



# **YEARLY STATUS REPORT - 2023-2024**

## **Part A**

### **Data of the Institution**

#### **1.Name of the Institution**

**Sri Guru Teg Bahadur Khalsa  
College, Sri Anandpur Sahib**

- Name of the Head of the institution
- Designation
- Does the institution function from its own campus?

**Dr. Jasvir Singh**

**Principal**

**Yes**

- Phone No. of the Principal
- Alternate phone No.
- Mobile No. (Principal)
- Registered e-mail ID (Principal)
- Address

**9417012430**

**01887232037**

**9417012430**

**sgtb321@gmail.com**

**Sri Guru Teg Bahadur Khalsa  
College, Sri Anandpur Sahib,  
Distt.-Ropar, Pin Code-140118,  
Punjab**

- City/Town
- State/UT
- Pin Code

**Sri Anandpur Sahib**

**Punjab**

**140118**

#### **2.Institutional status**

- Autonomous Status (Provide the date of conferment of Autonomy)
- Type of Institution

**28/12/2018**

**Co-education**

- Location **Rural**
- Financial Status **Grants-in aid**
- Name of the IQAC Co-ordinator/Director **Dr. Sangeet Kumar**
- Phone No. **8427822077**
- Mobile No: **8427822077**
- IQAC e-mail ID **iqacsgtbkc@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year))** <https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=3>

**4.Was the Academic Calendar prepared for that year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=11>

## 5.Accreditation Details

| Cycle          | Grade    | CGPA        | Year of Accreditation | Validity from     | Validity to       |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| <b>Cycle 2</b> | <b>A</b> | <b>3.01</b> | <b>2015</b>           | <b>04/12/2018</b> | <b>31/12/2024</b> |

**6.Date of Establishment of IQAC** **10/07/2006**

**7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?**

| Institution/ Department/Faculty/School                                    | Scheme                 | Funding Agency   | Year of Award with Duration | Amount     |
|---|------------------------|--|-----------------------------|------------|
| <b>Principal, Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib</b> | <b>DBT Star Status</b> | <b>Deartment of Biotechnology, Ministry of Science &amp; Technology, GOI</b> | <b>22/11/2022</b>           | <b>NIL</b> |

**8. Provide details regarding the composition of the IQAC:**

- Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

**9. No. of IQAC meetings held during the year** 05

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

**10. Did IQAC receive funding from any 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)**

College is ready for 3rd cycle of NAAC Re-Accreditation

Introduced a new course namely, MCA at Post Graduate level

New Smart Classrooms have been established in the College Campus

IIC has been established in College

For facilitation and promotion of the use of LMS and e-Governance in academic and administrative work, the College has procured a new data base

**12. Plan of action chalked out by IQAC at 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  |
|---|--|
| To plan for 3rd cycle of NAAC Accreditation   | College has started preparing for the 3rd cycle NAAC Re-Accreditation  |
| To introduce new courses at PG level in the faculty of Science                                | Introduced a new course namely, MCA at Post Graduate level   |
| To increase the number of Smart Classrooms  | New Smart Classrooms have been established in the College Campus   |
| To facilitate and promote the use of LMS and e-Governance in academic and administrative work | College has procured a new data base for facilitation and promotion of the use of LMS and e-Governance in academic and administrative work |
| To establish IIC for promotion of innovation and entrepreneurship activities                  | IIC has been established in College  |

**13. Was the AQAR placed before the statutory body?** No

- Name of the statutory body

| Name of the statutory body | Date of meeting(s) |
|----------------------------|--------------------|
| Nil                        | Nil                |

**14. Was the institutional data submitted to AISHE ?** Yes

- Year

| Part A   |  |
|--|--|
| Data of the Institution  |  |
| <b>1.Name of the Institution</b>                                 | Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib  |
| • Name of the Head of the institution                            | Dr. Jasvir Singh   |
| • Designation  | Principal  |
| • Does the institution function from its own campus?             | Yes  |
| • Phone No. of the Principal                                     | 9417012430   |
| • Alternate phone No.  | 01887232037  |
| • Mobile No. (Principal)   | 9417012430   |
| • Registered e-mail ID (Principal)                               | sgtb321@gmail.com  |
| • Address  | Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib, Distt.-Ropar, Pin Code-140118, Punjab |
| • City/Town  | Sri Anandpur Sahib   |
| • State/UT   | Punjab   |
| • Pin Code   | 140118   |
| <b>2.Institutional status</b>                                    |  |
| • Autonomous Status (Provide the date of conferment of Autonomy) | 28/12/2018   |
| • Type of Institution  | Co-education   |
| • Location   | Rural  |
| • Financial Status   | Grants-in aid  |

|   |   |  |                             |               |             |
|---|---|--|-----------------------------|---------------|-------------|
| • Name of the IQAC Co-ordinator/Director  | Dr. Sangeet Kumar   |  |                             |               |             |
| • Phone No.   | 8427822077  |  |                             |               |             |
| • Mobile No:  | 8427822077  |  |                             |               |             |
| • IQAC e-mail ID  | iqacsgtbkc@gmail.com  |  |                             |               |             |
| 3.Website address (Web link of the AQAR (Previous Academic Year)  | <a href="https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=3">https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=3</a>   |  |                             |               |             |
| 4.Was the Academic Calendar prepared for that year?   | Yes   |  |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:   | <a href="https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=11">https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=11</a> |  |                             |               |             |
| <b>5.Accreditation Details</b>  |   |  |                             |               |             |
| Cycle   | Grade   | CGPA   | Year of Accreditation       | Validity from | Validity to |
| Cycle 2   | A   | 3.01   | 2015                        | 04/12/2018    | 31/12/2024  |
| 6.Date of Establishment of IQAC   |   |  | 10/07/2006                  |               |             |
| 7.Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)? |   |  |                             |               |             |
| Institution/ Department/Faculty/School  | Scheme  | Funding Agency   | Year of Award with Duration | Amount        |             |
| Principal, Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib  | DBT Star Status   | Deartment of Biotechnology, Ministry of Science & Technology, G oI | 22/11/2022                  | NIL           |             |
| <b>8.Provide details regarding the composition of the IQAC:</b>   |   |  |                             |               |             |
| • Upload the latest notification regarding the composition of the IQAC by the HEI   | <a href="#">View File</a>   |  |                             |               |             |

|  |                  |  |
|--|------------------|--|
| <b>9.No. of IQAC meetings held during the year</b>   | 05               |  |
| <ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions taken uploaded on the institutional website?</li> </ul>       | Yes              |  |
| <ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>   | No File Uploaded |  |
| <b>10.Did IQAC receive funding from any funding agency to support its activities during the year?</b>  | No               |  |
| <ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>   |                  |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>  |                  |  |
| College is ready for 3rd cycle of NAAC Re-Accreditation  |                  |  |
| Introduced a new course namely, MCA at Post Graduate level   |                  |  |
| New Smart Classrooms have been established in the College Campus   |                  |  |
| IIC has been established in College  |                  |  |
| For facilitation and promotion of the use of LMS and e-Governance in academic and administrative work, the College has precured a new data base                          |                  |  |
| <b>12.Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:</b> |                  |  |
|  |                  |  |

|  |  |
|--|--|
| Plan of Action   | Achievements/Outcomes  |
| To plan for 3rd cycle of NAAC Accreditation  | College has started preparing for the 3rd cycle NAAC Re-Accreditation  |
| To introduce new courses at PG level in the faculty of Science   | Introduced a new course namely, MCA at Post Graduate level   |
| To increase the number of Smart Classrooms   | New Smart Classrooms have been established in the College Campus   |
| To facilitate and promote the use of LMS and e-Governance in academic and administrative work                                    | College has procured a new data base for facilitation and promotion of the use of LMS and e-Governance in academic and administrative work |
| To establish IIC for promotion of innovation and entrepreneurship activities   | IIC has been established in College  |
| <b>13.Was the AQAR placed before the statutory body?</b>   | <b>No</b>  |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>   |  |
| Name of the statutory body   | Date of meeting(s)   |
| <b>Nil</b>   | <b>Nil</b>   |
| <b>14.Was the institutional data submitted to AISHE ?</b>  | <b>Yes</b>   |
| <ul style="list-style-type: none"> <li>Year</li> </ul>   |  |
| Year   | Date of Submission   |
| <b>2023-2024</b>   | <b>27/01/2025</b>  |
| <b>15.Multidisciplinary / interdisciplinary</b>  |  |
| The main aim of National Education Policy 2020 is to transform India into global knowledge superpower. In regard to focus on NEP |  |

preparedness, the College has organized several webinars and guest lectures. At UG and PG level, the college has already implemented CBCS and as a result large number of interdisciplinary courses have been taught to students. In view of implementation of NEP 2020, the College has added up new interdisciplinary courses in all programmes starting from first year classes from the session 2022-23. In addition, College is recipient of DST-FIST scheme, under which Faculty members are engaged in interdisciplinary research.

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

The College has successfully registered for the ABC (Academic Bank of Credits) portal and NAD (National Academic Depository) portal as per guidelines of UGC.

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

The College gives special importance to vocational education that aims to generate skilled manpower. At present, the College is running 5 B.Voc courses namely, B.Voc(Software Development), B.Voc (Food Processing), B.Voc (Hospitality & Tourism), B.Voc (Retail Management) and B.Voc (Pharmaceutical Chemistry) successfully. The main focus lies on outcome based learning through acquisition with experiential learning and upgrading the skills so as to make the students employable. The College has signed MOU's with several industries to provide internships and on-job-trainings to students. In addition, the College conducts several workshops and training programs for the said purpose for UG and PG students. The syllabi of B.Voc courses is regularly updated. The B.Voc programmes offer multiple entry and exit options with appropriate certifications of the students where each exit point is linked to a specific job role as per NSQF specifications. Moreover, several departments impart trainings and hands-on sessions for skill updation of the students.

