



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

GURU NANAK COLLEGE OF ARTS,
SCIENCE AND COMMERCE

- Name of the Head of the institution DR.PUSHPINDER GUPTA BHATIA
- Designation I/C PRINCIPAL
- Does the institution function from its own campus? Yes
- Phone no./Alternate phone no. 9321734389
- Mobile No: 9594611112
- Registered e-mail admin@gurunanakcollegeasc.in
- Alternate e-mail principal@gncasc.org
- Address SION KOLIWADA, G.T.B.NAGAR
- City/Town MUMBAI
- State/UT MAHARASHTRA
- Pin Code 400037

2.Institutional status

- Type of Institution Co-education
- Location Urban
- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University **UNIVERSITY OF MUMBAI**
- Name of the IQAC Coordinator **DR. RAMRAJ THIRAVIAM NADAR**
- Phone No. **9930184010**
- Alternate phone No. **9321734389**
- Mobile **9930184010**
- IQAC e-mail address **iqac@gncasc.org**
- Alternate e-mail address **ramraj@gncasc.org**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://www.gurunanakcollegeasc.in/userfiles/Final%20AQAR%20Report%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://gurunanakcollegeasc.in/userfiles/ACADEMIC%20CALENDAR%202020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.53	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC

29/09/2005

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
CHEMISTRY	STAR COLLEGE	DBT	2019-1095	1000000
PHYSICS	STAR COLLEGE	DBT	2019-1095	500000
MATHEMATICS	STAR COLLEGE	DBT	2019-1095	500000

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 **2**

- 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 [View File](#)

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)

Research Promotion through Under Graduate Research Program and Research Guidance to Ph.D. Students.

Faculty Development Program for skills up-gradations and strengthening online teaching through e-content development.

Students Counselling for mental health and fitness of the students.

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
Research Promotion	Students guided by teachers through research project. Six Research Projects were presented at Avishkar Research Convention. One Research Project selected for Final Round. RAC conducted research colloquium for research schoolers.
Focus on mental health of students through value education module.	Online Counselling was arranged for students. Many Students approached to the Counselor and resolved mental issues and provided support online story telling sessions , alumni interaction were conducted.
Faculty Development	Teachers were fully trained for online teaching learning evaluation through faculty development program and workshop.
Digitization	New modules are added in the existing ERP for admission, fees payment, examination and Monthly Salary Slip. G-suite purchased for LMS.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
College Development Committee	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	DR.PUSHPINDER GUPTA BHATIA
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• Phone No.	9930184010

• Alternate phone No.	9321734389				
• Mobile	9930184010				
• IQAC e-mail address	iqac@gncasc.org				
• Alternate e-mail address	ramraj@gncasc.org				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.gurunanakcollegeasc.in/userfiles/Final%20AQAR%20Report%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gurunanakcollegeasc.in/userfiles/ACADEMIC%20CALENDAR%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.53	2015	03/03/2015	02/03/2020
6.Date of Establishment of IQAC			29/09/2005		
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	
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• Upload latest notification of formation of IQAC	View File				

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13.Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Development Committee	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	24/02/2022

15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	18
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	3315
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	427

File Description	Documents
Data Template	View File
2.3	1034
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	54
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	54
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	121.58
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	160
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 has systematic and well-articulated plans for curriculum delivery to ensure consistent teaching and regular monitoring. The curriculum approved by the University of Mumbai is adhered to college. Teachers make semester-wise lesson plan and it is shared with students. Heads of Department and incharges make a departmental calendar in accordance with college calendar for completion of the syllabus in time and curricular activities. Covid-19 pandemic made teaching, learning, and evaluation process online/virtual. The office of online learning was constituted for effective implementation of teaching-learning process. The College purchased Google Suite account to provide a platform for effective delivery of lectures and assessments. In addition to regular lectures e-resources such as videos, ppt, youtube channels, simulation videos were developed by teachers. The need for visual communication was understood and therefore many initiatives were taken to enable teachers to use many online tools to enhance student engagement during lectures. Learning app on curricula is developed by the economics department. Feedback is taken from students. All faculty members regularly attend workshops and seminars related to curricula development and teaching to stay updated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

An Annual Academic Plan (Academic Calendar of the College) is prepared by the IQAC in consultation with the Principal every year on the basis of the academic calendar of the university and the amalgamation of departmental plans. It is published on the college website. Details pertaining to the syllabus, examinations, events, results, and notices are communicated through College Website. E-resources such as videos, e-books, and notes are prepared by the faculty keeping in mind the ongoing pandemic. Students are provided with model question papers and old university question papers which are available in the college library (Emailed to students during COVID-19). The timetable is displayed on notice

boards. Besides the mandatory internal evaluation as prescribed by the university, students are given hands-on training and practical projects to make them job-ready. Examinations are planned in advance in line with the University timeline. At the end of each semester, review meetings are held department-wise. Suggestions and feedback are given by the principal, vice-principal and team of senior teachers

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.gurunanakcollegeasc.in/userfiles/Academic%20Calendar%202020-21%20Revised.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

29

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

29

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 major courses offered by the institution integrates issues relevant to Professional Ethics or Gender or Human Values or

Environment and Sustainability. They are mostly part of Generic Elective courses under Choice Based Credit System. Gender: The Foundation course in all programs focuses on topics such as growing social problems, Contemporary Society challenge and gender issues which aims at promoting gender equality. The course creates awareness and provides information regarding the problems faced by the women, representation of women in media, difficulties and problems faced by physically and mentally challenged, etc. The students are encouraged to take up the projects and presentations related to various gender issues. Environment and Sustainability: The Institution made "Environmental Studies" as compulsory course for certain programs in their regular curriculum to create awareness among the students pertains to various environmental issues. The courses cover the topics such as Disaster Management, Waste Management, Environmental Protection, etc. Professional Ethics and Human Values: The Institution encourages topics in the curriculum to inculcate general knowledge about the Indian constitution, ethical responsibility towards society, human rights, etc. The course makes the student to gain knowledge about fundamental duties, electoral process, etc. Association like constitution club , Economics club , science association conduct curricular enrichment program.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

43

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

3704

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://gurunanakcollegeasc.in/userfiles/1_4_1.pdf

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

3702

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

427

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Learning levels of the students are identified:

- Through mentor - mentee interactions
- Internal assessment
- Result analysis

To bridge the gap following initiatives were undertaken by the college:

- Every student is assigned a teacher-mentor who is involved with monitoring of attendance, academic performance and discipline of his/her mentees
- Regular communication established with mentees through various online modes: Zoom, Google Meet, WhatsApp, Google Classroom, College email addresses, to identify the strength and weakness of the students.
- Academic coaching and counselling sessions are scheduled through various online modes: Zoom, Google Meet, Jam board, Slides and Sheets for the students.
- Additional sessions were organized for problem solving of the mentees.
- Remedial lectures were conducted for slow learners.
- Bridge courses were conducted for the students to fill the gap in the knowledge level.
- Conducted online webinars for enhancement of various skill sets for the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3315	54

File Description	Documents
Any additional information	View File

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

- To encourage the participative learning of the students, activities such as
 - Group discussions - to keep students motivated & engaged in class, teachers encourage interaction and have a healthy discussion with student to reflect on an understanding of the topic.
 - Elocution Competitions - To encourage students to develop their soft skills.
 - Quiz competitions - to promote, a fun way to study and in the process, help improve student's general and conceptual knowledge.
 - Essay writing competition - to develop the skill of logical and systematic writing among the students.
 - ITR Filing - to develop the practical ability of the students to file ITR-1
 - Sound Editing Workshop - a live workshop was organized to give students an approach of using the required technology and resources.
 - Presentations - to encourage the students to come up with creative and interesting slides to illustrate their talk.
 - Project works - assigned to the students to encourage higher order thinking & problem-solving skills
 - Webinars - helped students to learn through industry experts and skilled teachers.
 - Assignments - to improve the learning process and writing skills, assignments are given to the students.

