. Most of the issues which crop up during the process of curriculum delivery and evaluation are brought before the Staff Council, discussed in detail and logical conclusions and decisions are arrived at in these meetings.

| File Description                    | Documents   |
|-------------------------------------|---|
| Upload relevant supporting document | <a href="#">View File</a>   |
| Link for Additional information     | <a href="http://gncollege.org/staffcouncil.html">http://gncollege.org/staffcouncil.html</a> |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Continuous Internal Evaluation (CIE) is an important feature and an integral part of curriculum delivery in the present day system. The Continuous Evaluation process is emphasised in the

process of curriculum delivery. For that reason, each department organises seminar classes, technology aided, during each semester. This helps the College to identify the fast learners as also slow learners. It is stressed that every teacher must provide help to the slow learners by way of organising remedial classes for them; and to provide encouragement to the fast learners and bright students. There is a mid-semester examination organised by the College as per the programme given in the Academic Calendar. This mid-semester examination is part of the University examination with a weightage of twenty percent. The College ensures maintaining records of mid-semester examination with question papers and answer books preserved. The College continuously conducts Students' Satisfaction Survey. Also, Parents' Teachers' Meetings are organised once in a year. Feedback forms are designed for parents and students which are collected, maintained and analysed by a committee of teachers. The committee makes observations and recommendations which are sent to Internal Quality Assurance Cell and College Governing Council for decisions.

| File Description                     | Documents   |
|--------------------------------------|---|
| Upload relevant supporting documents | <a href="#">View File</a>   |
| Link for Additional information      | <a href="http://gncollege.org/academic%20calendar.html">http://gncollege.org/academic%20calendar.html</a> |

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

16

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                              | <a href="#">View File</a> |
| Minutes of relevant Academic Council/ BOS meetings      | No File Uploaded          |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

10

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Brochure or any other document relating to Add on /Certificate programs | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template )                   | <a href="#">View File</a> |

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

245

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

| 245   |                           |
|---|---------------------------|
| File Description  | Documents                 |
| Any additional information  | No File Uploaded          |
| Details of the students enrolled in Subjects related to certificate/Add-on programs   | <a href="#">View File</a> |
| <b>1.3 - Curriculum Enrichment</b>  |                           |
| 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum  |                           |
| <p>The College aims at sensitising students on cross cutting issues, relevant professional ethics, on gender and human rights as well as on environmental issues and their sustainability into the curriculum through extension activities and by providing opportunities for various co-curricular activities.</p> <p>The students are given extensive training and teaching through extension work carried out by the cadets of NCC and active volunteers of NSS. The Department of Creativity contributes in a big way by chiselling and polishing the skills of our students. The College has an independent Nature Club which emphasizes the students to become humble towards nature. In the Guru Nanak Dev Lecture Series - an initiative of IQAC, academicians, intellectuals and distinguished scholars from various institutions of the Country are invited for delivering guest lectures. In addition the College also collaborates with various organisations in socially useful activities, which go a long way in helping our students become responsible citizens.</p> <p>The College collaborates with its Parent Body, i.e. the Gurudwara, in organising the Sadbhawana Diwas Samaroh on the occasion of Guru Nanak Dev's birth anniversary every year; a programme which has been liked by the denizens of Dhanbad for several years.</p> |                           |

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses                    | No File Uploaded          |
| MoU's with relevant organizations for these courses, if any   | <a href="#">View File</a> |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | <a href="#">View File</a> |

### 1.3.3 - Number of students undertaking project work/field work/ internships

26

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | <a href="#">View File</a> |

|   |   |
|---|---|
| <b>1.4 - Feedback System</b>  |   |
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders<br/>Students Teachers Employers Alumni</b> | <b>B. Any 3 of the above</b>  |
| <b>File Description</b>   | <b>Documents</b>  |
| URL for stakeholder feedback report   | <b>No File Uploaded</b>   |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)                      | <a href="#">View File</a>   |
| Any additional information(Upload)  | <b>No File Uploaded</b>   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>   | <b>A. Feedback collected, analyzed and action taken and feedback available on website</b> |
| <b>File Description</b>   | <b>Documents</b>  |
| Upload any additional information   | <b>No File Uploaded</b>   |
| URL for feedback report   | <a href="http://gncollege.org/ptm.html">http://gncollege.org/ptm.html</a>                 |
| <b>TEACHING-LEARNING AND EVALUATION</b>   |   |
| <b>2.1 - Student Enrollment and Profile</b>   |   |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>   |   |
| <b>2.1.1.1 - Number of sanctioned seats during the year</b>   |   |
| <b>1482</b>   |   |
| <b>File Description</b>   | <b>Documents</b>  |
| Any additional information  | <b>No File Uploaded</b>   |
| Institutional data in prescribed format   | <a href="#">View File</a>   |
| <b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>   |   |

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

178

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college ensures to assess the knowledge levels of the students by adopting different strategies. In the CBCS curricula adopted in the year 2015, it is mandatory for the students to submit assignment works and appear at the internal examinations conducted for each semester as part of the Continuous Internal Assessment which carries a weightage of 20 marks in each course. The knowledge level and skills are also assessed by conducting quizzes, classroom presentations and such other means to find out their learning needs.

After assessing their learning needs, the students are categorized into three categories: slow learners, average learners and advanced learners. Slow and average learners are provided with remedial or extra classes as per need towards improving their cognitive skills. They are encouraged to participate in classroom discussions and activities along with Open access to the departmental library in addition to access to the main library. Students can also access our e-library facility.

To further hone the skills of advanced learners, the college motivates such students to participate in seminars, workshops and conferences. This enables them to get exposure to emerging topics in their respective disciplines. The college also permits all students to opt for an additional course/s of skill enhancement offered by the college under NSQF and Spoken Tutorial Program (MOOC) to meet employability requisite. The college subscribes to all the local dailies and some reputed national dailies, journals and magazines of general interest

which are readily available in the Reading Room and library.

| File Description                  | Documents   |
|-----------------------------------|---|
| Link for additional Information   | <a href="http://www.gncollege.org/collegelibrary.html">http://www.gncollege.org/collegelibrary.html</a> |
| Upload any additional information | <a href="#">View File</a>   |

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 191                | 1                  |

| File Description           | Documents                 |
|----------------------------|---------------------------|
| Any additional information | <a href="#">View File</a> |

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The CBCS programme has proved beneficial in meeting the stipulation of curriculum standardization and fostering global competencies. Good communicative skills are a prerequisite nowadays for upward mobility in a career. There is an Ability Enhancement Compulsory Course in Communication in the CBCS programme which is mandatory for all students. Various methodologies of Problem Solving, Participative Learning and Experiential Learning are adopted to keep pace with national and global trends.