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

National Education Policy 2020 lays down great emphasis on the promotion of multilingualism in teaching in learning practices. In this regard, the College adopts several initiative like use of multi language formula in classroom teaching. Also, several courses have the provision of taking examination in any medium viz. Punjabi or English. The regional language Punjabi is taught as a compulsory subject in all UG programmes. In addition, the College offers a variety of subject combinations including Punjabi Literature, Hindi Literature, English Literature,

Religious Studies, Music Vocal and Gurmat Sangeet are offered to BA classes. Moreover, courses like Vedic Mathematics, Yoga and Fitness etc. are also offered to UG students through Add on Courses. The College celebrates various important days namely, Hindi Diwas, Maa Boli Diwas, Matr Bhasha Diwas with a great enthusiasm. The College Literary Society and Cultural Club regularly conducts several Co-curricular and extra curricular activities for students throughout the year.

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

The concept of Outcome Based Learning is an important parameter of NEP 2020 for imparting quality education to meet the requirements of local, national and global challenges. POs, PSOs and Cos are prepared by each department and made available on College website for all students, teachers and stakeholders. The College promotes the use of ICT tools in teaching and learning practices. A career counselling cell is established in college to provide guidance to students regarding career opportunities. During each session, workshops and training programs are organized by different departments under the aegis of career counselling cell for students. The placement cell of college is playing a vital role in providing job opportunities to students. The students of professional courses are facilitated for internships, field training and job training.

#### 20.Distance education/online education:

NA

### Extended Profile

#### 1.Programme

1.1 36

Number of programmes offered during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

#### 2.Student

2.1 2954

Total number of students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional data in Prescribed format | <a href="#">View File</a> |

2.2

**943**

Number of outgoing / final year students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.3

**2529**

Number of students who appeared for the examinations conducted by the institution during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

### **3.Academic**

3.1

**1358**

Number of courses in all programmes during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

3.2

**138**

Number of full-time teachers during the year:

## Extended Profile

### 1.Programme

1.1 36

Number of programmes offered during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

### 2.Student

2.1 2954

Total number of students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional data in Prescribed format | <a href="#">View File</a> |

2.2 943

Number of outgoing / final year students during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

2.3 2529

Number of students who appeared for the examinations conducted by the institution during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

### 3.Academic

3.1 1358

Number of courses in all programmes during the year:

| File Description                        | Documents                 |
|---|---------------------------|
| Institutional Data in Prescribed Format | <a href="#">View File</a> |

|  |                           |
|--|---------------------------|
| 3.2  | 138                       |
| Number of full-time teachers during the year:  |                           |
| File Description   | Documents                 |
| Institutional Data in Prescribed Format  | <a href="#">View File</a> |
| 3.3  | 138                       |
| Number of sanctioned posts for the year:   |                           |
| <b>4.Institution</b>   |                           |
| 4.1  | 615                       |
| Number of seats earmarked for reserved categories as per GOI/State Government during the year: |                           |
| 4.2  | 50                        |
| Total number of Classrooms and Seminar halls   |                           |
| 4.3  | 303                       |
| Total number of computers on campus for academic purposes                                      |                           |
| 4.4  | 1011632                   |
| Total expenditure, excluding salary, during the year (INR in Lakhs):                           |                           |

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum has been revised in view of Today's Need of farmingcommunity, business community which are reflected in the courses like Extension and rural development, Programme development forrural families, Community nutrition and education, Plantnutrition, Gender Issues, Value and Professionsl Ethics.Theinstitution is imparting education through 36 programs and thisconglomeration caters to the specific Regional Needs.

The curriculum is aimed with solving specific requirements of all stakeholders by providing technical knowhow and help them to achieve their sustainable goals. The core value of the curriculum is to contribute significantly, to National development by imparting knowledge of sustainable development and allied subjects. Agriculture Practices for horticulture crops, Weather Modelling and computation technique. Other national issues are addressed under the courses like Soil and water conservation engineering, Renewable power sources, Food safety and quality control, Biodiversity and its conservation for creating socially and nationally responsible citizens. Courses addressing Global Needs are Global nutritional problems, Global extension systems, International trade and sustainability governance, Globalization and consumer economics. Curricula also generate entrepreneurial instinct among students through courses like practical crop production, Zoology, Botany, management etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | <a href="#">View File</a>   |
| Link for additional information       | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123040414.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123040414.pdf</a> |

### 1.1.2 - Number of Programmes where syllabus revision was carried out during the year

17

| File Description                                 | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BOS meeting | <a href="#">View File</a> |
| Details of syllabus revision during the year     | <a href="#">View File</a> |
| Any additional information                       | <a href="#">View File</a> |

### 1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

1206

| File Description  | Documents                 |
|---|---------------------------|
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any                                  | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

## 1.2 - Academic Flexibility

### 1.2.1 - Number of new courses introduced across all programmes offered during the year

34

| File Description  | Documents                 |
|---|---------------------------|
| Minutes of relevant Academic Council/BoS meetings       | <a href="#">View File</a> |
| Any additional information                              | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template) | <a href="#">View File</a> |

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

## 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution runs the programmes in Arts, Commerce and

Science. Curriculum is designed by all the departments in their respective manner, which includes various topics covering cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. In this context, institution runs two compulsory subjects Environmental and Road Safety Awareness and Drug Abuse: Problem, Management and Prevention for all UG first year students, related to Environmental and Sustainability.

**Professional Ethics and Human Values:** In this respect, Social development activities like working in NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, environment awareness camps, Village cleanliness drive, workshops on social issues, gender issues, etc. All the activities of being monitored by the faculty in charge at the institution level. As an integral part of student engagement in social activities during their programme of study, the College also mandates at least 300 students enrolled as NSS Volunteers, NCC volunteers and Red Cross Volunteers every year.

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

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

33

| File Description   | Documents                 |
|--|---------------------------|
| List of value-added courses                                    | <a href="#">View File</a> |
| Brochure or any other document relating to value-added courses | <a href="#">View File</a> |
| Any additional information                                     | <a href="#">View File</a> |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1507

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

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

594

| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

## 1.4 - Feedback System

**1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni**

**A. All 4 of the above**

| File Description  | Documents   |
|---|---|
| Provide the URL for stakeholders' feedback report   | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250122041630.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250122041630.pdf</a> |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management | <a href="#">View File</a>   |
| Any additional information  | <a href="#">View File</a>   |

**1.4.2 - The feedback system of the Institution comprises the following**

**A. Feedback collected, analysed and action taken made available on the website**

| File Description                              | Documents   |
|---|---|
| Provide URL for stakeholders' feedback report | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250123034553.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250123034553.pdf</a> |
| Any additional information                    | <a href="#">View File</a>   |

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment of Students

##### 2.1.1.1 - Number of students admitted (year-wise) during the year

2954

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

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

276

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

1. **Diverse Learning Needs:** Your students come from various backgrounds and exhibit different levels of academic abilities. Recognizing and addressing these differences ensures that each student can progress at their own pace.
2. **Support for Slow Learners:**
  - Online study materials, such as videos and reference copies, are available.
  - Revision classes, peer teaching, and practice sessions are conducted discreetly to avoid

stigmatization.

**3. Support for Advanced Learners:**

- Encouragement of self-study through curated reading lists.
- Skill development in areas such as communication, interview skills, presentation, and personality development.
- Recognition through merit scholarships for top performers.

**4. Library and E-resources:**

- Students are encouraged to visit the library and use e-resources, which contain a rich collection of books and journals.
- These resources cater to students' need for further knowledge exploration.

**5. Opportunities for Extra-Curricular Development:**

- Participation in workshops, conferences, and seminars is encouraged.
- These activities not only broaden knowledge but also expose students to research concepts.

**6. Internship Opportunities:**

- Students are motivated to take internships at reputed research institutes, which can help them gain practical experience and exposure to research.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025422.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025422.pdf</a> |

**2.2.2 - Student – Teacher (full-time) ratio**

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 10/07/2023 | 2954               | 138                |

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

## 2.3 - Teaching- Learning Process

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

### Key Practices for Student-Centered Learning:

1. **Encouragement of Student Participation in Activities:**
  - Students are encouraged to engage in activities like online quizzes and practical problem-solving events. These activities help build critical thinking and practical skills while allowing students to take ownership of their learning.
2. **Research-Oriented Engagement:**
  - Under the Star DBT scheme, students are involved in group projects to promote a research attitude..
3. **Interdepartmental Collaboration:**
  - The institution promotes interdepartmental activities under the Star DBT scheme, encouraging students from different disciplines to collaborate on projects. This helps them learn from diverse perspectives and apply cross-disciplinary knowledge.
4. **Pedagogical Variety:**
  - Practical and research-based pedagogy.
  - Active learning strategies like flipped classrooms, role-play, skits, brainstorming, and group presentations.
  - Peer learning, term papers, internships, and fieldwork.
5. **Research-Based Learning:**
  - Postgraduate students in both social sciences and basic sciences are required to complete dissertations or internships at research institutions or industries, linking classroom learning with real-world application.
6. **Collaborations with Prestigious Institutions:**

Students are encouraged to participate in summer projects and internships with prestigious institutions like JNCASR, IISc, IIM, NCBS, and others, giving them exposure to advanced research and real-world industry challenges

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional Information   | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125112929.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125112929.pdf</a> |

### 2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

The college actively promotes the utilization of ICT-enabled tools to enhance the effectiveness of the teaching and learning process. Equipped with computers connected via LAN, smart classrooms, LCD projectors, and laptops, the institution offers robust ICT facilities. Online teaching sessions are facilitated through platforms such as Zoom and Google Meet, fostering interactive engagement between faculty and students. To ensure efficient learning, faculty members utilize Learning Management System (LMS) platforms like Google Classroom and Moodle, leveraging them for e-teaching and learning purposes, including providing references and informative videos.