were conducted at college, departmental and committee level for enhancing learning experiences of the students. All these were conducted in virtual mode this year.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

- The college uses LMS: Google Classroom, for conducting regular lectures, assignments, sharing of notes, continuous internal evaluation and feedback.
- Teachers use various tools such as power point presentations, jam board, YouTube channels, Learning Apps and educational softwares for explanation of concepts with attractive images are used.
- Teachers use spreadsheets for solving practical problems.
- Teachers share the assignments with the students through the use of google forms with prescribed time lines and immediate feedback.
- Teachers show online live videos with good pictorials for a better understanding of the subject.
- Regular External examination conducted through mastersoft software and google form.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.gurunanakcollegeasc.in/userfiles/2_3_2.pdf

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

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

15

File Description	Documents
Any additional information	View File
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)	View File

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

11

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

All the teachers in GNC conduct internal assessment in two forms viz: formal internal assessment prescribed by University and formative internal evaluation. Students are provided notice of internal examination well in advance in case of formal internal evaluation. Whereas in formative internal evaluation, short notice or spontaneous assessment is conducted. Formal internal assessment is conducted as prescribed by the University. The mode of formative internal evaluation adopted by teachers are power point presentation, poster, quiz, group discussion, viva, short analytical writing, role play etc. In case of weak performance, the required guidance and training is given to students. Teachers have found internal assessment beneficial in students' progression and preparation of exams. To make the assessment transparent and non-biased teachers use marking scheme. Internal assessment is one of the important effective evaluative techniques.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

During Covid 19 pandemic, the entire internal examination was in online mode. Office of online learning was set up to deal with issues faced by the students with respect to internal examination. Students were encouraged to communicate grievances if any through various modes such as phone calls, SMS, WhatsApp messages and emails. Grievances received by the teachers were resolved instantly by the teachers at individual level and unsolved issues if

any were forwarded to examination committee which were resolved in consultation with the Principal promptly.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

1. Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs are well stated and displayed on the college website.

2. Awareness about COs, POs and PSOs are made to students by the subject teachers at the beginning of the semester and through orientation programme

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- The college is affiliated to the University of Mumbai, the institute follows the curriculum designed by our affiliated university. The Programme outcomes and course outcomes are evaluated by the college and the same are communicated to students.
- During orientation program, the HODs create awareness on POs and COs. The faculty members inform the students and create awareness about need to attain the outcomes.
- The attainment of the POs and COs is evaluated in terms of the Results, Placement, students' progression in higher studies.
- Examination committee analyzes program and course wise results.
- Average Pass Percentage of the college is 98%

- The College reviews the Students' Progression to Higher Studies and their Placement.
- Employers who visit college for placements, give a feedback on student quality.

File Description	Documents
Upload any additional information	View File
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

1007

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gurunanakcollegeasc.in/userfiles/annual%20report%202020-21.pdf

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://www.gurunanakcollegeasc.in/userfiles/GNC%20SSS%20\(2020-2021\)%20\(1\).pdf](http://www.gurunanakcollegeasc.in/userfiles/GNC%20SSS%20(2020-2021)%20(1).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)

13.06

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

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

32

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

03

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 initiated various activities to sensitise students on different social issues such as social skills training, organising blood donation camp, gender related issues, beach/railway station cleanliness drive, health awareness campaign, RRC activities for Aids awareness, E- waste collection drive. During the covid pandemic, college has provided food packets to needy people in the neighbouring area with the help of students, provided medicines, mask and sanitiser. many programs were done to spread awareness about covid appropriate behavior. Dr. Rajesh Kumar pajapatti in association with GNC alumani have contributed 10,000 bottles of Arsenic Album Bulb 30 to needy people in the covid 19 pandemic period.

Being a part of such social activities/ drives make the students more aware about the ground reality and become more responsible human beings. Also, they develop social skills for dealing better with difficult life circumstances. Students actively participated in the BMC Covid -19 management program. Volunteers are still engage in the BMC vaccination center. Besides they are also engaged in medicine and food distribution program.

The college envisions its students to be empathetic citizens of the society and at the same time develop themselves to match their full potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

1436

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

126

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1026

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 Institution has adequate infrastructure for all programs.

Lecture Halls and Laboratories:

Classrooms (Total) (with LCD Projectors)

31

Science Laboratories:

Physics

1

Chemistry

3

Botany

1

5

Computer Laboratories

4

Media and Language Laboratory

1

Computing & Other Equipments:

The Institute's IT Facilities are:

- 153 Computers
- 32 Laptops
- 08 Printers cum scanners
- 17 Printers
- 33 Projectors
- 04 Photo copy machines cum scanners
- 01 Scanner

All systems are connected to 50Mbps and 20Mbps broadband Internet through LAN connections. The entire campus is under the surveillance of 89 CCTVs installed at strategic locations. Public Address Systems are set up in all classrooms and seminar halls.

Library:

- The College Library has a seating capacity of approximately 100 students.
- Braille and Audio books are available for visually impaired students.
- The library is connected to Internet by LAN and Wi-Fi.
- It houses hard and soft copy books of all genres and facilitates teaching, learning and research.
- The 6th Floor Reference library is of 112 sq.m. area and the 3rd Floor Reading room is of 58 sq.m. area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The overall development of a student includes participation in extra-curricular activities, the Institute has a rich culture of curricular as well as extra-curricular activities.

Cultural:

The College believes in the importance of imbibing cultural values in young minds. The students participating in cultural activities practice in various areas in the campus. The Institute has various avenues for hosting cultural events which are as follows:

Outdoor

Indoor

Open spaces to host exhibitions, promotion events.

Auditorium

Ground

Multipurpose Rooms

Quadrangle

Lobby & Activity Room

Sports & Gymnasium:

The Sports Committee has made the college extremely proud by bringing laurels to the Institution.

The Institution has a Football ground of 100 metres x 77 metres area. There is a gymkhana of 400 sq. ft. area to conduct indoor games. Various sports equipment such as carrom boards, stands, table tennis table, table tennis bat, chess sets and footballs are

available at the gymkhana.

In order to develop the physical fitness of the students, the Institution has a well-furnished gymnasium of 600 sq. ft. area with gym equipment such as dumbbells, bench press, incline bench press, decline bench press, double bar exercise, cross cable machine, rod, back pressure machine, pec deck and plates of various weights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

4.27

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library of the Institution is fully automated with software having International Standards- SLIM 21 Fully Automated Version 3.8. The year of automation is 2014.

The SLIM21 Modules presently implemented at Library are as follows:

- Cataloguing System
- Circulation System
- Acquisition System
- Serials Control System
- Web OPAC

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

0.32

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

4

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institution has developed a mechanism for upgradation of IT Infrastructure. The financial provision is made in the budget of the institution for annual maintenance and purchase of ICT facilities in the college.

The office, classrooms, examination section and library are all IT enabled. All these facilities are continuously upgraded in form of hardware and software updating.

Online resources are used by the faculties and staff for teaching-learning and administrative purpose.

The college has licensed a G-Suite Enterprise for Education and all the teachers and students have been allotted an official email

with gncasc.org domain. All the official communication are made using this email ID. The Online teaching is carried out by using G- Suite LMS. The college has an ERP for admission and examination where every student has been given a login. College has purchased ZOOM platform for virtual office and meeting.

The college has purchased licensed software for Library which is regularly upgraded. The library is fully automated with SLIM 21 version 3.8 software. INFLIBNET and N-LIST facility is also made available for faculties and students.

The whole campus of the college is provided Wi-Fi facility of 50 MBPS connection. There are 89 CCTV cameras for security surveillance purpose. Office of online learning is set up for smooth functioning of IT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)**

24.06

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 Institute has an explicit system and policies to ensure proper utilization and maintenance of academic and support facilities.

Maintenance:-

The Institute has a College Development Committee to develop and improve the infrastructure and to monitor the upkeep of physical, academic and support facilities.