**Lecture Method :** The conventional method facilitates the teacher to interpret, explain and revise the content of a text for a comprehensive explanation of course content and easier comprehension of the subject. The students are given ample time and space to engage in classroom discussions following the end of the lessons.

**Interactive Method :** Interactive methods of teaching such as quizzes, classroom discussions, group discussions and class / departmental seminars, presentations are conducted on a regular basis help to hone these skills in the students. **Participatory Learning :** Through Participative Learning, the students gain a



deeper understanding of the subject along with social and civic responsibilities to expand their knowledge domain.

**Experiential Learning :** The college ensures conducting field - trips and industry visits in collaboration with renowned companies /firms every year as it is a part of the academic framework especially for vocational course 's students.

**Internship Projects and On-the-Job Training :** The students of the vocational programme gain additional knowledge by undergoing a mandatory internship/ on-the-job training which helps them to achieve Project-based Learning.

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional information   | <a href="http://www.gncollege.org/concluded.html">http://www.gncollege.org/concluded.html</a> |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled teaching aids have been made available in the college The academic premises is wifi enabled and three halls with LCD projectors for presentations and three classrooms with digital interactive panels/boards provided for the said purpose. The teachers get facilities of using desktops with adequate configuration with printers and scanners. Webcam facilities are there in the computer labs for arranging virtual classes and official meetings.

**Internet Infrastructure:**

In addition to Wi-Fi, the college has installed high speed fiber cable connections and a LAN facility.

**Software and Applications:** The department of Computer Applications and the library have discipline specific software. The college has procured the latest version of software such as Windows - 8,10 and 11 OS and other applications as Adobe CC, C, C++, Server, Dot Net, Java, Windows Server, and MS Office and other open source OS (LINUX, UNIX)-(UBUNTU & LINUX LITE) and application software such as Libre-office, Adobe Reader, Koha

Library Software, Tally ERP for Account Department, Master-Soft Software for Student Admission Software for requisite use. The college has subscribed G Suite access for the use of different Google services such as Google Meet, Google Classroom, YouTube etc for academic purposes.

**Learning Management System:** The teaching Learning and evaluation process is also supported with Google as per need for creating virtual classrooms/ lectures, content sharing, online tests and learning beyond class hours.

| File Description  | Documents   |
|---|---|
| Upload any additional information   | <a href="#">View File</a>   |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | <a href="http://gncollege.org/itcroom.html">http://gncollege.org/itcroom.html</a> |

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

| File Description  | Documents        |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees                | No File Uploaded |
| mentor/mentee ratio   | No File Uploaded |

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

18

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | <a href="#">View File</a> |

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <a href="#">View File</a> |

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

223

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

#### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college ensures in all manners the smooth functioning of examinations with strict discipline under the semester system at the under-graduate level, for which, the college runs a full-time examination department that plans, executes and evaluates the mechanisms of examination and publication of internal and external results in cohesion with the University. The academic calendar for conduct of academic (external) examinations is prepared and notified by the University. However, the college prepares an academic calendar of its own, which in no case can be contrary to the date sheet provided by the University. The datasheet of internal examination is notified and published at least one week in advance and made available on the college notice boards and academic online platforms. The question paper is prepared by the faculty members in accordance with the university examination syllabus /format. The answer scripts are evaluated and due weightage is given to a student's attendance in academic and co-curricular activities. The scores obtained in the Internal Examination are submitted to the university examination department to be included in the final grades of the students. The college also conducted the internal examinations on the online platform during the COVID period. In addition, as part of CIE(continuous internal evaluation) ,teachers also conduct model examinations, open book tests, quizzes, case studies etc.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="http://gncollege.org/internalexam.html">http://gncollege.org/internalexam.html</a> |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The college has developed a transparent and robust students grievance redressal mechanism by ensuring active involvement of the Controller of examinations, academic departmental HODs and faculty members. The valued CIE answer scripts are distributed and discussed by teachers. The students are encouraged to clarify doubts regarding evaluation. A student can exercise the option of reviewing her/his Internal examination report after seeking proper

official permission. Re-tests are conducted for the students who have missed their Internal examination due to valid reasons. Answer scripts are retained in the examination

department. In case of any dis-satisfaction regarding grads and marks in the final grade sheet, the application of the students is forwarded to the University Examination Department for scrutiny process. The progress reports of students are discussed with their parents in the Parents teachers meeting. Fairness of faculty is ensured through Teacher's evaluation by students too, in such PTMs. The installation of CCTV cameras in rooms/ halls ensure minimal malpractices. Furthermore, following UGC's mandate students' grievance redressal cell is active in our college.

| File Description                | Documents   |
|---------------------------------|---|
| Any additional information      | <a href="#">View File</a>   |
| Link for additional information | <a href="http://www.gncollege.org/grievance.html">http://www.gncollege.org/grievance.html</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The curricula of the courses offered by the college strive to address the needs of the society, and the regional & national developmental needs. All the courses aim at the overall development of the students with specific importance to employability. The five courses under NSQF and Spoken Tutorial (MOOC) sponsored by IIT Bombay help improve the software skills, communicative English skills, and entrepreneurial skills of the students to meet the national & international demands. ICT has been made available to foster employment opportunities at all levels. Project work and field trips are compulsory components in the vocational course/s of Computer applications (and BBA introduced in 2022) and some traditional subjects to make the students more aware of local, regional & national issues. Even the topics prescribed in the curriculum of subjects like English, Political Science, History, Psychology and Economics to create more awareness on the current issues among the students. The course content in traditional subjects is designed in such a way that UG students can opt for higher studies either in the same subject or in allied subjects. The environmental studies prescribed under the Ability Enhancement Course creates awareness about issues like pollution, global warming, sustainable development & conservation of natural resources among the Student Community. In addition to the academic curriculum, the active wings of

NSS, NCC, Rotaract, Creativity dept. and Sports tend to impart holistic education to mould the students to become good citizens.

| File Description                                     | Documents   |
|--|---|
| Upload any additional information                    | No File Uploaded  |
| Paste link for Additional information                | <a href="http://gncollege.org/syllabus.html">http://gncollege.org/syllabus.html</a> |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded  |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

All programmes under UG aim at imparting knowledge of the subject to the students so as to develop competency at the state, national and global level. The outcome is evaluated in three steps:

1. Interacting with student at the individual level.
2. Through mid-semester examinations and assignments.
3. Through end semester examinations.