Encouraging student participation, the college emphasizes the submission of e-assignments, which remain accessible for future reference. Faculty members also share a plethora of online resources, including e-books, e-content, and YouTube presentations. To broaden accessibility, teachers have established blogs, websites, and YouTube channels where students can access course materials. Recorded sessions are made available to students as supplementary reference materials, while platforms like blogs and YouTube channels facilitate student feedback and critical evaluation.

In terms of communication, various online modes such as WhatsApp, Telegram, and email are employed to keep students informed.

| File Description   | Documents   |
|--|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250121025516.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250121025516.pdf</a> |
| Upload any additional information  | <a href="#">View File</a>   |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

106

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### 1. Academic Calendar:

- The institution prepares an academic calendar at the beginning of each academic year, outlining important details like:
  - Commencement of classes/semesters
  - Examination dates
  - Major college events
  - Holidays, vacations, and festivals
- The academic calendar is approved by the Academic Council to ensure that all academic activities are aligned with institutional goals.

#### 2. Total Effective Working Days:

- The academic calendar specifies the total number of effective working days in each semester. This is important for scheduling courses and ensuring that the curriculum is covered within the available time.

#### 3. Timetable Preparation:

- The Timetable Committee prepares the timetable by aligning the available working days with the curriculum for each subject. This ensures that each subject has adequate time for teaching and learning.

#### 4. Teaching Plans:

- Faculties create detailed teaching plans for their respective subjects based on the number of credits and hours allocated.
- The teaching plans include:
  - Preparation of assignments
  - PowerPoint presentations (PPTs)
  - Lecture notes

#### 5. Collaboration among Faculties:

- If a course is taught by multiple instructors, they collaborate to prepare the teaching plan to ensure uniformity

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

### 2.4 - Teacher Profile and Quality

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

138

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

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

49

| File Description   | Documents                 |
|--|---------------------------|
| List of number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

808

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

15

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

234

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination procedure and processes have incorporated IT integration and reforms which have resulted in a quick and smooth conduct of the examination. The whole examination set up

beginning from the filling of examination forms, generation of roll numbers, payment of fee and other activities are carried out with the help of Solitaire Software. The eligibility list of students, list of invigilators, flying squads, roll number generation, attendance sheet which are part of pre-examination process are all carried out with the help of IT software.

Mid semester tests are conducted twice a semester and question papers for the same are sent through E-mails. Evaluated answer books are shown to the students and specific problems are discussed with them. Then the award lists are prepared and consolidated, which are submitted to the examination branch online.

Continuous evaluation of students' tests, are an integral part of the existing curricula and hence help in the continuous evaluation of the students. Continuous Internal Assessment (CIA) includes various activities like class written tests, oral class tests, assignments, class participation and conduct, attendance, seminars, quizzes, case studies, projects.

Softel is replaced with more advanced MasterSoft ERP in order to make the examination system more secure, efficient, transparent.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025602.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025602.pdf</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The alignment of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) with the academic planning and teaching methodologies ensures that both students and faculty are clear on expectations, content, and learning goals.

### 1. Time Management and Clarity:

- The academic plan for the semester is developed with

these outcomes in mind, helping students and teachers effectively manage their time throughout the semester.

**2. Orientation Programs:**

- New students (first-year) are introduced to the graduate program outcomes during orientation, which helps set expectations right from the beginning.

**3. Faculty Involvement in Syllabus Framing:**

- Faculty members who are involved in syllabus design also contribute to formulating the PSOs and COs, ensuring that outcomes are relevant, achievable, and aligned with the overall educational goals of the program.

**4. Workshops for Outcome Alignment:**

- Workshops are conducted to discuss the content, objectives, and outcomes of the courses and programs.

**5. Adherence to Outcome-Based Education (OBE):**

OBE is a student-centric learning approach mandated by regulatory bodies like the UGC and NAAC, focusing on helping students acquire specific knowledge, skills, and values

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | <a href="#">View File</a>   |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125113015.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125113015.pdf</a> |

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

**Key Features of Measuring Attainment:**

**1. Clear Communication of Outcomes:**

- POs, PSOs, and COs are clearly defined and communicated to stakeholders (students, faculty, and parents) through orientation programs and the college website.

**2. Direct and Indirect Assessment:**

- The attainment of outcomes is measured using two methods:

- **Direct Assessment:** Includes tools that directly measure learning through tangible outputs.

### 3. Regular Activities to Assess Attainment:

- A variety of academic and co-curricular activities are conducted to assess learning and attainment, such as:
  - Class tests
  - Mock interviews
  - Group discussions
  - PPT competitions
  - Project presentations
  - Exhibitions

### 4. Annual Computation of Attainment:

- At the end of each academic year, PO attainment is computed by comparing and analysing the attainment across all curriculum components.

### 5. Direct Assessment Method:

- This method focuses on evaluating students through standard examinations and continuous internal evaluations.
  - **Semester End Examinations (SEE):** These exams test higher-order thinking skills, such as remembering, understanding, and application, and to some extent, analysis.
  - **Continuous Internal Evaluation (CIE):** Includes a variety of assessment tools, such as:
    - Tests
    - Assignments
    - Presentations
    - Practical exams
    - Quizzes

### 1. Peer Review for Consistency:

- To ensure fairness and consistency in the direct assessment, consider implementing peer review processes.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125113015.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125113015.pdf</a> |

## 2.6.3 - Pass Percentage of students

### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

792

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025723.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025723.pdf</a> |

## 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

<https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250123034904.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college has successfully formulated and implemented a robust research policy, nurturing an environment for encouraging scholarly exploration and innovation. The College Research Advisory Committee timely evaluates, modifies and updates the research policy to facilitate research activities. It ensures ethics in research activities and encourages multidisciplinary research. Research Project is a part of curricula of post-graduate programmes which helps to develop a research temperament in students. The college has been sanctioned DST-FIST grant and DBT Star Status which has augmented the institute laboratory facilities inculcating a research culture in the student's bachelor degrees as well as the faculty. The college is publishing its own UGC-Care listed research journal entitled

"Guru Teg Bahadur Journal of Religious Studies" is a biannual journal and has been listed in UGC CARE List since 2022. Fifteen faculty members are approved by various reputed universities to act as research supervisors and guiding 35 students for Ph.D. programmes. As an effective output of all these, faculty has published 89 research publications and 172 books/book chapters during the session. The faculty members are also encouraged to undertake research innovations, as a result of which patents have been obtained on the name of the college.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | <a href="#">View File</a>   |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=4">https://www.sgtbcollege.org.in/Research.aspx?Re=4</a> |
| Any additional information   | <a href="#">View File</a>   |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

nil

| File Description  | Documents        |
|---|------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | No File Uploaded |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | No File Uploaded |
| List of teachers receiving grant and details of grant received  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

01

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | <a href="#">View File</a> |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

5.849

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

#### 3.2.2 - Number of teachers having research projects during the year

2

| File Description                          | Documents   |
|---|---|
| Upload any additional information         | <a href="#">View File</a>   |
| Paste link for additional Information     | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=12">https://www.sgtbcollege.org.in/Research.aspx?Re=12</a> |
| List of research projects during the year | <a href="#">View File</a>   |

#### 3.2.3 - Number of teachers recognised as research guides

15

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | <a href="#">View File</a> |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

| File Description                          | Documents  |
|---|--|
| Supporting document from Funding Agencies | <a href="#">View File</a>  |
| Paste link to funding agencies' website   | <a href="https://brns.res.in/">https://brns.res.in/</a><br><a href="https://www.csr.res.in/">https://www.csr.res.in/</a> |
| Any additional information                | <a href="#">View File</a>  |

### 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Institute's Innovation Council organizes various students as well as community oriented events time to time for the infusion of innovative and entrepreneurship behaviour in the participants.

IPR Cellof the institute takes initiatives to give faculty and students a comprehensive knowledge of their rights and obligations with regard to safeguarding intellectual property created during their research endeavors. To sensitize students towards Intellectual Property Rights the concept has also been incorporated in the curriculum of six courses of different programmes of the institute.

Organic Production Unit of the institute has been established to provide a hands-on learning opportunities for students and faculty in modern farming techniques and sustainable agriculture practices involving production of exotic vegetables and mushrooms. The students are instructed to harvest, pack and sell the vegetables themselves inculcating a sense of

entrepreneurship in them.

In addition, the institute's initiative to establish a Weather Station, Earthquake Geo-station, Botanical Garden with Medical and Aromatic Plants and adoption of villages under Unnat Bharat Abhiyan marks a significant leap forward in leveraging technology for the safety and well-being of communities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/CellsandCommitteeDetail.aspx?Cmmt=27">https://www.sgtbcollege.org.in/CellsandCommitteeDetail.aspx?Cmmt=27</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

38

| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

### **3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

#### **3.4.2.1 - Number of PhD students registered during the year**

2

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=1">https://www.sgtbcollege.org.in/Research.aspx?Re=1</a> |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a>   |
| Any additional information   | <a href="#">View File</a>   |

### **3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

0.54

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

### **3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

1.24

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://docs.google.com/spreadsheets/d/1HgxniuEWmKgicmKMTgXSI49z7Ilp9Fqv/edit?usp=sharing&amp;ouid=103262804379192915264&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1HgxniuEWmKgicmKMTgXSI49z7Ilp9Fqv/edit?usp=sharing&amp;ouid=103262804379192915264&amp;rtpof=true&amp;sd=true</a> |

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

16

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | <a href="#">View File</a> |

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

3.2

| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

Nil

| File Description   | Documents        |
|--|------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | No File Uploaded |
| List of consultants and revenue generated by them  | No File Uploaded |
| Any additional information   | No File Uploaded |

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

| File Description  | Documents        |
|---|------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | No File Uploaded |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded |
| List of facilities and staff available for undertaking consultancy  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Understanding the importance of Extension and outreach activities as the vehicles for Institutional Social Responsibility, College is in forefront in taking up a number of activities with the help of Unnat Bharat Abhiyan Scheme, NSS, NCC, Red Cross Programmes and departmental activities.