Due to the COVID-19 pandemic, the college premises was kept closed for a few months. However, once the severity of the pandemic declined, physical facilities like classrooms, computer laboratories, washrooms, open areas, playground were thoroughly sanitised and kept clean by the housekeeping support staff. Apart from this, temperature checking device and sanitizers are kept at the entrance to monitor the staff and students. The Institute ensures that the SOP guidelines are followed by all.

Annual maintenance contracts have been signed with external agencies for maintenance of ICT equipment like computers and projectors, elevators, water filters and air conditioners.

The internet leased line and peripherals are also serviced by the technical staff.

Software licenses are renewed on a regular basis and antivirus

software is installed in all computers.

Feedback is taken on a timely basis to enable upgradation and improvement in the quality of services and facilities. Wherever possible, repair is preferred to new purchase to reduce e-waste in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

57

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

13

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

23

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

23

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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	View File
Upload any additional information	View File
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

108

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

149

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Student's council is created through nomination by teachers as per University prescribed guidelines. This council is a forum through which students actively participated and contribute to the promotion of the objectives of the college. All committee and cells except those related to Examination and Attendance, have student representation. The IQAC is a platform where student's voice and suggestions are put across directly to the management. Besides, Principal regularly interacts with student's representatives. During admissions, student-volunteers actively participate in parent coordination on the campus. Student's Grievance Cell looks into complaints and suggestions received from the student's. Committees like the IQAC and CDC have student representatives. Feedback by students on infrastructure and college service is received through this council. The members of Student's Council act as a bridges between students and administration. Composition of student's council is as follows: President, VP, Jt. Secretary -1, Secretary -1. A meeting of student's Council is conducted after constitution. Student officers are appointed to make them responsible for their designated jobs and sharing of ideas, information and suggestions is achieved through this interaction. Minutes are maintained by student's to instil a sense of organization in them. Student's Council Activities 1. Organizing Independence Day, Republic Day and celebrating other national festivals 2. Organized Cultural Fest Kala Utsav and the Annual Prize Distribution Program 3. Maintaining Notice Boards and Information Centre. Students have actively participated in the BMC vaccination drive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 Guru Nanak College Alumni Association (GNCAA) donated homeopathic medicines Arsenic Bulb 30 immunity booster to help prevent COVID-19 in the college vicinity. The objective was to save the community from the Covid-19 pandemic. Alumni Dr. Rajesh Prajapati took the initiative and arranged for the homeopathic medicine and also organised a medical camp for the community. The Alumni contributed to the cause and distributed 10,000 bottles of Arsenic Bulb 30.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 GNVS is a charitable trust that was established in 1947 to give education opportunities to the students from economically challenged communities of the vicinity. The vision of the founders to create excellence in higher learning and transform the lives of future generations is reflected in all areas of functioning of the institution. Besides extending financial support to the student cause the management and the administration create opportunities and platforms to nurture the potential of students. Teachers , at the department level and through various committees interact with and guide students. A sound mentoring system ensures that all academic, emotional and intellectual problems of students are addressed. Various committees like NSS, DLLE, Environmental mentoring cell, cultural committee, fine arts and others instil values of team work, organization skills, leadership, interpersonal and communication skills. A calendar is drawn by the IQAC with inputs from teachers to ensure a balanced mix of engagement for the student in the academic year. The suggestions are placed before the college development committee and budgetary sanctions are approved. IQAC gives suggestions to the committees and departments for quality enhancement and sustenance. Staff (Full time) rose to the challenge and were available to students for queries.

File Description	Documents
Paste link for additional information	http://www.gurunanakcollegeasc.in/?about-us/vision
Upload any additional information	View File

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

Due to the pandemic situation, to start online classes a survey of students was conducted to know availability of devices like smart phones, laptop and desktops etc. with them, which will enable them to learn on virtual platform. Subsequently a meeting of student's council was held before beginning the online classes to know the difficulties students might face during online class and further discussion held on lecture hours per day and suitable timing. College time table was set by taking all the stakeholders into consideration.

Taking into consideration the outcome of survey and students council meeting, faculty members of the college went through a

training program which enabled them to take online lectures effectively. Management and principal take feedback on effective delivery of lectures and efficacy of teachers training. GNC Students' Hub was created to facilitate students who had no devices and no space at their home to attend online lectures. An initiative of providing smart phones to under privileged students was taken by the management. GNC Helpline was created for students and teachers to address their mental issues faced during lockdown.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Considering Covid 19 pandemic and government orders from time to time , the entire admission process was planned to be conducted online. Accordingly,

A meeting with the principal and admission committee was conducted for the complete online admission process. College prospectus was made available on the college website. The Mastersoft's ERP was used for issuing admission forms. Documents for admission was also collected through ERP such as marksheet , caste certificate, Photo and address proof. After submission of the documents, faculty members verified the admission form and documents attached along with it on online mode through the ERP.

An online merit list was also prepared by following all university and government norms. The same was displayed on the college website and sms was also sent to the applicants.

The admission fees was collected through digital payment gateways and the Software took care of the fee installment facility provided by the college and management. A Virtual office was made available for the applicants to solve their queries. Class and division-wise faculty members were assigned for help students in the admission process, their contact information was displayed on the college website and in the campus. The admission process was completed smoothly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Guru Nanak Vidyak Society runs the college, A governing body is constituted for the college from the GNVS. The principal in conciliation with the governing body takes care of the function of the college. The college development committee is headed by a governing body member who is the chairman and representatives from the teaching, non-teaching staff , alumina, industry and education are the members.

The CDC meets twice in the academic year to draw a perspective plan and finalize budgetary allocation for various activities. The principal the executes these plans with the IQAC and the vice principal along with the administration staff. Department and committees under the heads and the in-charges present their plan of activities to the IQAC. Suggestions for quality enhancement are giving after discussion through the IQAC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gurunanakcollegeasc.in/?about-us/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Salaries were paid online even during the pandemic.

Following welfare schemes were available for the teaching staff:

- Free RTPCR Test
- Counselor facility
- Vaccination facility
- Health center

Following welfare schemes were available for the non-teaching staff:

- Medical Insurance
- Free RTPCR Test
- A uniform facility for the peon and attendant
- Health center
- Counselor facility
- Vaccination facility

- **Medical Aid**
- **Fee concession for the ward**
- **Special leave is granted on the grounds of medical treatment or medical emergency**

File Description	Documents
Paste link for additional information	https://gurunanakcollegeasc.in/userfiles/6_3_1.pdf
Upload any additional information	View File

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

06

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

05

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

51

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An annual confidential report is filled by every teacher as part of his self appraisal , the same is vetted and evaluated by the principal of the institution. The students give regular feedback related to teaching learning systems in the college and including

performance of teachers. The annual appraisal of teachers also evaluates the involvement of teachers in the college activities and their research interests. Teachers maintain a regular diary to record their activities. The admin staff maintains a daily log book with timelines for every activity. The office superintendent supervises and monitors the work. Feedback is taken from all students. The accounts office meets with the auditors and appraisals are shared.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 Internal Financial Audit is conducted quarterly by N. H Rathod & Company. Internal auditor checks in detail incomes, expenses, assets and liabilities and provides regular feedback. The Internal Auditor assures the effectiveness of operation and efficiency of the internal check, internal control and other risk assessment procedures. Further, Chokshi & Chokshi Associates is an external auditor that conducts Statutory Audits providing assurance about transparency and reliability of books of accounts. Department of Higher Education, Government of Maharashtra conducts audit of funds received by the college for payment of staff remuneration. Funds are received from the UGC, the DBT, and organizations like ICSSR, ICPR, BRNS have sponsored and supported research projects, seminars, etc. The utilization of these funds is certified by the Auditors Office of the Joint Director. These Financial Audits go a long way in ensuring fair and transparent allocation of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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