These have helped in the identification of three different categories of learners:

1. Slow
2. Moderate
3. Advanced

The observations and inferences are placed in the IQAC which suggests remedial measures for better outcomes. The teachers are committed to take up the slow learners with special care by engaging remedial classes and assignment work so by the time as the students reach their final semester/s they are able to develop competencies to compete at the national level which can be testified by their selection for higher programmes in nationally reputed institutions.

Employability is the targeted outcome of vocational and self-

financed programme. The college is making steady progress in this direction but realizes that more needs to be done in this regard.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

977

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Paste link for the annual report   | Nil                       |

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://gncollege.org/assets22/SSS%20Report-2022.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template)             | No File Uploaded |

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information                                    | No File Uploaded |
| Supporting document from Funding Agency                       | No File Uploaded |
| Paste link to funding agency website                          | Nil              |

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

16

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |



**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

7

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | <a href="#">View File</a> |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College ensures active participation in various extension activities and outreach programs through its three active wings dedicated for the purpose. The volunteers of the College NSS usually take out processions and various kinds of awareness programmes in the village regarding social issues such as: adult literacy, girl child's education, against childhood marriages of girls, health and hygiene, cleanliness, campaign against use of plastic, and other ecological issues. The volunteers engage the villagers' attention through songs and slogans and nukkad dramas including several three-day camps and one annual camp of seven days organised in the adopted village

-Dhakra .

The NCC cadets of the College also carry out a number of such extension activities under the banner of the battalion making people aware through awareness rallies and nukkad dramas, participating in various social activities.

Rotaract club of the Computer department have carried out many such events as organizing blood donation camps, doing plantation work at several places of the city, making people aware through slogans like "Beti Padhao, Beti Bachao" and through awareness campaigns made for "Swachh Bharat Mission". The Rotaract Club of our College also delivers big support to a local School for inclusive education (for physically and mentally challenged children) "Jeevan Jyoti School".

Nature Club of the college participated in Excursion tour organized by the Forest Conservation Department. In collaboration with the IBPS (Indian Photography Society ) Dhanbad, it organized awareness lectures and presentation focussing on birds and nature

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/photogallery.html">http://gncollege.org/photogallery.html</a> |
| Upload any additional information     | No File Uploaded  |

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

3

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Number of awards for extension activities in last 5 year(Data Template) | <a href="#">View File</a> |
| e-copy of the award letters   | <a href="#">View File</a> |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

25

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the event organized   | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | <a href="#">View File</a> |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1147

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

3

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of linkage related Document  | <a href="#">View File</a> |
| Details of linkages with institutions/industries for internship (Data Template) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

| File Description   | Documents                 |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses  | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College functions at two places - (1) Bhuda Campus and (2) Women's Wing, Bank More Campus. Just opposite the Women's Wing Campus of the College, a building had been constructed for Vocational Studies Department. The College has (1) Twelve classrooms (Large and Small) in its Bhuda Campus (2) Fifteen classrooms in the Women's Wing Campus and (3) six in the Vocational Studies Department. The College has 3 classrooms and 1 seminar hall with ICT-enabled facilities.

Recently in the month of September ,2022 separate departmental rooms has been created for the Department of Commerce and Psychology in the Bhuda Campus of the College.

The College has got 3 Computer Laboratories comprising of 80 computer systems, viz., (1) Two computer laboratories in the Women's Wing Campus comprising of 30 computer systems each and (2) Twenty computer systems in the Bhuda Campus of the College.

The College has got the main Library with a Reading Room of fifty in the Bhuda Campus of the College. There is another Library in the Women's Wing Campus, there is a third Library - a small one for the students of the Department of BCA.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="http://gncollege.org/vbc.html">http://gncollege.org/vbc.html</a> |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

To prepare and facilitate the students for practicing for cultural activities, the College has got an Auditorium named Sardar J.S. Grewal Auditorium having a seating capacity of 400 people. The auditorium is full of modern facilities within built sound system and a high-tech stage, which is quite adequate not just for speeches but for modern plays and dance performances. The facilities Department of Creativity uses the facilities for organising training and practice sessions for the students of the Department of Creativity.

The auditorium also acts as a yoga centre for organizing regular yoga sessions for the students of the College. This auditorium is also used for organizing National Seminars and Guru Nanak Dev Lectures (delivered by Scholars and Academicians from outside the College).

The College has got a practice pitch for cricket which is used by the students to enhance their cricketing skills. The College has got a volleyball ground in its campus. There is a badminton practice court inside the building of the College.

The College has got table tennis, carrom board, and other indoor games such as chess in the Campus. The College has a state of art Gymnasium for the students and members of teaching and non-teaching staff.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | No File Uploaded  |
| Paste link for additional information | <a href="http://gncollege.org/gym.html">http://gncollege.org/gym.html</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Paste link for additional information   | <a href="http://gncollege.org/ictroom.html">http://gncollege.org/ictroom.html</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a>   |

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

3.44

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | <a href="#">View File</a> |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The College has got table tennis, carrom board, and other indoor games such as chess in the Campus. The College has a state of art Gymnasium for the students and members of teaching and non-teaching staff.

The College has got the main Library in the Bhuda Campus of the College and there is another Library in the Women's Wing Campus. There is also a third library for the students of the Department BCA.