- NSS unit has been engaged in organizing the cleanliness drive and awareness rally against paddy straw burning
- Red Cross in collaboration with the NSS unit has been serving the community by organizing Blood Donation Camps

at various intervals.

- NCC unit plays important role by inculcating the discipline among the students. Various camps have been conducted to fulfill the objective.
- Under Unnat Bharat Abhiyaan scheme, the Department of Agriculture has organized awareness program on the issues of pollution control and stubble burning.
- Carrer guidance and counselling workshops have been arranged for the students of schools in Punjab as well as Himachal Pradesh.

Outcome:NSS and NCC volunteers have helped the public by providing the services like Controlling the devotees during the celebration of Holla-Mohalla in Sri Anandpur Sahib. Punjab Government has also honored Prof. Sandeep Kumar, Head, Department of Defense Studies with the Certificate of Appreciation for the hard work & dedication in this field.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125124334.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125124334.pdf</a> |

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

9

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | <a href="#">View File</a> |

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

41

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | <a href="#">View File</a> |

### 3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1902

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

## 3.7 - Collaboration

### 3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

3

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | <a href="#">View File</a> |

### 3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

30

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the MoUs with institution/ industry/ corporate house  | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

All the departments are spread in three old and one new building, with 53 teaching class rooms, 39 Laboratories, 10 Computer labs, one server room, one language lab and one conference-cum Auditorium, staff room, girl's common room, and examination branch. Central library with reading hall facility. In addition DBT Star Status sponsored departments had established their own departmental libraries. The College has also established Central instrumentation lab under DST-FIST Scheme. The college has its own Community Radio Station. Under UGC-CPE Scheme the college established its own well equipped Gymnasium. The Department of Agriculture has one Herbal Garden as well as one Shade Net House is meant for demonstration purposes as well as used for cultivation of exotic vegetables. The college also runs a Mushroom unit used for hands on training to the students. The college has 50 acres Agriculture land, which is used for Orchard, cereal crops and seasonal vegetables. With well-versed Agriculture labs, the department has installed an Automatic Weather Station in the college and other in Farm, the weather information is regularly broadcasted locally. There is one girl's hostel with intake of 40 students. The college has transport facility also.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250115025026.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250115025026.pdf</a> |

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

The college is actively engaged in cultural, yoga, as well as in Sports, the college organizes various activities during the academic session. The students participate in various sports, cultural competitions at zonal, inter-zonal, inter university and national levels. The college provides all kind of infrastructure and coaching facilities for both indoor and outdoor games. The college has 11 playgrounds and 400 mt track.

The college has one multipurpose hall and one separate conference hall. The college celebrate yoga day every year and it also has one yoga centre for practice. The college has one gymnasium centre with 10 platforms/training apparatus.

| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | <a href="#">View File</a>   |
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127032943.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127032943.pdf</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

21

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

147914

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | <a href="#">View File</a> |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

## 4.2 - Library as a Learning Resource

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

Panth Rattan Jathedar Gurcharan Singh Thora Yaadgari Library, SGTB Khalsa College is well maintained and automated library.

The library is using SOUL software for all the functioning in the library (updated version 3.0) having 43501plus books and 55plus Journals and magazines to cater the need of all the departments. The library is a member of the N-List consortia of the Information Library Network (INFLIBNET). Under this consortium library, more than 6,000 e-journals, 1.99 lakh e-books for students and faculty members have been provided. The library is member of DELNET (Developing Library Network) New Delhi DELNET Provides 3,90,00,000 (Books available for loan) 1,10,000 Journals, 5,000 Full-text e-journals and 1,45,000 Thesis/dissertations. Internet and reprographic facility is available along with a PC. CDs, DVDs, CD-ROM databases, barcode scanners, and printer facility is available in the library. In addition, library provides facilities like Photocopier, e-kiosk, OPAC, SMS facility to its users. Every year library provides orientation services to its new users. There is an Air Conditioned reading hall available for the students as well as for staff members.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Library_Department.aspx">https://www.sgtbcollege.org.in/Library_Department.aspx</a> |

**4.2.2 - Institution has access to the following:** e-journals e-ShodhSindhu  
Shodhganga Membership e-books  
Databases Remote access to e-resources

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

| File Description  | Documents                 |
|---|---------------------------|
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |

**4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)**

**154699**

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

#### 4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

##### 4.2.4.1 - Number of teachers and students using the library per day during the year

121

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

#### 4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The IT Policy of the college covers relevant ethical aspects of internet use on the campus. The college has procured a secure domain for itself. The domain has data security features such as Software Security, SSL Support, Regular Backups, DDoS Attack Monitoring, Malware Scanning, Firewall Protection, etc. The colleges' Intranet is secured with dedicated firewall protection sourced from Fortinet. Both hardware and software firewalls are provided to secure network traffic in the college premises. Our leased line Internet connection is connected to the firewall, and all network queries are routed through it, accordingly after successful user login confirmation. Simultaneously, College campus is secured with 24 × 7 CCTV surveillance on 38 CCTV's installed in the campus. Automatic Backup has been enabled on all servers. Physical access to the server room is also limited and the facility is kept under lock and key. Only authorised persons are allowed to enter the server room. All official communications are handled exclusively through the official email ids. In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the college to promote the use of open source

software in all possible scenarios. Pursuant to this, the college has deployed open source software for practical classes of students such as SCILAB, R-Studio, Linux, Python Anaconda etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250117040540.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250117040540.pdf</a> |

#### 4.3.2 - Student - Computer ratio

|                    |                     |
|--------------------|---------------------|
| Number of Students | Number of Computers |
| <b>2954</b>        | <b>303</b>          |

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

#### 4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

**A. 750 Mbps**

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

#### 4.3.4 - Institution has facilities for e-content development:

**A. All four of the above**

**Facilities available for e-content development**  
**Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing**

| File Description   | Documents   |
|--|---|
| Upload any additional information                            | <a href="#">View File</a>   |
| Paste link for additional information                        | <a href="https://www.sgtbcollege.org.in/infrastructure_Detail.aspx?Cmmt=10">https://www.sgtbcollege.org.in/infrastructure_Detail.aspx?Cmmt=10</a> |
| List of facilities for e-content development (Data Template) | <a href="#">View File</a>   |

#### 4.4 - Maintenance of Campus Infrastructure

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

709019

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Audited statements of accounts    | <a href="#">View File</a> |
| Upload any additional information | <a href="#">View File</a> |

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

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

The College Council supports the institution's head in making significant decisions. The Campus Development & Maintenance Committee, ensures meticulous maintenance of various facilities, including seminar halls, the canteen, laboratories, botanical gardens, agricultural greenhouses, computer labs, the library, reading rooms, sports facilities, and classrooms, with standard operating procedures overseen by respective department heads.

The Campus Beautification Committee maintains a clean & green environment, overseeing plant nurseries, gardeners, and park maintenance. The library provides a conducive reading environment, with staff ensuring smooth entry, security, and timely distribution of reading materials.

Computer dept. in whole assists oversee IT facilities, ensuring

repairs, upgrades, and the purchase of new hardware and software, as well as providing seamless internet connectivity across the campus. Security guards & CCTV cameras ensure safety in the campus. Housekeeping staff maintains cleanliness throughout the institution. The Canteen Committee ensures hygiene and provides healthy meals at discounted rates. During staff meetings with the principal, the Staff Secretary plays a pivotal role in recording minutes and facilitating communication between the principal and staff.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250117040334.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250117040334.pdf</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

254

| File Description  | Documents                 |
|---|---------------------------|
| Upload self-attested letters with the list of students receiving scholarships | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |

#### 5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

335

| File Description                        | Documents                 |
|---|---------------------------|
| Upload any additional information       | <a href="#">View File</a> |
| Institutional data in prescribed format | <a href="#">View File</a> |

#### 5.1.3 - The following Capacity Development A. All of the above

**and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology**

| File Description                              | Documents   |
|---|---|
| Link to Institutional website                 | <a href="https://www.sgtbcollege.org.in/">https://www.sgtbcollege.org.in/</a> |
| Details of capability development and schemes | <a href="#">View File</a>   |
| Any additional information                    | <a href="#">View File</a>   |

#### **5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year**

507

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | <a href="#">View File</a> |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |

## 5.2 - Student Progression

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

48

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

### 5.2.2 - Number of outgoing students progressing to higher education

301

| File Description                                  | Documents                 |
|---|---------------------------|
| Upload supporting data for students/alumni        | <a href="#">View File</a> |
| Details of students who went for higher education | <a href="#">View File</a> |
| Any additional information                        | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

**5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year**

5

| File Description                           | Documents                 |
|--|---------------------------|
| Upload supporting data for students/alumni | <a href="#">View File</a> |
| Any additional information                 | <a href="#">View File</a> |

### 5.3 - Student Participation and Activities

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

13

| File Description                           | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates | <a href="#">View File</a> |
| Any additional information                 | <a href="#">View File</a> |

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council serves as a bridge between students and the institution's administration, fostering collaboration, communication, and leadership. Members often plan academic seminars, cultural programs, and social initiatives to enhance campus life. They also promote student welfare, inclusivity, and engagement.

In academic and administrative bodies, students play a vital role by participating in decision-making processes. Representatives contribute to curriculum planning, quality assurance, and feedback mechanisms to improve academic standards. Their involvement ensures that the institution's policies align with student needs and perspectives.