Various avenues for financial support from government agencies like UGC, DBT, ICSSR and university of Mumbai are tapped at regular intervals, the college has availed these grants for infrastructure /college development, research, student support. An admin staff supports teachers to apply for these funds through the online portals. Some activities for student and outreach support are mobilized from the alumina association in both kind and cash. Due to the pandemic many students were given fee waiver through management support and the various doners. The purchase committee finalizes the procurement of various equipment/software/hardware after accessing the quotations received. The management appointed the electrician, plumber to do the maintenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC focuses on skill development and value education of the students. Activities are conducted by IQAC keeping the same in mind. First activity is Drawing Institutional Roadmap as New Vista Emerge in Higher Education where students were given awareness of Corona and teaching pattern during the pandemic. As the entire

teaching learning and evaluation was going to be in online mode, faculty skills for the same were enhanced to give better delivery of lectures to students. Another activity is Academic Planning of student centric learning. The objective of this activity is skill based learning for the students by which they get employment. As the students need to be industry ready.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. Academic planning for student-centric learning, faculty development programs conducted. In order to make students employable in the job market skill based training programs and activities were organised.
 2. NAAC Assessment and Accreditation Process: an overview was conducted to promote and understand the basic concepts in NAAC Assessment and Accreditation process in association with Mr.Devender Kawdey, Deputy Advisor, NAAC, Bangalore.
-
1. Preparedness of Educators post Covid-19 conducted to promote content creation through online teaching, to analysis the challenges faced by teachers and students due to Covid-19 and to attract students more impressive way of teaching
 2. Drawing Institutional Roadmaps as New Vistas Emerge in Higher Education conducted to design a road map in higher education with new online techniques ,to conduct workshops for students regarding Corona awareness, teaching pattern during the Pandemic by Principal Naresh Chandra , Director, B.K.Birla College, Kalyan

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gurunanakcollegeasc.in/userfiles/annual%20report%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

As more than 52 % of students of the college are girl college has a profile of large number of minority students and equal opportunities are given to girls in all activities of the college and also through the NSS cell , Constitution Club , Gender sensitization Cell etc. The College has tried to promote gender equity through various awareness webinars like Cyber Sakhi to create cyber security awareness for girls to protect them from cyber attacks and cyber frauds. Financial support is given to girl

students affected by covid. The college has a secure environment for girls and has CCTV cameras installed in the classrooms and corridors. Common room facilities are there for girls and sanitary vending machines for girls is proposed. The gender sensitization programmes has also been sensitive to the rights of the students and a online Talk on "Her Challenge Story " was organized to sensitize girls to body shaming.

File Description	Documents
Annual gender sensitization action plan	http://www.gurunanakcollegeasc.in/userfiles/7_1_1.pdf
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	https://www.gurunanakcollegeasc.in/userfiles/7_1_1%20Gender-Photos.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The Environmental Mentoring Committee was constituted as a part of Institutional Social Responsibility with the goal of sensitizing the students and through them the community towards various environmental issues. Composting of dry leaves and garden waste is done in the college compost pit. The organic manure obtained from the composting process is used as fertilizer for the plants, garden and green house in the college. A webinar on 'E- waste Management' was organized by Environmental Mentoring Committee and IT Department in collaboration with Sophia Girls College, Ajmer on

21-1-2021. Mrs.Rashmi Joshi, Environment Consultant explained the hazards of improper e- waste disposal and emphasized on the importance of environment friendly and scientific e- waste recycling process. The webinar was attended by 200 participants. E-certificates were given to all the participants. Few NSS students of the college participated in the E waste Collection drive conducted under the NSS Cell University of Mumbai and collected 199 kgs of E and dry waste. In the first week of February ,2022.

The Environmental Mentoring Committee in collaboration with Mrs. Rashmi Joshi, Environment Consultant, conducted a skit on the importance of waste segregation and waste management. The skit was performed in the premises of Sion Hospital on the occasion of Republic Day flag hoisting function. The skit helped to create awareness regarding waste segregation, hazards of improper bio-medical and e- waste disposal, importance of environment friendly & scientific waste Management and cleanliness of surrounding amongst the hospital staff, medical students and audience. College has also parternered with Maajhi Vasundhara Mission: Green Mumbai for tree plantation and save electricity program.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.gurunanakcollegeasc.in/userfiles/7_1_3%20Waste%20Management-Photos.pdf
Any other relevant information	View File

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 C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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

D. Any 1 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	View File

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-

A. Any 4 or all of the above

reading software, mechanized equipment**5. Provision for enquiry and information :**

**Human assistance, reader, scribe, soft copies
of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

Although the college is a Punjabi linguistic minority institution, the institution has an inclusive healthy environment which encourages staff and students from various castes, communities and classes to work together in harmony. No preference is given in admission which is purely based on merit. Students from different minority communities participate in myriad academic and cultural activities organized by the college. Street plays on communal Harmony are performed. The Story Tellers Guild of GNC promotes values on love, peace harmony, compassion and various values through stories narrated by students . Fees concession and scholarships are given to backward and needy students. The college provided humanitarian relief during the Covid pandemic and reached out to people from lower socio- economic strata in the vicinity and provided relief to poor labourers, BMC workers, policemen etc . Homeopathic medicine was distributed in the local area to boost the immunity of the people during the pandemic. Various days are observed like traditional day ,yoga to promote values of peace and harmony. On line programme on Marathi Diwas was organised. The Sikh study circle organised various programmes to promote the universal values of Sikhism.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

The college tries to inculcate constitutional values like liberty, equality, democracy through the NSS, Constitution Club etc. The NSS cell organized webinar on Constitution Day on Fundamental rights and duties. Various events were organized by the Constitution Club like Power Point Presentation, Quiz and Poster making competition. To make students aware of their rights and sensitize the students various webinars were conducted like understanding

1. "The RTI Act 2005"

2. Crisis Communication during Pandemic

3. Quiz on Disaster Management (laws passed by the central government) etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are

organized

File Description	Documents
Code of ethics policy document	View File
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	View File

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

The college is accustomed to celebrating days of regional, national and international importance like Independence Day, Republic Day, National Youth Day, Constitution Day, Parakram Diwas, Human Rights Day and International Women's Day to sensitize the students to their rights and duties. Various activities and competitions are organized to understand their vision, enrich the learners and sensitize them on respective issues. Webinar on Guruparab was organized to popularize the universal values of Sikhism. Founders Day was observed and college and important personalities were invited for special lectures. On the occasion of World Environment Day and International Women's Day, a Quiz competition was conducted. Poster and PowerPoint competitions were organized to celebrate National Science Day, Wetland Conservation Day and World Suicide Prevention Day. The NSS unit of the college celebrates National Unity Day, National Youth Day, Parakram Divas by inviting experts to address the learners. The library of the college celebrates Marathi Bhashsa Sanvardhan Pandharwada to enlighten about the regional language. On the occasion of Constitution Day, a talk on "Fundamental Rights" was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title of the Practice - Value Education

2. Objectives of the Practice

To instill & build character & ethical values in the students.

To achieve a sustainable, balanced and inclusive environment in the society.

3. Context:

Erosion of values & lack of discipline among the youth

Lack of Empathy, Tolerance and Harmony in modern society

Ignorance of one's own culture and rich heritage

4. The Practice

To sensitize students towards global, social, cultural and religious diversities, values and Ethics play a crucial role. Inculcating values of tolerance, gratitude, harmony, peace and compassion is achieved through initiatives such as debates, storytelling, hands-on training, workshops and platforms for self expression through different committees and mentoring.

5. Evidence of success : The value education programmes conducted

by the storytellers guild and Sikh study circle has had a positive impact on students which is evident from the feedback and large student participation in the activities.

6. Problems Encountered and Resources Required

Students being online was a major hurdle.

Financial constraints are also a limitation given the demographics of the students.

1. Title of the Practice : Skill Development

2. Objectives of the Practice

To promote extra and co-curricular skills to enhance employability amongst the students.

To provide a learning environment aimed at creating a skilled and competent human resource

3. Context:

Train and develop skills among youngsters to grab employment opportunities in a stiff competitive market. The employability opportunities are declining due to lack of skills among graduates owing to the ongoing pandemic. To bridge this gap, various departments have initiated industry linkages.