The College library is automatized since 2020 by using KOHA (Version 19.05) as the Integrated Library Management System (ILMS) software. The ILMS-KOHA is maintained by the Librarian of the College. All the books in the above-mentioned libraries are barcoded using KOHA as the main software.

The Library is fully automated with facilities such as: (1) OPAC (2) Circulation (3) Cataloguing (4) Patron (5) Advance Searches / Boolean Searches, and (6) Report Generation / Reporting.

The College has subscribed to the facility of INFLIBNET, thereby making several books and journals available to the teachers and students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for Additional Information | <a href="http://symbiosis-koha.informindia.co.in:8080/">http://symbiosis-koha.informindia.co.in:8080/</a> |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

A. Any 4 or more of the above

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | <a href="#">View File</a> |

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.0

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Audited statements of accounts   | <a href="#">View File</a> |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | <a href="#">View File</a> |

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

18

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Details of library usage by teachers and students | <a href="#">View File</a> |

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution frequently updates its IT facilities including Wi- Fi. The College is maintaining and upgrading its IT facilities since 2008.The College regularly upgrades its IT facilities frequently with the current technologies in existence.



The College has the latest configuration of computer systems (80 in numbers) installed in the three computer laboratories maintained in both of the campuses (Bhuda & Bank More ) of the College. There is a MRO specially appointed for the upkeep of the IT facilities including computer systems in the Bhuda Campus of the College. In the same manner there is a lab-in-charge in the Women's Wing Campus (BCA Building) for the upkeep of the two computer laboratories. These two persons as and when the need arises send their recommendations regarding the necessary upgradation to be made in the IT facilities of the College.

Both the campuses of the College are fully Wi-Fi enabled previously. The College had 40 Mbps of Wi-fi connection in both the campuses of the College but in the month of August 2022 the internet and wi-fi connection has been further upgraded by taking a new BSNL Fiber connection of 100 Mbps for both the campuses of the College.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

#### 4.3.2 - Number of Computers

80

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Upload any additional information | No File Uploaded          |
| Student – computer ratio          | <a href="#">View File</a> |

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

| File Description   | Documents                 |
|--|---------------------------|
| Upload any additional Information  | <a href="#">View File</a> |
| Details of available bandwidth of internet connection in the Institution | <a href="#">View File</a> |

**4.4 - Maintenance of Campus Infrastructure****4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

7.13

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | <a href="#">View File</a> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded          |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The College has an established procedure for maintaining and utilizing physical, academic and support facilities. There are two senior teachers who function as Professors-in-Charge in both the campuses of the College. They exercise total control on the available infrastructure and are accountable only to the Principal and to the Management. It is their job to coordinate with each support facility and to arrive at decisions in consultation with the Principal. The College has got 3 computer laboratories comprising of 80 computer systems in both the campuses of the College. The College has appointed an MRO and a Lab-in-charge for the purpose of the maintenance of IT facilities including computer systems in both the campuses of the College. These two people are responsible for the upkeep and maintenance of computer facilities including three computer laboratories of the College.

The College Library has got a qualified librarian, who maintains the automated system. There is a library committee who support the librarian in all her efforts. The Sports and Athletic Association of the College is responsible for the maintaining and utilizing the sports and game facilities in the College. The caretaker of the College the maintenance of the

estate of the College with a team of four Class 3 and Class 4 employees.

There is a system of security in both campuses which has been outsourced and there is round the clock vigil.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="http://gncollege.org/auditreport.html">http://gncollege.org/auditreport.html</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

26

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

| File Description  | Documents   |
|---|---|
| Upload any additional information   | No File Uploaded  |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | No File Uploaded  |
| <b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b> | C. 2 of the above   |
| File Description  | Documents   |
| Link to institutional website   | <a href="http://gncollege.org/courseoffer.html">http://gncollege.org/courseoffer.html</a> |
| Any additional information  | No File Uploaded  |
| Details of capability building and skills enhancement initiatives (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| 0   |   |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |   |
| 0   |   |
| File Description  | Documents   |
| Any additional information  | No File Uploaded  |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)   | <a href="#">View File</a>   |
| <b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>  | <b>E. None of the above</b>   |

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

| File Description   | Documents        |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases  | No File Uploaded |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

11

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | <a href="#">View File</a> |
| Upload any additional information     | <a href="#">View File</a> |

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

181

| File Description                                   | Documents                 |
|--|---------------------------|
| Upload supporting data for student/alumni          | No File Uploaded          |
| Any additional information                         | No File Uploaded          |
| Details of student progression to higher education | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information          | No File Uploaded |

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates   | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | <a href="#">View File</a> |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The IQAC [Internal Quality Assurance Cell] formed by the Governing Council of the College is an internal mechanism for creating, enhancing and sustaining quality in an institution. To ensure the representation of student in the administrative body, the composition of IQAC consist of Two Student Representatives.

To ensure the engagement of students in extra-curricular activities, the college runs two units of NSS. Each unit comprises 100 volunteers. The NSS units of the College aim at developing a sense of participation among the NSS students in nation-building through social work. It focuses on developing the understanding of social environment among students and enriches their personality through actual participation in various activities. To develop a sense of responsibility, tolerance and cooperation among students, the NSS units organize numerous activities.

In the year 2022, the NSS units continue to encourage the participation of students in creating awareness and also organised many activities under the aegis of Azadi Ka Amrit Mahotsav.

- National Youth Day on 12th January 2022
- National Voter's Day on 25th January 2022
- Protocol Yoga on 21st June 2022
- Blood Donation Camp on 24th June 2022
- Van Mahotsav on 8th July 2022
- Har Ghar Tiranga Abhyan on 11th August 2022

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/concluded.html">http://gncollege.org/concluded.html</a> |
| Upload any additional information     | No File Uploaded  |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

6

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | <a href="#">View File</a> |

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college does have a registered Alumni Association named "GNC Alumni Association" (under Societies Act, 1860). The purpose of Alumni Association is to connect with the passed-out students and derive gain from valuable input of the Alumnus. As on Oct 2022, the total number of members registered with the association is 464. Many of the Alumni are engaged in professions like Chartered accountants, Lawyers, professors and Teachers, and some of them are also renowned Businesspersons in Dhanbad. The Executive Committee and the Office Bearers of the Alumni Association conduct Annual General Meeting and Executive meeting thrice a year to discuss future events and to provide guidance and suggestion for the academic development of the institutions. The Alumni Association extend their support by interacting with students and through career counselling sessions.