Overall, the Student Council and student representatives foster a collaborative environment that enriches an institution's academic and administrative framework. Institute puts efforts into the overall development of a student. Students are part of NCC, NSS, and Red Cross units and they are members of different committees such as the discipline committee, refreshment committee, and registration committee for different Events and Competitions that are organized by our institution.

The active involvement of students in these roles benefits both

the institution and the individuals. Institutions gain valuable insights into student perspectives, enabling them to create policies and systems that better serve their community. At the same time, students develop essential skills such as leadership, communication, teamwork, problem-solving, and time management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250124023101.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250124023101.pdf</a> |

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

9

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| List of sports and cultural events / competitions organised per year | <a href="#">View File</a> |
| Upload any additional information                                    | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of Sri Guru Teg Bahadur Khalsa College plays a crucial role in fostering a strong connection between the college and its former students. Its primary mission is to build a mutually beneficial relationship that helps both the institution and its alumni thrive. In the college, events are organized to strengthen the bond between the alumni and the college. It provides an opportunity for alumni to reconnect with their peers and share experiences. The Alumni Association actively helps recent graduates to find employment opportunities and guides them towards productive career paths that benefit the society. Alumni contribute funds for the college's development, supporting initiatives such as scholarships for underprivileged and merit-based students. Alumni members are invited to join the Board of Studies in various departments, giving them a platform to influence curriculum revisions and bring their valuable

experience into academic planning. The association also serves as a forum for alumni to support the institution's academic goals, ensuring that the college maintains high standards of excellence. Alumni Association of Sri Guru Teg Bahadur Khalsa College not only strengthens the relationship between the college and its alumni but also helps improve the institution's academic quality and student welfare.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/AlumniMain.aspx">https://www.sgtbcollege.org.in/AlumniMain.aspx</a> |

#### 5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

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

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Sri Guru Teg Bahadur Khalsa College, situated in Sri Anandpur Sahib, stands as a bastion of educational excellence under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar. Guided by the vision "May I never refrain from righteous deeds," the college advances each year, offering a diverse range of undergraduate and postgraduate courses while continuously expanding its academic repertoire. Rooted in Sikh principles, the institution's mission is to foster the emancipation of minds, molding students into ethically sound individuals equipped with contemporary knowledge and technology to navigate the global landscape.

Transparent governance is upheld through the inclusive participation of stakeholders, facilitated by well-defined policies and committees. Faculty members actively engage in

various administrative roles, ensuring the smooth functioning of the institution. Academic freedom is coupled with support for research and professional development, fostering a culture of excellence. The college emphasizes ethical practices and industry engagement, leveraging e-governance for transparency and accountability. The Internal Quality Assurance Cell (IQAC) spearheads quality assurance initiatives, aligning with the National Education Policy (NEP 2020) through add-on and interdisciplinary courses, experiential learning, and industry collaborations. The administration's alignment with these academic endeavors underscores its commitment to realizing the institution's vision and mission.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122031110.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122031110.pdf</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib functions in a well-structured and defined manner to ensure decentralization and participative management at all levels of decision making.

(A) Decentralization Management: All UG and PG departments are working under the direction of Principal of the College. Heads of the Departments have been delegated the powers by the Principal to smoothly run the Department. As an Autonomous College, our College has an Examination branch, in which Controller of Examination is given the responsibility of examination process. Furthermore, for smooth running of college following committees have been constituted: IQAC, Admission Committee, Research Committee, UGC Committee, Bursar, Sports Committee, Cultural Committee, Grievance Cell, Anti-Ragging Committee, Scholarship Committee, Library Committee.

B) The College promotes the culture of participative management at:

1) Strategic level: Governing body, the Principal, teachers and the IQAC are involved in defining policies procedures, framing

guidelines and rules regulations pertaining to admission, examination, code of conduct-discipline,grievance, support services, finance etc.

2) Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Principal and faculty members are involved in joint research and have published papers.

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | <a href="#">View File</a>   |
| Paste link for additional Information                         | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122022927.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122022927.pdf</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College demonstrates effective and efficient functioning through its multidimensional strategic planning, encompassing teaching, learning, and infrastructure development aligned with its vision and mission. The Governing Body, led by the President of SGPC, oversees key decisions, including financial matters and policy formulation. Committees and cells streamline administrative processes, with the Principal providing direction and support while allowing autonomy to decision-making bodies.

The IQAC coordinates the formulation of the Strategic Plan, engaging stakeholders to identify focus areas and set priorities. Annual activity plans incorporate strategies to achieve stated goals. Despite challenges posed by the COVID-19 pandemic, the strategic plan is being implemented through various Management Information Systems (MISS), SOLITARE ERP, SOFTEL and MASTERSOFT, for facilitating functions like online fee payment and library management.

The college emphasizes inclusivity and skill development, evidenced by the mentor-mentee system and programs catering to diverse learner needs. Infrastructure development includes ICT-enabled labs and smart classrooms, promoting eco-friendly

practices and participative management. Although the pandemic has posed challenges, the institution remains committed to deploying its strategic plan, fostering a collaborative environment conducive to achieving its objectives in higher education.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250122032232.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250122032232.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

The college operates under a robust governance framework, with a governing body overseeing its functioning. At the helm is the Principal, responsible for internal management and decision-making in consultation with the Academic Council, whose decisions are rectified by the Governing Body and Management Board. This structured approach ensures alignment with the college's vision and mission. The Principal serves as a vital liaison between management and faculty, overseeing day-to-day activities and ensuring quality across teaching, discipline, and extracurriculars. Supported by senior faculty, the Principal designs policies to deliver socially impactful and ethically sound education. The Vice-Principal assists in academic matters, while Deans oversee academic operations and research initiatives, crucial for maintaining high standards and fostering innovation. Department Heads play a pivotal role in departmental missions and policy implementation. Faculty members, pivotal in translating the Principal's vision into action, actively participate in policy-making and contribute to the college's development. The Internal Quality Assurance Cell (IQAC) ensures adherence to quality parameters through monitoring, audits, and continuous improvement initiatives, reinforcing the college's commitment to excellence.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://www.sgtbcollege.org.in/Uploads/Pdf/MenuPDF/20240418012438.pdf">https://www.sgtbcollege.org.in/Uploads/Pdf/MenuPDF/20240418012438.pdf</a>                       |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032824.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032824.pdf</a> |

### 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                     | <a href="#">View File</a> |
| Screen shots of user interfaces                                 | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation | <a href="#">View File</a> |
| Any additional information                                      | <a href="#">View File</a> |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college has adopted 'CAS' (Career Advancement Scheme) as per the guidelines of UGC since 2010. Under this system, self-assessment 'Performance Based Appraisal System (PBAS) performance based on 'Academic Performance Indicators' (API) prescribed by the Punjabi University Patiala is filled by the teachers.

- For teaching staff, financial support is provided for attending conferences, workshops and seminars.
- There is a provision for Seed Money to the staff for carrying out research work.
- The staff members are provided casual leave, medical leave, maternity leave and duty leave as per Punjabi University Patiala and Punjab Government norms.
- As per Provident Fund Rules, all the eligible staff

members are enrolled as contributors towards provident fund.

- The management pays gratuity and leave encashment to the permanent employees of the college as per Punjabi University Patiala and Punjab Government norms.
- Other infrastructure facilities are provided :
  - First Aid/Free Medical Room for staff and students.
  - 24x7 wi-fi/internet facility for staff and students.
  - Staff and students are facilitated with e-library facility
  - Free photostat facility for staff.
  - Car parking for staff and students.
  - Canteen Facility for staff and students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051547.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051547.pdf</a> |

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

5

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

2

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |

#### 6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

107

| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

### 6.4 - Financial Management and Resource Mobilization

#### 6.4.1 - Institution conducts internal and external financial audits regularly

Sri Guru Teg Bahadur Khalsa College Sri Anandpur Sahib regularly conducts both, internal and external financial audits to ensure transparency, accountability and compliance with regulations. These audits are essential for maintaining the college's financial health, protecting its assets and fostering trust among stakeholders. The internal audit process typically begins with planning, where the audit team identifies key areas to be reviewed and develops an audit plan. External audits complement internal audits by providing an independent and objective assessment of the college's financial statements. External audits are conducted by reputed accounting firms or chartered accountants appointed by the management (SGPC). The external audit process also begins with planning, where auditors gain an understanding of the college's operations, risks, and financial systems. This helps them develop an audit plan tailored to college's specific circumstances. During this process auditors verify documentary proofs of transactions. It also evaluates control systems to assess the accuracy and reliability of

financial transaction. In addition to this, the college conducts specialized audits like Gender Audit, Green Audit, Energy audit etc. Specialized audits provide additional insights and assurance regarding the college's operations, governance and financial performance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250127110209.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250127110209.pdf</a> |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

1.5 lakhs

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib, an Autonomous College mobilizes the funds, allocates sufficient budgetary provision and ensures transparency in its financial management, for the prospective growth of the institution, holistic development of the students and welfare of the staff and society. The College mobilizes resources through several avenues such as government grants, students' fee, endowment scholarships, funds from self-financed courses and interest from banks.

- For general development the other sources of funds such as Autonomous Grant, CPE, DBT-STAR, DST-FIST, SERB, MTTs, DAECsR, UNNAT BHARAT ABHIYAN, BRNS and B.Voc. are mobilized through schemes and projects from governmental and non-governmental agencies.
- Staff members apply for grants and Sponsorships from

various organizations.

- College also receives funds from philanthropists, well-wishers, alumni and trusts.
- During Hollamohalla festival, the college playground is allowed for organizing Kabaddi and wrestling tournaments.
- The campus serves as a hub for sports and physical activities like organising various tournaments by the sports clubs.
- Free bridge courses focusing on computer skills and personality development are conducted annually.
- Under Unnat Bharat Abhiyan, five villages have been adopted for holistic development.