4. The Practice

Encouraged students to read books, set goals, attend webinars and join add on courses to develop skills. Engaged expert talks and organized different activities for students to stimulate skill oriented learning through TISS, BSE ,Technoserve, Sophia girl's College etc.

5.Evidence of success -

Large number of students got selected for internships and placements. Many students progressed to higher education and were able to attempt competitive exams.

6. Problems Encountered and Resources Required

The student capacity to cope with multiple activities was a hurdle. Constant motivation and encouragement was needed. Due to financial limitations of the student amidst the online learning in the pandemic, hands-on training could not be implemented.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

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

Guru Nanak College, located in Mumbai caters to the educational needs of the students coming from underprivileged sections of the society. The uniqueness of the institution lies in the mission of the Guru Nanak Vidyak Society to impart quality education to all. As Higher Education Institutes are now designed to self-sustain and are profit making organizations, Guru Nanak College boasts of the opportunity that it gives to the students for whom, higher education is seemingly inaccessible. The college not only educates but it also trains the students to make a living by respectable means. Understanding that the pressures faced by learners are not just academic in nature, college makes special efforts to instill confidence through sports, cultural and co-curricular activities which are student-centric in nature. Services of counselling and health care are available gratis to the students. Infrastructural support is ensured by way of computers and internet facilities. Every student who graduates from the Guru Nanak College is job ready and equipped with skills to face the ever-changing world scenario. Guru Nanak College creates lifelong learners.

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 has systematic and well-articulated plans for curriculum delivery to ensure consistent teaching and regular monitoring. The curriculum approved by the University of Mumbai is adhered to college. Teachers make semester-wise lesson plan and it is shared with students. Heads of Department and incharges make a departmental calendar in accordance with college calendar for completion of the syllabus in time and curricular activities. Covid-19 pandemic made teaching, learning, and evaluation process online/virtual. The office of online learning was constituted for effective implementation of teaching-learning process. The College purchased Google Suite account to provide a platform for effective delivery of lectures and assessments. In addition to regular lectures e-resources such as videos, ppt, youtube channels, simulation videos were developed by teachers. The need for visual communication was understood and therefore many initiatives were taken to enable teachers to use many online tools to enhance student engagement during lectures. Learning app on curricula is developed by the economics department. Feedback is taken from students. All faculty members regularly attend workshops and seminars related to curricula development and teaching to stay updated.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

An Annual Academic Plan (Academic Calendar of the College) is prepared by the IQAC in consultation with the Principal every year on the basis of the academic calendar of the university and the amalgamation of departmental plans. It is published on the college website. Details pertaining to the syllabus,

examinations, events, results, and notices are communicated through College Website. E-resources such as videos, e-books, and notes are prepared by the faculty keeping in mind the ongoing pandemic. Students are provided with model question papers and old university question papers which are available in the college library (Emailed to students during COVID-19). The timetable is displayed on notice boards. Besides the mandatory internal evaluation as prescribed by the university, students are given hands-on training and practical projects to make them job-ready. Examinations are planned in advance in line with the University timeline. At the end of each semester, review meetings are held department-wise. Suggestions and feedback are given by the principal, vice-principal and team of senior teachers

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.gurunanakcollegeasc.in/userfiles/Academic%20Calendar%202020-21%20Revised.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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**

14

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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)**

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

29

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

29

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 major courses offered by the institution integrates issues relevant to Professional Ethics or Gender or Human Values or Environment and Sustainability. They are mostly part of Generic Elective courses under Choice Based Credit System. Gender: The Foundation course in all programs focuses on topics such as growing social problems, Contemporary Society challenge and gender issues which aims at promoting gender equality. The course creates awareness and provides information regarding the problems faced by the women, representation of women in media, difficulties and problems faced by physically and mentally challenged, etc. The students are encouraged to take up the projects and presentations related to various gender issues. Environment and Sustainability: The Institution made "Environmental Studies" as compulsory course for certain programs in their regular curriculum to create awareness among the students pertains to various environmental issues. The courses cover the topics such as Disaster Management, Waste Management, Environmental Protection, etc. Professional Ethics and Human Values: The Institution encourages topics in the curriculum to inculcate general knowledge about the Indian constitution, ethical responsibility towards society, human rights, etc. The course makes the student to gain knowledge about fundamental duties, electoral process, etc. Association like constitution club , Economics club , science association conduct curricular enrichment program.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

43

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

3704

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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)	View File
Any additional information(Upload)	View File

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	View File
URL for feedback report	https://gurunanakcollegeasc.in/userfiles/1_4_1.pdf

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

3702

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

427

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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

Learning levels of the students are identified:

- Through mentor - mentee interactions
- Internal assessment
- Result analysis

To bridge the gap following initiatives were undertaken by the college:

- Every student is assigned a teacher-mentor who is involved with monitoring of attendance, academic performance and discipline of his/her mentees
- Regular communication established with mentees through various online modes: Zoom, Google Meet, WhatsApp, Google Classroom, College email addresses, to identify the strength and weakness of the students.
- Academic coaching and counselling sessions are scheduled through various online modes: Zoom, Google Meet, Jam board, Slides and Sheets for the students.
- Additional sessions were organized for problem solving of the mentees.
- Remedial lectures were conducted for slow learners.
- Bridge courses were conducted for the students to fill the gap in the knowledge level.
- Conducted online webinars for enhancement of various skill sets for the students.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3315	54

File Description	Documents
Any additional information	View File

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

- To encourage the participative learning of the students, activities such as
 - Group discussions - to keep students motivated & engaged in class, teachers encourage interaction and have a healthy discussion with student to reflect on an understanding of the topic.
 - Elocution Competitions - To encourage students to develop their soft skills.
 - Quiz competitions - to promote, a fun way to study and in the process, help improve student's general and conceptual knowledge.
 - Essay writing competition - to develop the skill of logical and systematic writing among the students.
 - ITR Filing - to develop the practical ability of the students to file ITR-1
 - Sound Editing Workshop - a live workshop was organized to give students an approach of using the required technology and resources.
 - Presentations - to encourage the students to come up with creative and interesting slides to illustrate their talk.
 - Project works - assigned to the students to encourage higher order thinking & problem-solving skills
 - Webinars - helped students to learn through industry experts and skilled teachers.
 - Assignments - to improve the learning process and writing skills, assignments are given to the students.

were conducted at college, departmental and committee level for enhancing learning experiences of the students. All these were conducted in virtual mode this year.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

- The college uses LMS: Google Classroom, for conducting regular lectures, assignments, sharing of notes, continuous internal evaluation and feedback.
- Teachers use various tools such as power point presentations, jam board, YouTube channels, Learning Apps and educational softwares for explanation of concepts with attractive images are used.
- Teachers use spreadsheets for solving practical problems.
- Teachers share the assignments with the students through the use of google forms with prescribed time lines and immediate feedback.
- Teachers show online live videos with good pictorials for a better understanding of the subject.
- Regular External examination conducted through mastersoft software and google form.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://www.gurunanakcollegeasc.in/userfiles/2_3_2.pdf

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

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

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)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

15

File Description	Documents
Any additional information	View File
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)	View File

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

11

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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.

All the teachers in GNC conduct internal assessment in two forms viz: formal internal assessment prescribed by University and formative internal evaluation. Students are provided notice of internal examination well in advance in case of formal internal evaluation. Whereas in formative internal evaluation, short notice or spontaneous assessment is conducted. Formal internal assessment is conducted as prescribed by the University. The mode of formative internal evaluation adopted by teachers are power point presentation, poster, quiz, group discussion, viva, short analytical writing, role play etc. In case of weak performance, the required guidance and training is given to students. Teachers have found internal assessment beneficial in students' progression and preparation of exams. To make the assessment transparent and non-biased teachers use marking scheme. Internal assessment is one of the important effective evaluative techniques.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

During Covid 19 pandemic, the entire internal examination was in online mode. Office of online learning was set up to deal with issues faced by the students with respect to internal examination. Students were encouraged to communicate grievances if any through various modes such as phone calls, SMS, WhatsApp messages and emails. Grievances received by the

teachers were resolved instantly by the teachers at individual level and unsolved issues if any were forwarded to examination committee which were resolved in consultation with the Principal promptly.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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.

1. Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs are well stated and displayed on the college website.

2. Awareness about COs, POs and PSOs are made to students by the subject teachers at the beginning of the semester and through orientation programme

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

- The college is affiliated to the University of Mumbai, the institute follows the curriculum designed by our affiliated university. The Programme outcomes and course outcomes are evaluated by the college and the same are communicated to students.
- During orientation program, the HODs create awareness on POs and COs. The faculty members inform the students and create awareness about need to attain the outcomes.
- The attainment of the POs and COs is evaluated in terms of the Results, Placement, students' progression in higher studies.

- Examination committee analyzes program and course wise results.
- Average Pass Percentage of the college is 98%
- The College reviews the Students' Progression to Higher Studies and their Placement.
- Employers who visit college for placements, give a feedback on student quality.

File Description	Documents
Upload any additional information	View File
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

1007

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gurunanakcollegeasc.in/userfiles/annual%20report%202020-21.pdf

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://www.gurunanakcollegeasc.in/userfiles/GNC%20SSS%20\(2020-2021\)%20\(1\).pdf](http://www.gurunanakcollegeasc.in/userfiles/GNC%20SSS%20(2020-2021)%20(1).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)

13.06

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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**

3

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.csr.res.in/

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**

32

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

14

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

03

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 initiated various activities to sensitise students on different social issues such as social skills training,

organising blood donation camp, gender related issues, beach/railway station cleanliness drive, health awareness campaign, RRC activities for Aids awareness, E- waste collection drive. During the covid pandemic, college has provided food packets to needy people in the neighbouring area with the help of students, provided medicines, mask and sanitiser. many programs were done to spread awareness about covid appropriate behavior. Dr. Rajesh Kumar pajapatti in association with GNC alumani have contributed 10,000 bottles of Arsenic Album Bulb 30 to needy people in the covid 19 pandemic period.

Being a part of such social activities/ drives make the students more aware about the ground reality and become more responsible human beings. Also, they develop social skills for dealing better with difficult life circumstances. Students actively participated in the BMC Covid -19 management program. Volunteers are still engage in the BMC vaccination center. Besides they are also engaged in medicine and food distribution program.

The college envisions its students to be empathetic citizens of the society and at the same time develop themselves to match their full potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

01

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

1436

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

126

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

1026

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 Institution has adequate infrastructure for all programs.

Lecture Halls and Laboratories:

Classrooms (Total) (with LCD Projectors)

31

Science Laboratories:

Physics

1

Chemistry

3

Botany

1

5

Computer Laboratories

4

Media and Language Laboratory

1

Computing & Other Equipments:

The Institute's IT Facilities are:

- 153 Computers
- 32 Laptops
- 08 Printers cum scanners
- 17 Printers
- 33 Projectors
- 04 Photo copy machines cum scanners
- 01 Scanner

All systems are connected to 50Mbps and 20Mbps broadband Internet through LAN connections. The entire campus is under the surveillance of 89 CCTVs installed at strategic locations. Public Address Systems are set up in all classrooms and seminar halls.

Library:

- The College Library has a seating capacity of approximately 100 students.
- Braille and Audio books are available for visually impaired students.
- The library is connected to Internet by LAN and Wi-Fi.
- It houses hard and soft copy books of all genres and facilitates teaching, learning and research.
- The 6th Floor Reference library is of 112 sq.m. area and the 3rd Floor Reading room is of 58 sq.m. area.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The overall development of a student includes participation in extra-curricular activities, the Institute has a rich culture of curricular as well as extra-curricular activities.

Cultural:

The College believes in the importance of imbibing cultural values in young minds. The students participating in cultural activities practice in various areas in the campus. The Institute has various avenues for hosting cultural events which are as follows:

Outdoor

Indoor

Open spaces to host exhibitions, promotion events.

Auditorium**Ground****Multipurpose Rooms****Quadrangle****Lobby & Activity Room****Sports & Gymnasium:**

The Sports Committee has made the college extremely proud by bringing laurels to the Institution.

The Institution has a Football ground of 100 metres x 77 metres area. There is a gymkhana of 400 sq. ft. area to conduct indoor games. Various sports equipment such as carrom boards, stands, table tennis table, table tennis bat, chess sets and footballs are available at the gymkhana.

In order to develop the physical fitness of the students, the Institution has a well-furnished gymnasium of 600 sq. ft. area with gym equipment such as dumbbells, bench press, incline bench press, decline bench press, double bar exercise, cross cable machine, rod, back pressure machine, pec deck and plates of various weights.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

4.27

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library of the Institution is fully automated with software having International Standards- SLIM 21 Fully Automated Version 3.8. The year of automation is 2014.

The SLIM21 Modules presently implemented at Library are as follows:

- Cataloguing System
- Circulation System
- Acquisition System
- Serials Control System
- Web OPAC

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil
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	B. Any 3 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
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)	
0.32	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
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	
4	

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The Institution has developed a mechanism for upgradation of IT Infrastructure. The financial provision is made in the budget of the institution for annual maintenance and purchase of ICT facilities in the college.

The office, classrooms, examination section and library are all IT enabled. All these facilities are continuously upgraded in form of hardware and software updating.

Online resources are used by the faculties and staff for teaching-learning and administrative purpose.

The college has licensed a G-Suite Enterprise for Education and all the teachers and students have been allotted an official email with gncasc.org domain. All the official communication are made using this email ID. The Online teaching is carried out by using G- Suite LMS. The college has an ERP for admission and examination where every student has been given a login. College has purchased ZOOM platform for virtual office and meeting.

The college has purchased licensed software for Library which is regularly upgraded. The library is fully automated with SLIM 21 version 3.8 software. INFLIBNET and N-LIST facility is also made available for faculties and students.

The whole campus of the college is provided Wi-Fi facility of 50 MBPS connection. There are 89 CCTV cameras for security surveillance purpose. Office of online learning is set up for smooth functioning of IT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

185

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)**

24.06

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 Institute has an explicit system and policies to ensure proper utilization and maintenance of academic and support facilities.

Maintenance:-

The Institute has a College Development Committee to develop and improve the infrastructure and to monitor the upkeep of physical, academic and support facilities.

Due to the COVID-19 pandemic, the college premises was kept closed for a few months. However, once the severity of the pandemic declined, physical facilities like classrooms, computer laboratories, washrooms, open areas, playground were thoroughly sanitised and kept clean by the housekeeping support staff. Apart from this, temperature checking device and sanitizers are kept at the entrance to monitor the staff and students. The Institute ensures that the SOP guidelines are followed by all.

Annual maintenance contracts have been signed with external agencies for maintenance of ICT equipment like computers and projectors, elevators, water filters and air conditioners.

The internet leased line and peripherals are also serviced by the technical staff.

Software licenses are renewed on a regular basis and antivirus software is installed in all computers.

Feedback is taken on a timely basis to enable upgradation and improvement in the quality of services and facilities. Wherever possible, repair is preferred to new purchase to reduce e-waste in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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**

57

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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**

13

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
23	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
23	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
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	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
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

108

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

149

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

03

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

02

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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)

Student's council is created through nomination by teachers as per University prescribed guidelines. This council is a forum through which students actively participated and contribute to the promotion of the objectives of the college. All committee and cells except those related to Examination and Attendance, have student representation. The IQAC is a platform where student's voice and suggestions are put across directly to the management. Besides, Principal regularly interacts with student's representatives. During admissions, student-volunteers actively participate in parent coordination on the

campus. Student's Grievance Cell looks into complaints and suggestions received from the student's. Committees like the IQAC and CDC have student representatives. Feedback by students on infrastructure and college service is received through this council. The members of Student's Council act as a bridges between students and administration. Composition of student's council is as follows: President, VP, Jt. Secretary -1, Secretary -1. A meeting of student's Council is conducted after constitution. Student officers are appointed to make them responsible for their designated jobs and sharing of ideas, information and suggestions is achieved through this interaction. Minutes are maintained by student's to instil a sense of organization in them. Student's Council Activities

1. Organizing Independence Day, Republic Day and celebrating other national festivals
2. Organized Cultural Fest Kala Utsav and the Annual Prize Distribution Program
3. Maintaining Notice Boards and Information Centre.