The Association since its inception has organized various cultural programs, plantation camp, blood donation camp and health check-up plan. On 27th March 2022, the Association organised the health check-up in collaboration with Fortis Hospital, Kolkata in which health check-ups of about 50 underprivileged local people and non-teaching staff of college was executed. The health check-up included blood pressure test, sugar test, pulse check, ECG (need based) and Doctor's consultancy.



| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://www.gncollege.org/aluminiactivities22.html">http://www.gncollege.org/aluminiactivities22.html</a> |
| Upload any additional information     | No File Uploaded  |

**5.4.2 - Alumni contribution during the year (INR in Lakhs)** E. <1Lakhs

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission statement of the institution are categorical in putting emphasis on the role of our institution trying to reach out to the weakest. With this perspective in view the college took the decision of shifting its campus to a place which is semi urban and surrounded by the economically and socially deprived people. It would not be exaggerating to say that shifting the college to this place has helped the area grow both economically and socially. The main vision of the college management at the time of shifting it to this area was to help the marginalized people get proper college education. True to the motto derived from the teaching of Guru Nanak, the college tries to inculcate a value system among the students through various activities so that they could be groomed into worthy citizens, upholding the tradition and also being initiated to modern ways of thinking. It is apparent that the institution has tried and succeeded to some extent in its efforts in sensitizing the students in socio economic issues and human rights issues. The teachers of the college have acted as instruments in guiding the students as carriers of the notions of social change. Through various fora such as NCC, NSS, cultural activities, games and sports, youth festival, workshops and seminars, the teachers have played a major role in bringing about the desired change.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/vision&amp;mission.html">http://gncollege.org/vision&amp;mission.html</a> |
| Upload any additional information     | No File Uploaded  |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

This college has earned a reputation for successfully organizing events that have a significant impact. Numerous significant events were planned, such as Organizing sporting competitions, Evaluation of Jharkhand Public Service Commission exams, Evaluation and Tabulation of University examinations, and the first Inter-College Youth festival of the newly established University, Binod Bihari Mahto Koyalanchal University, Dhanbad. Recently, sports controlboard of BBMK University has given the responsibility of organising 3rd Inter College Cricket Touranament (M/W) 2022 to our College. As is customary in this college, the staff council meeting is regularly held where every minor detail is discussed with each teacher. The College management has always supported the college by providing financial assistance for organizing the events. A number of efficient committees of college teaching and non-teaching staff members were formed, and they were given responsibility along with enough latitude and authority to accomplish the task. The planning of numerous events is an illustration of participative management and decentralized work in the college.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/staffcouncil.html">http://gncollege.org/staffcouncil.html</a> |
| Upload any additional information     | No File Uploaded  |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has kept the aforementioned two aspects in mind when creating the majority of its prospective plans and strategies. The institution is prioritizing the addition of adequate infrastructure, including well-equipped laboratories

(like language, commerce, and psychology labs), ICT classrooms, college canteens, separate common rooms for boys and girls, PG blocks, and student activity centers. A green solar energy system is another item the institution plans to have, and it would be a good replacement for its fuel-based generator service.

As part of NEP-2020, the college plans to attach a research resource center to its library. The library will also be upgraded with additional journals, renewal of existing subscriptions to journals, and purchasing more books with a focus on research.

Through remedial classes, the institution plans to improve the performance of slow learners and academically underperforming students. The college intends to begin competitive examination coaching classes in order to improve students' employability, particularly marginalized groups of girls. Some certificate programmes in banking, insurance, taxation, GST, and soft skills will be introduced in an effort to increase their self-employment.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="http://gncollege.org/assets/Perspective%20Plan%20HEI.pdf">http://gncollege.org/assets/Perspective%20Plan%20HEI.pdf</a> |
| Upload any additional information                      | No File Uploaded  |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

A set of by-laws for the college, recommended by the College Governing Council, has been adopted by the college's highest governing body, the Gurudwara Prabandhak committee.

It has also been approved by the University syndicate. The set of by-laws is a policy document of the college prepared in consensus with Act, statutes, Rules and Regulation of the university.

There are eleven members on the governing council:

1. The President
2. The Vice-President
3. The Secretary
4. President, GPC
5. General Secretary, GPC
6. Member Academic
7. Member by the Governing council
8. Member by the Governing council
9. Member by the Governing council
10. The Principal of the college
11. Teachers `Representative

The Principal is in charge of all academic and administrative decisions at the college. On his recommendation, a number of functionaries are appointed:

1. Professor in charge, Bhuda Campus
2. Professor in charge, Girls wing
3. Bursar
4. Controller of Examinations
5. Coordinator, BCA
6. Coordinator, Department of Creativity
7. Programme officers, NSS
8. Associate NCC officer
9. Coordinator IQAC

The entire administrative structure is efficient and functions in coordination with the principal and the college management. As a minority institution, the college enjoys certain privileges when it comes to hiring faculty and staff. The State Public Service Commission and the Jharkhand government must both approve teacher appointments made by the college administration. The college must operate within the confines of the service rules- which have also been outlined in the university's Act and statutes.