The college broadcasts informative programs on Community Radio 90.8 MHz.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250127105944.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250127105944.pdf</a> |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) of the College embodies our steadfast commitment for upholding NAAC norms. Comprising members from diverse departments, it reflects a blend of experienced and young faculty. The IQAC aligns with the institution's Vision and Mission, defining Program Outcomes (POs) and embedding quality policies. It diligently reviews the teaching-learning process, methodologies and learning outcomes at regular intervals.

The IQAC enhances the educational experience through increased ICT integration, expanding library resources and offering skill development courses. It facilitates industrial training, assists with placements and organizes seminars, workshops and guest lectures. During this year, IQAC focused on enhancing the number

of Add-on courses.

**Elevating Student Learning Experience:** The IQAC collaborates with industry partners through MOUs, facilitating industry-centric training, educational visits and workshops. Skill development courses are implemented to prepare students for the professional world. Structured feedback is collected from stakeholders, guiding improvements in curriculum, infrastructure and research, promoting student progression and quality research.

**Nurturing Teacher Growth and Research:** The IQAC promotes faculty development, motivating participation in FDPs, workshops, conferences and research. This encourages continuous learning and professional growth, with events enhancing educators' skills.

The IQAC is committed for innovation and preparedness for NEP-2020.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051627.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051627.pdf</a> |

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution's IQAC is instrumental in driving various strategies, including alumni networking, ICT integration in teaching, library expansion, skill development, industrial visits, placements and seminars for information dissemination. The IQAC fosters a learner-centric environment and diligently maintains an institutional database, analyzes feedback, conducts audits and submits the Annual Quality Assurance Report as per NAAC guidelines.

Examples of teaching-learning reforms facilitated by the IQAC include:

1. Skill Acquisition and Development:

The IQAC introduced skill-oriented Bachelor of Vocation (B.Voc)

courses, blending theoretical knowledge with hands-on training in collaboration with industry experts. Initially, the college was offering vocational courses like Software Development, Food Processing, Hospitality & Tourism, Retail Management and now it has started Medical Laboratory Technology course. Additionally, the institution introduced 33 Add-on Courses during the session 2023-24. The college also started AICTE approved MCA course.

#### 1. Feedback System:

The IQAC established a robust feedback system involving students, faculty, parents and alumni. Feedback is collected through online surveys and suggestion boxes, promoting transparency and inclusivity. The IQAC meticulously analyzes feedback to identify areas for improvement, leading to targeted interventions in curriculum enrichment, infrastructural development and research facilities. Based on feedback analyses IQAC makes recommendations as regards to the quality enhancement.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051738.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051738.pdf</a> |

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

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

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=23">https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=23</a> |
| Upload e-copies of accreditations and certification                | <a href="#">View File</a>   |
| Upload details of quality assurance initiatives of the institution | <a href="#">View File</a>   |
| Upload any additional information                                  | <a href="#">View File</a>   |

## 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

**In Curricular activities:** College considering the importance of gender sanitation incorporate topics as a part of our curriculum. The topics are Liberty and Equality, Justice and Rights, Gender equality in Sikhism and Gender and Politics in India: Issues of Equality and Representation, Literature and Gender in M.A. and Women Writings and Gender and Human Rights in B.A. Honours in English.

**Co-curricular Activity:** The Institution make special efforts to sensitize and promote gender equity. Female students of NCC and NSS represents college in the celebration of Independence Day, Republic Day parade and Holla Mohalla. The College organises seminars, conferences and workshops on women empowerment.

**Facilities for Women:** The College has a girl's hostel, 24\*7 CCTV cameras, security for surveillance Common Room and special cultural and sports facilities for girl students. Both Women Cell and Women Anti Sexual Harassment Committees address gender-based issues. The college ensures the welfare of female students and a conducive environment for the growth and development of female students. The Mentor-Mentee system establishes counselling to address student issues, promoting balance between physical, mental, and academic progress.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250109033259.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250109033259.pdf</a> |

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

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

The College has been actively engaged in making contributions to environmental sustainability. Through deliberate efforts, the College has focused on fulfilling moral, social responsibility to promote an environmental, characterized by minimal waste and the conservation of nature.

The College's waste management policy is responsible for segregation, storage, handling, and disposal of produces waste material.

**Solid waste management:** Vermicompost is prepared from the college's bio waste. The eco-friendly waste management system includes segregating biodegradable and non-biodegradable waste at disposal stage and producing manure.

The College strictly follows a protocol for the disposal of liquid and solid waste. The water discharged from AC and RO is routed through pipes to flower pots and garden. Furthermore, sewage effluents are disposed of in accordance with the district municipal council's protocol.

The Biomedical waste is minimal, so it responsibly disposed of by doctor in compliance with medical regulations. The add-on

course, introduce and implemented "Good Laboratory Practices" to aware the students.

**E-waste:** The Institution has inventory of computers through re assembling, modification and up-gradation. An MOU has been signed with ORTECH INDIA CORPORATION to ensure the efficient management of e-waste.

**Waste Recycling System:** Paper utilized for single-sided printing is repurposed for regular printing tasks.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**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**

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

| File Description                                 | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                   | <a href="#">View File</a> |

**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**

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photos / videos of the facilities                        | <a href="#">View File</a> |
| Various policy documents / decisions circulated for implementation | <a href="#">View File</a> |
| Any other relevant documents                                       | <a href="#">View File</a> |

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

**7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:** **A. Any 4 or all of the above**

1. Green audit
2. Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions/awards
- 5.Beyond the campus environmental promotional activities

| File Description  | Documents                 |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | <a href="#">View File</a> |
| Certification by the auditing agency                                      | <a href="#">View File</a> |
| Certificates of the awards received                                       | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.7 - The Institution has a disabled-friendly and barrier-free environment:** **A. Any 4 or all of the above**  
**Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms**  
**Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities:**  
**accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human**

assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of facilities                 | <a href="#">View File</a> |
| Policy documents and brochures on the support to be provided | <a href="#">View File</a> |
| Details of the software procured for providing assistance    | <a href="#">View File</a> |
| Any other relevant information                               | <a href="#">View File</a> |

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

The institute values equality for all cultures and traditions, regardless of caste, religion, or region. It fosters an inclusive environment that embraces a range of diversities, including cultural, regional, linguistic, and socioeconomic factors. Managed by the Shiromani Gurudwara Parbhandhak Committee (SGPC), the college follows Sikh principles that emphasize non-discrimination and the welfare of all people. The practice of Langar, where everyone shares a meal regardless of their background, reinforces this message of equality among students

The admission policy also reflects equality, offering scholarships and financial aid to economically disadvantaged students. Cultural and youth festivals are held annually to encourage participation in co-curricular and extracurricular activities, allowing students from diverse backgrounds to engage with one another. The institute celebrates various religious and national days to promote social harmony, along with social initiatives like blood donation camps and cleanliness drives.

Seminars, and workshops on social and religious topics are organized to support an inclusive and unbiased environment. The language department helps enhance communication skills through activities such as debates and competitions, while the English Literary Society and Bhasha Manch celebrate language diversity and promote inter-language bonding among students.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

The institution believes citizens are essential to a nation's progress. They can shape the country's political, social, and economic landscape. It is important to educate students and staff about the Constitution, its values, human rights, voting rights, and citizenship through various activities.

Voters Day is celebrated in the college on January 25 each year to mark the foundation day of the Election Commission of India (ECI), established in 1950. Various activities are organized, and students enthusiastically participate by making attractive posters on voting rights and raising public awareness about voting.

Constitution Day is also celebrated in the college on November 26th each year to honor the adoption of the Constitution of India. The day promotes Constitutional values among students and staff, sharing the ideas of freedom fighters. Activities like special lectures and quizzes are organized to raise awareness about the Constitution's goals and principles.

Human rights education is included in the syllabus to raise awareness about dignity and rights.

**Democratic Values:** To build a stronger democracy, young people should be included in decision making. We organize student visits to Punjab Legislative Assembly for them to learn about the State Legislature.

| File Description  | Documents                 |
|---|---------------------------|
| Details of activities that inculcate values necessary to transform students into responsible citizens | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics - policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**The College celebrates Independence Day with concept of On Azadi Ka Amrit Mahatosav, Republic Day, and Constitution Day to install nationalism, sovereignty, and solidarity. International Women's Day point towards gender equity and sensitization activities undertaken by the college.**

**The tradition of beginning each new session with Akhand path is intrinsic to the cultural ethos of the college. Principal, staff and students attended the same to invoke the blessings of the Almighty. Institute organizes Gurmat Samangam dedicated to Martyrdom of Sri Guru Teg Bahadur Ji to commemorate the teachings of the Gurus. Festivals like Lohri, Hola Mohala and Diwali are celebrated collectively to foster cultural and religious communion. The activities, such as Annual Athletic Meet. College fraternity collectively participates in National level campaigns launched by the Government such as Swachh Bharat Abhiyaan and Unnat Bharat Abhiyan thereby fulfilling its**

responsibility. Adding more, many events and guest lectures are regularly organized to programme of national pride and gratitude towards the sacrifices of great leaders of our country. Vigilance Awareness Week is celebrated to aware the rules and laws related against corruption. On every important day the history of day should be telecasted on Community Radio Station to spread knowledge in society.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | <a href="#">View File</a> |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**Best Practice 1: Holistic Growth through Moral Values** Fostering moral values among students is for their holistic development and for preparing them to be responsible citizens. Education should not be restricted to providing knowledge; instead, it should also focus on cultivating the right moral values.