Students have actively participated in the BMC vaccination drive.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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 Guru Nanak College Alumni Association (GNCAA) donated homeopathic medicines Arsenic Bulb 30 immunity booster to help prevent COVID-19 in the college vicinity. The objective was to save the community from the Covid-19 pandemic. Alumni Dr. Rajesh Prajapati took the initiative and arranged for the homeopathic medicine and also organised a medical camp for the community. The Alumni contributed to the cause and distributed 10,000 bottles of Arsenic Bulb 30.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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 GNVS is a charitable trust that was established in 1947 to give education opportunities to the students from economically challenged communities of the vicinity. The vision of the founders to create excellence in higher learning and transform the lives of future generations is reflected in all areas of functioning of the institution. Besides extending financial support to the student cause the management and the administration create opportunities and platforms to nurture the potential of students. Teachers, at the department level and through various committees interact with and guide students. A sound mentoring system ensures that all academic, emotional and intellectual problems of students are addressed.

Various committees like NSS, DLLE, Environmental mentoring cell, cultural committee, fine arts and others instil values of team work, organization skills, leadership, interpersonal and communication skills. A calendar is drawn by the IQAC with inputs from teachers to ensure a balanced mixed of engagement for the student in the academic year. The suggestions are placed before the college development committee and budgetary sanctions are approved. IQAC gives suggestions to the committees and departments for quality enhancement and sustenance. Staff (Full time) rose to the challenge and were available to students for queries.

File Description	Documents
Paste link for additional information	http://www.gurunanakcollegeasc.in/?about-us/vision
Upload any additional information	View File

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

Due to the pandemic situation, to start online classes a survey of students was conducted to know availability of devices like smart phones, laptop and desktops etc. with them, which will enable them to learn on virtual platform. Subsequently a meeting of student's council was held before beginning the online classes to know the difficulties students might face during online class and further discussion held on lecture hours per day and suitable timing. College time table was set by taking all the stakeholders into consideration.

Taking into consideration the outcome of survey and students council meeting, faculty members of the college went through a training program which enabled them to take online lectures effectively. Management and principal take feedback on effective delivery of lectures and efficacy of teachers training. GNC Students' Hub was created to facilitate students who had no devices and no space at their home to attend online lectures. An initiative of providing smart phones to under privileged students was taken by the management. GNC Helpline was created for students and teachers to address their mental issues faced during lockdown.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Considering Covid 19 pandemic and government orders from time to time , the entire admission process was planned to be conducted online. Accordingly,

A meeting with the principal and admission committee was conducted for the complete online admission process. College prospectus was made available on the college website. The Mastersoft's ERP was used for issuing admission forms. Documents for admission was also collected through ERP such as marksheet , caste certificate, Photo and address proof. After submission of the documents, faculty members verified the admission form and documents attached along with it on online mode through the ERP.

An online merit list was also prepared by following all university and government norms. The same was displayed on the college website and sms was also sent to the applicants.

The admission fees was collected through digital payment gateways and the Software took care of the fee installment facility provided by the college and management. A Virtual office was made available for the applicants to solve their queries. Class and division-wise faculty members were assigned for help students in the admission process, their contact information was displayed on the college website and in the campus. The admission process was completed smoothly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

Guru Nanak Vidyak Society runs the college, A governing body is constituted for the college from the GNVS. The principal in conciliation with the governing body takes care of the function of the college. The college development committee is headed by a governing body member who is the chairman and representatives from the teaching, non-teaching staff , alumina, industry and education are the members.

The CDC meets twice in the academic year to draw a perspective plan and finalize budgetary allocation for various activities. The principal the executes these plans with the IQAC and the vice principal along with the administration staff. Department and committees under the heads and the in-charges present their plan of activities to the IQAC. Suggestions for quality enhancement are giving after discussion through the IQAC.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gurunanakcollegeasc.in/?about-us/organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

Salaries were paid online even during the pandemic.

Following welfare schemes were available for the teaching staff:

- Free RTPCR Test
- Counselor facility
- Vaccination facility
- Health center

Following welfare schemes were available for the non-teaching staff:

- Medical Insurance
- Free RTPCR Test
- A uniform facility for the peon and attendant
- Health center
- Counselor facility
- Vaccination facility
- Medical Aid
- Fee concession for the ward
- Special leave is granted on the grounds of medical treatment or medical emergency

File Description	Documents
Paste link for additional information	https://gurunanakcollegeasc.in/userfiles/6_3_1.pdf
Upload any additional information	View File

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

06

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

05

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

51

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

An annual confidential report is filled by every teacher as part of his self appraisal , the same is vetted and evaluated by the principal of the institution. The students give regular

feedback related to teaching learning systems in the college and including performance of teachers. The annual appraisal of teachers also evaluates the involvement of teachers in the college activities and their research interests. Teachers maintain a regular diary to record their activities. The admin staff maintains a daily log book with timelines for every activity. The office superintendent supervises and monitors the work. Feedback is taken from all students. The accounts office meets with the auditors and appraisals are shared.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 Internal Financial Audit is conducted quarterly by N. H Rathod & Company. Internal auditor checks in detail incomes, expenses, assets and liabilities and provides regular feedback. The Internal Auditor assures the effectiveness of operation and efficiency of the internal check, internal control and other risk assessment procedures. Further, Chokshi & Chokshi Associates is an external auditor that conducts Statutory Audits providing assurance about transparency and reliability of books of accounts. Department of Higher Education, Government of Maharashtra conducts audit of funds received by the college for payment of staff remuneration. Funds are received from the UGC, the DBT, and organizations like ICSSR, ICPR, BRNS have sponsored and supported research projects, seminars, etc. The utilization of these funds is certified by the Auditors Office of the Joint Director. These Financial Audits go a long way in ensuring fair and transparent allocation of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)**

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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

Various avenues for financial support from government agencies like UGC, DBT, ICSSR and university of Mumbai are tapped at regular intervals, the college has availed these grants for infrastructure /college development, research, student support. An admin staff supports teachers to apply for these funds through the online portals. Some activities for student and outreach support are mobilized from the alumina association in both kind and cash. Due to the pandemic many students were given fee waiver through management support and the various doners. The purchase committee finalizes the procurement of various equipment/software/hardware after accessing the quotations received. The management appointed the electrician, plumber to do the maintenance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

IQAC focuses on skill development and value education of the students. Activities are conducted by IQAC keeping the same in mind. First activity is Drawing Institutional Roadmap as New Vista Emerge in Higher Education where students were given awareness of Corona and teaching pattern during the pandemic. As the entire teaching learning and evaluation was going to be in online mode, faculty skills for the same were enhanced to give better delivery of lectures to students. Another activity is Academic Planning of student centric learning. The objective of this activity is skill based learning for the students by which they get employment. As the students need to be industry ready.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

1. Academic planning for student-centric learning, faculty development programs conducted. In order to make students employable in the job market skill based training programs and activities were organised.
 2. NAAC Assessment and Accreditation Process: an overview was conducted to promote and understand the basic concepts in NAAC Assessment and Accreditation process in association with Mr.Devender Kawdey,Deputy Advisor,NAAC,Bangalore.
-
1. Preparedness of Educators post Covid-19 conducted to promote content creation through online teaching,to analysis the challenges faced by teachers and students due to Covid-19 and to attract students more impressive way of teaching

2. Drawing Institutional Roadmaps as New Vistas Emerge in Higher Education conducted to design a road map in higher education with new online techniques ,to conduct workshops for students regarding Corona awareness,teaching pattern during the Pandemic by Principal Naresh Chandra , Director, B.K.Birla College, Kalyan

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gurunanakcollegeasc.in/userfiles/annual%20report%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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**

As more than 52 % of students of the college are girls college has a profile of large number of minority students and equal opportunities are given to girls in all activities of the college and also through the NSS cell , Constitution Club , Gender sensitization Cell etc. The College has tried to promote gender equity through various awareness webinars like Cyber Sakhi to create cyber security awareness for girls to protect them from cyber attacks and cyber frauds. Financial support is given to girl students affected by covid. The college has a secure environment for girls and has CCTV cameras installed in the classrooms and corridors. Common room facilities are there for girls and sanitary vending machines for girls is proposed. The gender sensitization programmes has also been sensitive to the rights of the students and a online Talk on "Her Challenge Story " was organized to sensitize girls to body shaming.