| File Description                              | Documents   |
|---|---|
| Paste link for additional information         | <a href="http://gncollege.org/assets/byelaws.pdf">http://gncollege.org/assets/byelaws.pdf</a> |
| Link to Organogram of the Institution webpage | <a href="http://gncollege.org/assets/OCA.pdf">http://gncollege.org/assets/OCA.pdf</a>         |
| Upload any additional information             | No File Uploaded  |

| <b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>   | C. Any 2 of the above     |
|---|---------------------------|
| File Description  | Documents                 |
| ERP (Enterprise Resource Planning)Document  | <a href="#">View File</a> |
| Screen shots of user interfaces   | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template)   | <a href="#">View File</a> |
| <b>6.3 - Faculty Empowerment Strategies</b>   |                           |
| 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff   |                           |
| <p>The following are the welfare measures carried out by the college:</p> <ol style="list-style-type: none"> <li>1. All the teaching and non-teaching staff of the college are admitted to a group-cum savings linked plan insurance, managed by the LIC of India. A fixed amount is deducted from the wages of teachers and the staff and it is paid by way of annual premium to the LIC of India.</li> <li>2. The college provides advance upto fifty percent of the total sum from the Provident Fund account of the teachers, should there be any such need as expenses to be incurred on treatment of a family member, marriage of their wards, and even house construction or purchase of land.</li> <li>3. The college tries and stands guarantee in getting loans from financial institutions such as banks for various purposes/needs of the teachers and the non-teaching staff.</li> <li>4. The college encourages and stands guarantee even for the education loan to the teachers and employees and their children, if need be. Recently, one of the class-four employees of the college passed away suddenly while in service. The college paid for the cremation and the last rites that very day and employment was given to the spouse of that employee within fifteen days so that the</li> </ol> |                           |

family could be saved from being destitute. Even in the event of the death of a temporary employee recently, the college paid for the last rites and cremation that very day and has undertaken to pay an ex gratia payment to the family with a reasonable amount.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

| File Description   | Documents        |
|--|------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres).  | No File Uploaded |
| Reports of Academic Staff College or similar centers   | No File Uploaded |
| Upload any additional information  | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

| File Description  | Documents                 |
|---|---------------------------|
| IQAC report summary   | No File Uploaded          |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers)              | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |
| Details of teachers attending professional development programmes during the year (Data Template) | <a href="#">View File</a> |

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college follows a self-appraisal system of teachers through a specific format made available from the University. The self-appraisal forms are submitted by the teachers at the end of

every academic session individually. The forms are studied and verified by the principal from the records available in the college office. Meetings on a one-on-one level are organised between the principal and the concerned teacher, before the principal submits his confidential report to the college management. The self appraisal record explains the absence of the teacher, the number of classes organised, assessment and evaluation done through various internal tests and projects and the percentage of curriculum delivered. The confidential records of the principal includes a self-appraisal report submitted by the concerned teacher and also the details of the one-on-one meeting between the concerned teacher and the principal. The college management represented by the President, the Secretary and one more member goes through the details submitted by the principal and a final confidential report is prepared on that basis. The performance appraisal system of the non-teaching staff is also done with the same procedure in place. This performance appraisal system helps the college in making recommendations for the promotion of teachers and non-teaching staff. It has proved to be a mechanism to ensure transparency in these matters.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Paste link for additional information | Nil              |
| Upload any additional information     | No File Uploaded |

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college had adopted a mechanism of internal audit which has been functional for over thirty years now. A firm of Chartered Accountants have been engaged as the internal auditors of the college. The finance and Accounts department of the college is headed by a Bursar along with an Accountant clerk for assistance. The internal auditors are engaged in order to streamline the accounting system of the college, so that total transparency can be maintained. The firm of chartered Accountants engaged as internal auditors do their internal audit Yearly on quarterly basis.

Finally at the end of the financial year i.e 31st March every



year, an annual report of audit is submitted by the firm of Chartered Accountants certifying that the college has adopted the right procedure for receipt and expenditure of funds. Also, if there is any discrepancy observed anywhere in the system, they point it out in their report for taking corrective measures. The internal auditors also prepare a balance sheet of the college with depreciation of assets notified as per rules. They also verify that the college authorities have made expenses only in accordance with the rules and budgetary provisions made.

The state Government also sends its officials from the department of Finance to audit the accounts of the college every four to five years. The audit team tries to ascertain that the deficit grant given to the college has been properly utilized.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/assets22/Audit%20Report%202021-22.pdf">http://gncollege.org/assets22/Audit%20Report%202021-22.pdf</a> |
| Upload any additional information     | No File Uploaded  |

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

| File Description  | Documents        |
|---|------------------|
| Annual statements of accounts   | No File Uploaded |
| Any additional information  | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

During the last fifty years of the college, institutional

strategies have evolved gradually for mobilisation of funds. The institution being a deficit grant college, receives money from the state government and cannot raise the tuition fees of the students, which is a meagre amount. But the college is at liberty to take charges for various activities and resources such as library, NSS, sports and games, cultural activities etc. from the students as annual fees at the time of admission every year. The college receives money primarily from the following sources:

1. From the state government by way of Deficit Grant for payment of salaries to the teachers and staff.
2. From the students at the time of admission.
3. By way of development assistance received from the UGC and RUSA

As for charging fees from the students, which remains to be the main source of resource mobilisation, needed for payment of wages to the people not appointed against the financially sanctioned post and also to meet expenses incurred on various activities of students like purchase of books etc. in the library and for the upkeep and maintenance of the college infrastructure. An annual budget is prepared and approved by the college management in the month of March with budgetary allocations on all the above heads of expenditure. And, at the conclusion of the financial year the college auditors review the whole system and present a report regarding the optimal utilisation of resources.

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/assets22/Audit%20Report%202021-22.pdf">http://gncollege.org/assets22/Audit%20Report%202021-22.pdf</a> |
| Upload any additional information     | <a href="#">View File</a>   |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance System of the college was started in December 2012 by a resolution of the college governing council. Since then, the IQAC has functioned as the nerve centre for most of the quality initiatives and academic activities of the college. In its very first meeting, it was

resolved to take quality initiatives for making our students more employable. With this objective in view, four certificate and one diploma courses were designed by the college and these courses were approved and sponsored by UGC. A MOOCS programme also known as Spoken tutorial programme is being run in collaboration with IIT Bombay has been in practice since 2015. Another quality initiative which merits attention is having a lecture series in the college in the name of Guru Nanak Dev Lecture Series. It was an initiative taken by the IQAC that Guru Nanak Dev Lecture Series be started in which distinguished and learned scholars are invited from outside college to address our students on various themes, which can be expansive and not just part of the syllabus. It was decided to short list such intellectuals and request them for sparing some time to conduct the lectures in the college. Since then, 13 lectures have been delivered in the series by renowned academic personalities and scholars, making this programme quite sought after by both the teachers and the students. These programmes have added value to the institution

| File Description                      | Documents   |
|---------------------------------------|---|
| Paste link for additional information | <a href="http://gncollege.org/iqac.html">http://gncollege.org/iqac.html</a> |
| Upload any additional information     | No File Uploaded  |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

A resolution was taken in the meeting of IQAC to regularly conduct a Parents-Teachers Meeting. In these meetings, the parents as well as the students are invited to the college. These meetings are organised department-wise. Along with interactive sessions, feedback forms are given to both parents and students during the meetings and they are encouraged to record their honest opinion. All the teachers of the department and even the principal make it a point to be available during these meetings which are organised generally on Sunday or public holidays keeping in view the convenience of the parents.