Instilling moral values helps students develop the ability to make ethical decisions in situations, both within their academic and personal lives. College is in Sri Anandpur Sahib (a holy city), this fact onus us to nurture students' character by promoting virtues such as honesty, integrity, empathy, and respect for others to commemorate the supreme sacrifice made by the Ninth Guru, Sri Guru Teg Bahadur Sahib, for religious freedom and human rights.

**Best Practices-2:**Title: Community Service College takes a strong stance in being socially responsible organisation. College encourages community engagement of the students and creates a positive impact on its inclusive growth. Education, has been shifting its paradigm towards being a trade commodity rather than imparting values along with knowledge. This led to decaying of values and cultural crisis further resulting in the need of "Value Education." Education with values tends to be more

meaningful in social contexts.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.sgtbcollege.org.in/IOAC.aspx?IOAC=14">https://www.sgtbcollege.org.in/IOAC.aspx?IOAC=14</a>   |
| Any other relevant information              | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250125101716.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250125101716.pdf</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The institute believes in equality to all irrespective of diversities in the fields of caste, religion, region, etc. The institution provides an inclusive environment for everyone in terms of cultural, regional, linguistic, communal, socio-economic and other diversities. The management of the college is Shiromani Gurudwara Parbhandhak Committee, Sri Amritsar Sahib, is a religious body. Our Sikh philosophy preaches that no one should ever be discriminated in any way. Sikh Gurus have taught us "Sarbat da Bhala" which means the welfare of mankind. The college has CRS 90.8 MHz frequency with 40 Km range for the transmission of programmes of awareness. We also practice Langar on occasions because our Gurus taught us "Pehle Pangat Paache Sangat" which means food is served to all. Everyone sits on the same floor (pangat) and eats together. This practice promotes equality among all the students. The Institute organizes cultural and youth festivals every year and encourages the students to participate in various cocurricular and extracurricular activities to make them socialize with one another and share their opinions and disagreements in a harmonious manner. College organizes various programs to address issues like ensuring harmony, reducing vulnerability, building human capital, empowering women, and promoting all cultures.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The curriculum has been revised in view of Today's Need of farming community, business community which are reflected in the courses like Extension and rural development, Programme development for rural families, Community nutrition and education, Plant nutrition, Gender Issues, Value and Professional Ethics. The institution is imparting education through 36 programs and this conglomeration caters to the specific Regional Needs. The curriculum is aimed with solving specific requirements of all stakeholders by providing technical knowhow and help them to achieve their sustainable goals. The core value of the curriculum is to contribute significantly, to National development by imparting knowledge of sustainable development and allied subjects. Agriculture Practices for horticulture crops, Weather Modelling and computation technique. Other national issues are addressed under the courses like Soil and water conservation engineering, Renewable power sources, Food safety and quality control, Biodiversity and its conservation for creating socially and nationally responsible citizens. Courses addressing Global Needs are Global nutritional problems, Global extension systems, International trade and sustainability governance, Globalization and consumer economics. Curricula also generate entrepreneurial instinct among students through courses like practical crop production, Zoology, Botany, management etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload additional information, if any | <a href="#">View File</a>   |
| Link for additional information       | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123040414.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123040414.pdf</a> |

#### 1.1.2 - Number of Programmes where syllabus revision was carried out during the

|   |                           |
|---|---------------------------|
| <b>year</b>   |                           |
| <b>17</b>   |                           |
| File Description  | Documents                 |
| Minutes of relevant Academic Council/BOS meeting  | <a href="#">View File</a> |
| Details of syllabus revision during the year  | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| <b>1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year</b> |                           |
| <b>1206</b>   |                           |
| File Description  | Documents                 |
| Curriculum / Syllabus of such courses   | <a href="#">View File</a> |
| Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses   | <a href="#">View File</a> |
| MoUs with relevant organizations for these courses, if any  | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| <b>1.2 - Academic Flexibility</b>   |                           |
| <b>1.2.1 - Number of new courses introduced across all programmes offered during the year</b>   |                           |
| <b>34</b>   |                           |
| File Description  | Documents                 |
| Minutes of relevant Academic Council/BoS meetings   | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |
| Institutional data in prescribed format (Data Template)   | <a href="#">View File</a> |

### 1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

36

| File Description                                     | Documents                 |
|--|---------------------------|
| Minutes of relevant Academic Council/BoS meetings    | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |
| List of Add on /Certificate programs (Data Template) | <a href="#">View File</a> |

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability, and Human Values into the curriculum

The institution runs the programmes in Arts, Commerce and Science. Curriculum is designed by all the departments in their respective manner, which includes various topics covering cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability. In this context, institution runs two compulsory subjects Environmental and Road Safety Awareness and Drug Abuse: Problem, Management and Prevention for all UG first year students, related to Environmental and Sustainability.

Professional Ethics and Human Values: In this respect, Social development activities like working in NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, environment awareness camps, Village cleanliness drive, workshops on social issues, gender issues, etc. All the activities of being monitored by the faculty in charge at the institution level. As an integral part of student engagement in social activities during their programme of study, the College also mandates at least 300 students enrolled as NSS Volunteers, NCC volunteers and Red Cross Volunteers every year.

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

### 1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

33

| File Description   | Documents                 |
|--|---------------------------|
| List of value-added courses                                    | <a href="#">View File</a> |
| Brochure or any other document relating to value-added courses | <a href="#">View File</a> |
| Any additional information                                     | <a href="#">View File</a> |

### 1.3.3 - Number of students enrolled in the courses under 1.3.2 above

1507

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

### 1.3.4 - Number of students undertaking field work/projects/ internships / student projects

594

| File Description  | Documents                 |
|---|---------------------------|
| List of programmes and number of students undertaking field projects / internships / student projects | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

## 1.4 - Feedback System

|  |   |  |
|--|---|--|
| 1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni |   | A. All 4 of the above  |
| File Description   | Documents   |  |
| Provide the URL for stakeholders' feedback report  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250122041630.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250122041630.pdf</a> |  |
| Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management                                  | <a href="#">View File</a>   |  |
| Any additional information   | <a href="#">View File</a>   |  |
| 1.4.2 - The feedback system of the Institution comprises the following   |   | A. Feedback collected, analysed and action taken made available on the website |
| File Description   | Documents   |  |
| Provide URL for stakeholders' feedback report  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123034553.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250123034553.pdf</a> |  |
| Any additional information   | <a href="#">View File</a>   |  |
| TEACHING-LEARNING AND EVALUATION   |   |  |
| 2.1 - Student Enrollment and Profile   |   |  |
| 2.1.1 - Enrolment of Students  |   |  |
| 2.1.1.1 - Number of students admitted (year-wise) during the year  |   |  |
| 2954   |   |  |
| File Description   | Documents   |  |
| Any additional information   | <a href="#">View File</a>   |  |
| Institutional data in prescribed format  | <a href="#">View File</a>   |  |
| 2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan,   |   |  |

etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

276

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | <a href="#">View File</a> |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

- 1. Diverse Learning Needs:** Your students come from various backgrounds and exhibit different levels of academic abilities. Recognizing and addressing these differences ensures that each student can progress at their own pace.
- 2. Support for Slow Learners:**
  - Online study materials, such as videos and reference copies, are available.
  - Revision classes, peer teaching, and practice sessions are conducted discreetly to avoid stigmatization.
- 3. Support for Advanced Learners:**
  - Encouragement of self-study through curated reading lists.
  - Skill development in areas such as communication, interview skills, presentation, and personality development.
  - Recognition through merit scholarships for top performers.
- 4. Library and E-resources:**
  - Students are encouraged to visit the library and use e-resources, which contain a rich collection of books and journals.
  - These resources cater to students' need for further knowledge exploration.
- 5. Opportunities for Extra-Curricular Development:**
  - Participation in workshops, conferences, and seminars is encouraged.
  - These activities not only broaden knowledge but also expose students to research concepts.
- 6. Internship Opportunities:**

- Students are motivated to take internships at reputed research institutes, which can help them gain practical experience and exposure to research.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025422.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025422.pdf</a> |

### 2.2.2 - Student – Teacher (full-time) ratio

| Year       | Number of Students | Number of Teachers |
|------------|--------------------|--------------------|
| 10/07/2023 | 2954               | 138                |

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

## 2.3 - Teaching- Learning Process

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

### Key Practices for Student-Centered Learning:

- 1. Encouragement of Student Participation in Activities:**
  - Students are encouraged to engage in activities like online quizzes and practical problem-solving events. These activities help build critical thinking and practical skills while allowing students to take ownership of their learning.
- 2. Research-Oriented Engagement:**
  - Under the Star DBT scheme, students are involved in group projects to promote a research attitude..
- 3. Interdepartmental Collaboration:**
  - The institution promotes interdepartmental activities under the Star DBT scheme, encouraging

students from different disciplines to collaborate on projects. This helps them learn from diverse perspectives and apply cross-disciplinary knowledge.

**4. Pedagogical Variety:**

- Practical and research-based pedagogy.
- Active learning strategies like flipped classrooms, role-play, skits, brainstorming, and group presentations.
- Peer learning, term papers, internships, and fieldwork.

**5. Research-Based Learning:**

- Postgraduate students in both social sciences and basic sciences are required to complete dissertations or internships at research institutions or industries, linking classroom learning with real-world application.

**6. Collaborations with Prestigious Institutions:**

Students are encouraged to participate in summer projects and internships with prestigious institutions like JNCASR, IISc, IIM, NCBS, and others, giving them exposure to advanced research and real-world industry challenges

| File Description                  | Documents   |
|-----------------------------------|---|
| Upload any additional information | <a href="#">View File</a>   |
| Link for additional Information   | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125112929.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125112929.pdf</a> |

**2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning**

The college actively promotes the utilization of ICT-enabled tools to enhance the effectiveness of the teaching and learning process. Equipped with computers connected via LAN, smart classrooms, LCD projectors, and laptops, the institution offers robust ICT facilities. Online teaching sessions are facilitated through platforms such as Zoom and Google Meet, fostering interactive engagement between faculty and students. To ensure efficient learning, faculty members utilize Learning Management System (LMS) platforms like Google Classroom and Moodle, leveraging them for e-teaching

and learning purposes, including providing references and informative videos.