File Description	Documents
Annual gender sensitization action plan	http://www.gurunanakcollegeasc.in/userfiles/7_1_1.pdf
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	https://www.gurunanakcollegeasc.in/userfiles/7_1_1%20Gender-Photos.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The Environmental Mentoring Committee was constituted as a part of Institutional Social Responsibility with the goal of sensitizing the students and through them the community towards various environmental issues. Composting of dry leaves and garden waste is done in the college compost pit. The organic manure obtained from the composting process is used as fertilizer for the plants, garden and green house in the college. A webinar on 'E- waste Management' was organized by Environmental Mentoring Committee and IT Department in collaboration with Sophia Girls College, Ajmer on 21-1-2021. Mrs.Rashmi Joshi, Environment Consultant explained the hazards of improper e- waste disposal and emphasized on the importance of environment friendly and scientific e- waste recycling process. The webinar was attended by 200 participants. E-certificates were given to all the participants. Few NSS students of the college participated in the E waste Collection drive conducted under the NSS Cell University of Mumbai and collected 199 kgs of E and dry waste. In the first week of February ,2022.

The Environmental Mentoring Committee in collaboration with Mrs. Rashmi Joshi, Environment Consultant, conducted a skit on the importance of waste segregation and waste management. The skit was performed in the premises of Sion Hospital on the occasion of Republic Day flag hoisting function. The skit helped to create awareness regarding waste segregation, hazards of improper bio- medical and e- waste disposal, importance of environment friendly & scientific waste Management and cleanliness of surrounding amongst the hospital staff, medical students and audience. College has also parternered with Maajhi Vasundhara Mission: Green Mumbai for tree plantation and save electricity program.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.gurunanakcollegeasc.in/userfiles/7_1_3%20Waste%20Management-Photos.pdf
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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	D. Any 1 of the above
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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	View File

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	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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).

Although the college is a Punjabi linguistic minority institution, the institution has an inclusive healthy environment which encourages staff and students from various castes, communities and classes to work together in harmony. No preference is given in admission which is purely based on merit. Students from different minority communities participate in myriad academic and cultural activities organized by the college. Street plays on communal Harmony are performed. The Story Tellers Guild of GNC promotes values on love, peace harmony, compassion and various values through stories narrated by students. Fees concession and scholarships are given to backward and needy students. The college provided humanitarian relief during the Covid pandemic and reached out to people from lower socio-economic strata in the vicinity and provided relief to poor labourers, BMC workers, policemen etc. Homeopathic medicine was distributed in the local area to boost the immunity of the people during the pandemic. Various days are observed like traditional day, yoga to promote values of peace and harmony. On line programme on Marathi Diwas was organised. The Sikh study circle organised various programmes to promote the universal values of Sikhism.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

The college tries to inculcate constitutional values like liberty, equality, democracy through the NSS, Constitution Club etc. The NSS cell organized webinar on Constitution Day on Fundamental rights and duties. Various events were organized by the Constitution Club like Power Point Presentation, Quiz and Poster making competition. To make students aware of their rights and sensitize the students various webinars were conducted like understanding

1. "The RTI Act 2005"

2.Crisis Communication during Pandemic

3.Quiz on Disaster Management (laws passed by the central government) etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
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	View File

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

The college is accustomed to celebrating days of regional, national and international importance like Independence Day, Republic Day, National Youth Day, Constitution Day, Parakram

Diwas, Human Rights Day and International Women's Day to sensitize the students to their rights and duties. Various activities and competitions are organized to understand their vision, enrich the learners and sensitize them on respective issues. Webinar on Guruparab was organized to popularize the universal values of Sikhism. Founders Day was observed and college and important personalities were invited for special lectures. On the occasion of World Environment Day and International Women's Day, a Quiz competition was conducted. Poster and PowerPoint competitions were organized to celebrate National Science Day, Wetland Conservation Day and World Suicide Prevention Day. The NSS unit of the college celebrates National Unity Day, National Youth Day, Parakram Divas by inviting experts to address the learners. The library of the college celebrates Marathi Bhasha Sanvardhan Pandharwada to enlighten about the regional language. On the occasion of Constitution Day, a talk on "Fundamental Rights" was organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Title of the Practice - Value Education

2. Objectives of the Practice

To instill & build character & ethical values in the students.

To achieve a sustainable, balanced and inclusive environment in the society.

3. Context:

Erosion of values & lack of discipline among the youth

Lack of Empathy, Tolerance and Harmony in modern society

Ignorance of one's own culture and rich heritage

4. The Practice

To sensitize students towards global, social, cultural and religious diversities, values and Ethics play a crucial role. Inculcating values of tolerance, gratitude, harmony, peace and compassion is achieved through initiatives such as debates, storytelling, hands-on training, workshops and platforms for self expression through different committees and mentoring.

5. Evidence of success : The value education programmes conducted by the storytellers guild and Sikh study circle has had a positive impact on students which is evident from the feedback and large student participation in the activities.

6. Problems Encountered and Resources Required

Students being online was a major hurdle.

Financial constraints are also a limitation given the demographics of the students.

1. Title of the Practice : Skill Development

2. Objectives of the Practice

To promote extra and co-curricular skills to enhance employability amongst the students.

To provide a learning environment aimed at creating a skilled and competent human resource

3. Context:

Train and develop skills among youngsters to grab employment opportunities in a stiff competitive market. The employability

opportunities are declining due to lack of skills among graduates owing to the ongoing pandemic. To bridge this gap, various departments have initiated industry linkages.

4. The Practice

Encouraged students to read books, set goals, attend webinars and join add on courses to develop skills. Engaged expert talks and organized different activities for students to stimulate skill oriented learning through TISS, BSE ,Technoserve, Sophia girl's College etc.

5.Evidence of success -

Large number of students got selected for internships and placements. Many students progressed to higher education and were able to attempt competitive exams.

6. Problems Encountered and Resources Required

The student capacity to cope with multiple activities was a hurdle. Constant motivation and encouragement was needed. Due to financial limitations of the student amidst the online learning in the pandemic, hands-on training could not be implemented.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

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

Guru Nanak College, located in Mumbai caters to the educational needs of the students coming from underprivileged sections of the society. The uniqueness of the institution lies in the mission of the Guru Nanak Vidyak Society to impart quality education to all. As Higher Education Institutes are now designed to self-sustain and are profit making organizations, Guru Nanak College boasts of the opportunity that it gives to the students for whom, higher education is seemingly inaccessible. The college not only educates but it also trains the students to make a living by respectable means.

Understanding that the pressures faced by learners are not just academic in nature, college makes special efforts to instill confidence through sports, cultural and co-curricular activities which are student-centric in nature. Services of counselling and health care are available gratis to the students. Infrastructural support is ensured by way of computers and internet facilities. Every student who graduates from the Guru Nanak College is job ready and equipped with skills to face the ever-changing world scenario. Guru Nanak College creates lifelong learners.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of Action for academic year 2021-22

- 1) Faculty Development Program for Teaching staff and enriching program for non-teaching staff.
- 2) Streamlining research program to students
- 3) Call for GNVS Minor Research Project.
- 4) Promote Competitive Examination Coaching
- 5) Plan to start SSR (NAAC) 3rd Cycle
- 6) Upgrading Teaching Learning Evaluation
- 7) CAS promotion for Teaching staff
- 8) Alumni support to be mobilised.