The feedback from the parents and students are collected and analysed by the committee who prepare reports and same is submitted to principal to be presented in the IQAC meeting and finally to G. B. for review. If there is any suggestion from

the parents regarding the teaching learning process, structures and methodologies of operations, those are discussed at length and genuine efforts are made to implement those. on the basis of recommendation made by the IQAC the college has applied two courses:

1. PG course in Commerce
2. Bachelor of Business Administration

Out of the two courses, BBA Course for the session 2022-23 has already started after gating approval from the state Government vide letter no. DHEsec1/BBMKU-Esst-20/2022/HTESD/1724 Dated 20/10/2022.

The second one, PG course in Commerce still in the process.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

| File Description   | Documents   |
|--|---|
| Paste web link of Annual reports of Institution                                    | <a href="http://gncollege.org/nirf.html">http://gncollege.org/nirf.html</a> |
| Upload e-copies of the accreditations and certifications                           | <a href="#">View File</a>   |
| Upload any additional information  | No File Uploaded  |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded  |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college's stand regarding Gender equality has been long established and ever so enduring. It has not only been focused in directing the necessary resources required to sustain the Bank more campus, (dedicated entirely for girls), but also making necessary arrangements to ensure that the admission and education of girls can be carried out in the Bhuda campus as well. The college has always tried to ensure that the rights to opportunities are unaffected by genders. In doing so the college has identified the opportunities that abundantly exist for girls in sports. This year the college saw highly encouraging numbers of participations by girls in 6 tournaments- basketball, kabaddi, chess, badminton and several athletics events. This led to some amazing results to follow: 5 out of 7 team members comprised of our students that played the basketball east zone tournament held in Manipur, Shillong.

Number of female participations in NSS and many cultural events in the youth festivals has been noteworthy. The considerable number of female students placed during the year conveys the special care taken by college to ensure financial independence of its female students by directing its efforts in organizing job placements.

The college's philosophy regarding gender equality does not end at its students but outstretches to the role models that these students look up to. Women today constitutes for about 75% of the college faculty.

| File Description   | Documents   |
|--|---|
| Annual gender sensitization action plan  | Nil   |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | <a href="http://gncollege.org/facilityforgirls.htm">http://gncollege.org/facilityforgirls.htm</a><br><u>1</u> |

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geo tagged Photographs         | <a href="#">View File</a> |
| Any other relevant information | No File Uploaded          |

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

With the passage of time, a system of waste management has evolved in the college. Waste paper baskets and dustbins have been placed strategically in both the campuses so that the papers and leaves along with other waste materials are not found littered. There is a system of the municipal corporation of Dhanbad to collect both dry and wet waste in the morning hours and that is how the dustbins and the baskets are cleared every day. There are many toilets and washrooms in the campus and the liquid waste from those toilets and washrooms go to the soak pits and septic tanks specially created on the campus. No liquid waste is allowed to be littered on any space within the college. The college has three computer laboratories and many systems for use in the library and college office. As a result, the issue of e-waste surely crops up. So far it has been the practice of the college to return the sick e- machines (computers) to the dealers who supply new machines to the college. There are shops in Dhanbad who take back e-waste for a

price. The college does not have science teaching and science laboratories so the question of liquid (chemicals) waste coming out of the labs does not arise.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | Nil              |
| Any other relevant information  | No File Uploaded |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**B. Any 3 of the above**

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

**A. Any 4 or All of the above**

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| Any other relevant documents                 | No File Uploaded          |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

| File Description  | Documents        |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency                                      | No File Uploaded |
| Certificates of the awards received                                       | No File Uploaded |
| Any other relevant information  | No File Uploaded |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**D. Any 1 of the above**



| File Description   | Documents                 |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities                        | <a href="#">View File</a> |
| Policy documents and information brochures on the support to be provided | No File Uploaded          |
| Details of the Software procured for providing the assistance            | No File Uploaded          |
| Any other relevant information   | No File Uploaded          |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The college has been quite alive to the issues of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economical and other diversities. Some of the initiatives taken to attain the desired level in these efforts have been institutionalized in the college.

The college has had a very active unit of the NCC for nearly thirty years. One hundred and sixty cadets are admitted every year, who undergo rigorous training throughout the year. Many of these NCC cadets go to higher levels such as R-Day Parade, B & C Certificate etc.

The college organises seminars and workshops on such diversities frequently. Besides, it is an annual practice of the college to collaborate with its parent body in organising Sadbhvna Diwas Samaroh every year on the next day of Guru Nanak Dev's birth anniversary. This practice has been going on for a long time. The teachers and staff of the college along with many students participate actively in organising this function, which is one of its kind in the whole of Jharkhand state.

The college has got two wings of NSS headed by two senior teachers. Two hundred volunteers are admitted to NSS every year as ambassadors of the college. The college has adopted a village Dhokhra where camps are organised every year and the issues related with sensitisation of people towards cultural, regional, linguistic, communal and other diversities are sincerely organised. The impact of these programmes has been quite appreciable.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |
| Any other relevant information   | <b>No File Uploaded</b>   |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college has taken various initiatives for sensitisation of students and employees to their constitutional obligation: values, rights, duties and responsibilities. As is mentioned in the vision statement of the college, the college strives in a focused manner to create responsible citizens. The classroom seminars are held at regular intervals so as to inculcate values among students. Apart from that celebration of important days such as Independence Day, Gandhi Jayanti, Youth Day, National Unity Day, International women's day, International Yoga Day are organised every year. Students are also encouraged to write essays, make speeches, recite poems on the relevant subjects on these days. All the teachers including the principal are present in all such functions and many of them present their views in a very inspiring way. Organising such functions go a long way in sensitising the students to their constitutional responsibilities. The college has got a very active wing of the Rotaract club. The rotaractors carry out several activities such as plantation of tree trees, organising blood donation camps, working and supporting Jeevan Jyoti School (school for mentally and physically challenged) The college collaborates with a very ancient club known as the Freemasons Lodge and one annual feature which is noteworthy is the blood donation camp organised every year on 24th June, which is observed as Universal brotherhood day. These programmes have contributed much towards sensitisation of students to their constitutional obligation.

| File Description   | Documents                 |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | <a href="#">View File</a> |
| Any other relevant information   | No File Uploaded          |

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

E. None of the above

| File Description   | Documents        |
|--|------------------|
| Code of ethics policy document   | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information   | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

It is believed that celebrating/organising important commemorative days can help impart truly holistic education among the students. The following National and International commemorative days are celebrated every year which can be amply borne out by the reports on the Website, pictures of the events and newspapers report appended below each event:

1. National Youth Day: Celebrated on every year (Swami Vivekanand 's birthday) on 12th of January.

2. National Girl Child Day: Celebrated on 24th January. Inspiring speeches were made by the teachers and principal and nukkad plays on "Beti bachao Beti padhao" were staged.
3. National voters' day: Making the students aware of their democratic rights and duties, organised by the NSS.
4. Republic Day: The Republic Day is celebrated with fanfare.
5. International yoga day: International yoga day has been celebrated in the college every year.
6. Independence Day: The college celebrates Independence Day every year.
7. Gandhi Jayanti: Gandhi Jayanti is celebrated every year by the students, teachers and staff of the college.
8. Unity Day: National Unity Day has been celebrated to highlight the contribution of Sardar Vallabhbhai Patel.
9. Constitution Day: Constitution Day of India has been celebrated every year in which the Preamble of the constitution is read aloud.
10. International Women's Day: It is celebrated on 8th March in which it is stressed that the dignity of women and their importance in the society be upheld, so that the society becomes a better place to live in.

| File Description  | Documents                 |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | <a href="#">View File</a> |
| Geo tagged photographs of some of the events  | <a href="#">View File</a> |
| Any other relevant information  | No File Uploaded          |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice-1

1-Title: Guru Nanak Dev Lecture Series

2-Objectives: The objective has been to invite academicians of

eminence as resource persons for their lecture.

3-The Context: In order to add quality to the teaching-learning programme of the College, it was decided to have a minimum of four lectures in a year.

4-The Practice: The one-day lecture under the above series is organised department wise.

5-Evidence of Success: Organizing the "Guru Nanak Dev Lecture Series" has been taken very seriously by the College and everyone is unanimous that these lectures by such distinguished personalities have made new benchmarks in the field of knowledge.

6-Problems Encountered and Resources Required: Getting appointments from academicians and resources required have been an issue encountered by the organizers.

#### Best Practice-2

1-Title: MOOC Programmes- Spoken Tutorial Project, project of NMEICT, MHRD, Govt. of India, curated by IIT Bombay".

2-Objectives: To enhance the future prospects of students and make them better employable.

3-The Context: Spoken Tutorial is a multi-award-winning educational content portal.

4-The practice: This is one of the best MOOC programmes of the country which teaches and make students skilled on latest free software so that anyone could use and expertise it.

5-Evidence of Success:-The college has been declared as the first FOSS Center for "The Spoken Tutorial Programme on 20.09.2016. The College is successfully running this project for the past 7 years.

6-Problems encountered and resources required: A multimedia lab equipped with required software for the practice and hands-on training.

| File Description                             | Documents                 |
|--|---------------------------|
| Best practices in the Institutional web site | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The College has earned the reputation of being a torchbearer in engaging with issues related with the betterment of society.

It is an annual practice of the College to collaborate with its parent body in organising Sadbhavna Diwas Samaroh every year on the next day of Guru Nanak Dev's birth anniversary. This practice has been going on for the last sixty years by Gurudwara Prabandhak Committee (the parent body); however the College began collaborating in organising this event since last ten years.

The teachers and staff of the college along with students actively participate in conducting this function, which is one of its kinds in the entire state. During this event speakers of national eminence are invited to deliver talks on issues related with tolerance and harmony towards cultural, regional, linguistic, social, and other diversities. Artists of great calibre also participate in the ceremony from around the country. The College also ensures participation of sister institutions from around the city and add diversity to the event. The recent Sadbhavna Diwas Samaroh was held with great fanfare on 9th November, 2022 on the theme "Na ham hindu na Musalman, Allah Ram ke pind pran", focusing on the issue of Universal Brotherhood.

| File Description                             | Documents                 |
|--|---------------------------|
| Appropriate web in the Institutional website | No File Uploaded          |
| Any other relevant information               | <a href="#">View File</a> |

7.3.2 - Plan of action for the next academic year

1-It is planned to have a language laboratory so that Communicative English classes could become more effective and useful.

2-M.Com

3-Diploma in Art and Culture

4-In some distant future, maybe after 5 years, the College may undertake a major project of infrastructure growth by having two underground parking areas, and a four storied building on those to be used for various purposes of student activities. The present Student Activity Centre at the Bhuda Campus would be the place for this development. In near future, it is proposed to have a Basketball court readied in the Bhuda Campus of the College. It is worth that mentioning that college has submitted a plan to RUSA, Jharkhand under 3.0 for having infrastructure growth by having underground parking and G Plus four stories building with each floor having 5000 sq. feet.

5-It is proposed to get a third floor constructed on the Vocational Studies Department with two elevators in place, space for which is already provided in the building, which would be very useful for conducting more number of vocational/add-on courses.

6-It is planned that in order to promote sports and games in the College, the College should try to acquire a piece of land, maybe within one km area of the College for construction of a sports complex and a stadium.