Encouraging student participation, the college emphasizes the submission of e-assignments, which remain accessible for future reference. Faculty members also share a plethora of online resources, including e-books, e-content, and YouTube presentations. To broaden accessibility, teachers have established blogs, websites, and YouTube channels where students can access course materials. Recorded sessions are made available to students as supplementary reference materials, while platforms like blogs and YouTube channels facilitate student feedback and critical evaluation.

In terms of communication, various online modes such as WhatsApp, Telegram, and email are employed to keep students informed.

| File Description   | Documents   |
|--|---|
| Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250121025516.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250121025516.pdf</a> |
| Upload any additional information  | <a href="#">View File</a>   |

### 2.3.3 - Ratio of students to mentor for academic and other related issues

#### 2.3.3.1 - Number of mentors

106

| File Description  | Documents                 |
|---|---------------------------|
| Upload year-wise number of students enrolled and full-time teachers on roll | <a href="#">View File</a> |
| Circulars with regard to assigning mentors to mentees                       | <a href="#">View File</a> |

### 2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

#### 1. Academic Calendar:

- The institution prepares an academic calendar at the beginning of each academic year, outlining

important details like:

- Commencement of classes/semesters
- Examination dates
- Major college events
- Holidays, vacations, and festivals

- The academic calendar is approved by the Academic Council to ensure that all academic activities are aligned with institutional goals.

## 2. Total Effective Working Days:

- The academic calendar specifies the total number of effective working days in each semester. This is important for scheduling courses and ensuring that the curriculum is covered within the available time.

## 3. Timetable Preparation:

- The Timetable Committee prepares the timetable by aligning the available working days with the curriculum for each subject. This ensures that each subject has adequate time for teaching and learning.

## 4. Teaching Plans:

- Faculties create detailed teaching plans for their respective subjects based on the number of credits and hours allocated.
- The teaching plans include:
  - Preparation of assignments
  - PowerPoint presentations (PPTs)
  - Lecture notes

## 5. Collaboration among Faculties:

- If a course is taught by multiple instructors, they collaborate to prepare the teaching plan to ensure uniformity

| File Description  | Documents                 |
|---|---------------------------|
| Upload the Academic Calendar and Teaching Plans during the year | <a href="#">View File</a> |

## 2.4 - Teacher Profile and Quality

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

138

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

#### 2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

49

| File Description  | Documents                 |
|---|---------------------------|
| List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

#### 2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

808

| File Description  | Documents                 |
|---|---------------------------|
| List of teachers including their PAN, designation, Department and details of their experience | <a href="#">View File</a> |
| Any additional information  | No File Uploaded          |

### 2.5 - Evaluation Process and Reforms

#### 2.5.1 - Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year

15

| File Description   | Documents                 |
|--|---------------------------|
| List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result | <a href="#">View File</a> |
| Any additional information   | No File Uploaded          |

### 2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

234

| File Description  | Documents                 |
|---|---------------------------|
| Upload the number of complaints and total number of students who appeared for exams during the year | <a href="#">View File</a> |
| Upload any additional information   | <a href="#">View File</a> |

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

Examination procedure and processes have incorporated IT integration and reforms which have resulted in a quick and smooth conduct of the examination. The whole examination set up beginning from the filling of examination forms, generation of roll numbers, payment of fee and other activities are carried out with the help of Solitaire Software. The eligibility list of students, list of invigilators, flying squads, roll number generation, attendance sheet which are part of pre-examination process are all carried out with the help of IT software.

Mid semester tests are conducted twice a semester and question papers for the same are sent through E-mails. Evaluated answer books are shown to the students and specific problems are discussed with them. Then the award lists are prepared and consolidated, which are submitted to the examination branch online.

Continuous evaluation of students' tests, are an integral part of the existing curricula and hence help in the

continuous evaluation of the students. Continuous Internal Assessment (CIA) includes various activities like class written tests, oral class tests, assignments, class participation and conduct, attendance, seminars, quizzes, case studies, projects.

Softel is replaced with more advanced MasterSoft ERP in order to make the examination system more secure, efficient, transparent.

| File Description                      | Documents  |
|---------------------------------------|--|
| Upload any additional information     | <a href="#">View File</a>  |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025602.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025602.p<br/>df</a> |

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The alignment of Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs) with the academic planning and teaching methodologies ensures that both students and faculty are clear on expectations, content, and learning goals.

### 1. Time Management and Clarity:

- The academic plan for the semester is developed with these outcomes in mind, helping students and teachers effectively manage their time throughout the semester.

### 2. Orientation Programs:

- New students (first-year) are introduced to the graduate program outcomes during orientation, which helps set expectations right from the beginning.

### 3. Faculty Involvement in Syllabus Framing:

- Faculty members who are involved in syllabus design also contribute to formulating the PSOs and COs, ensuring that outcomes are relevant,

achievable, and aligned with the overall educational goals of the program.

**4. Workshops for Outcome Alignment:**

- Workshops are conducted to discuss the content, objectives, and outcomes of the courses and programs.

**5. Adherence to Outcome-Based Education (OBE):**

OBE is a student-centric learning approach mandated by regulatory bodies like the UGC and NAAC, focusing on helping students acquire specific knowledge, skills, and values

| File Description   | Documents   |
|--|---|
| Upload COs for all courses (exemplars from the Glossary) | <a href="#">View File</a>   |
| Upload any additional information                        | No File Uploaded  |
| Link for additional Information                          | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250125113015.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IOAC/AgarCriterion/20250125113015.pdf</a> |

**2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution**

**Key Features of Measuring Attainment:**

**1. Clear Communication of Outcomes:**

- POs, PSOs, and COs are clearly defined and communicated to stakeholders (students, faculty, and parents) through orientation programs and the college website.

**2. Direct and Indirect Assessment:**

- The attainment of outcomes is measured using two methods:
  - Direct Assessment: Includes tools that directly measure learning through tangible outputs.

**3. Regular Activities to Assess Attainment:**

- A variety of academic and co-curricular activities are conducted to assess learning and attainment, such as:
  - Class tests
  - Mock interviews

- Group discussions
- PPT competitions
- Project presentations
- Exhibitions

#### 4. Annual Computation of Attainment:

- At the end of each academic year, PO attainment is computed by comparing and analysing the attainment across all curriculum components.

#### 5. Direct Assessment Method:

- This method focuses on evaluating students through standard examinations and continuous internal evaluations.
  - Semester End Examinations (SEE): These exams test higher-order thinking skills, such as remembering, understanding, and application, and to some extent, analysis.
  - Continuous Internal Evaluation (CIE): Includes a variety of assessment tools, such as:
    - Tests
    - Assignments
    - Presentations
    - Practical exams
    - Quizzes

#### 1. Peer Review for Consistency:

- To ensure fairness and consistency in the direct assessment, consider implementing peer review processes.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125113015.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125113015.pdf</a> |

### 2.6.3 - Pass Percentage of students

#### 2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

792

| File Description  | Documents   |
|---|---|
| Upload list of Programmes and number of students appear for and passed in the final year examinations | <a href="#">View File</a>   |
| Upload any additional information   | No File Uploaded  |
| Paste link for the annual report  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025723.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250121025723.pdf</a> |

## 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**

<https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250123034904.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The college has successfully formulated and implemented a robust research policy, nurturing an environment for encouraging scholarly exploration and innovation. The College Research Advisory Committee timely evaluates, modifies and updates the research policy to facilitate research activities. It ensures ethics in research activities and encourages multidisciplinary research. Research Project is a part of curricula of post -graduate programmes which helps to develop a research temperament in students. The college has been sanctioned DST-FIST grant and DBT Star Status which has augmented the institute laboratory facilities inculcating a research culture in the student's bachelor degrees as well as the faculty. The college is publishing its own UGC-Care listed research journal entitled "Guru Teg Bahadur Journal of Religious Studies" is a biannual journal and has been listed in UGC CARE List since 2022. Fifteen faculty members are approved by various reputed universities to act as research supervisors and guiding 35 students for Ph.D. programmes. As

an effective output of all these, faculty has published 89 research publications and 172 books/book chapters during the session. The faculty members are also encouraged to undertake research innovations, as a result of which patents have been obtained on the name of the college.

| File Description   | Documents   |
|--|---|
| Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption | <a href="#">View File</a>   |
| Provide URL of policy document on promotion of research uploaded on the website  | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=4">https://www.sgtbcollege.org.in/Research.aspx?Re=4</a> |
| Any additional information   | <a href="#">View File</a>   |

### 3.1.2 - The institution provides seed money to its teachers for research

#### 3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

nil

| File Description  | Documents        |
|---|------------------|
| Minutes of the relevant bodies of the institution regarding seed money                                      | No File Uploaded |
| Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized | No File Uploaded |
| List of teachers receiving grant and details of grant received  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

01

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the award letters of the teachers                     | <a href="#">View File</a> |
| List of teachers and details of their international fellowship(s) | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

### 3.2 - Resource Mobilization for Research

#### 3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

5.849

| File Description   | Documents                 |
|--|---------------------------|
| e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations | <a href="#">View File</a> |
| List of projects and grant details   | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

#### 3.2.2 - Number of teachers having research projects during the year

2

| File Description                          | Documents   |
|---|---|
| Upload any additional information         | <a href="#">View File</a>   |
| Paste link for additional Information     | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=12">https://www.sgtbcollege.org.in/Research.aspx?Re=12</a> |
| List of research projects during the year | <a href="#">View File</a>   |

#### 3.2.3 - Number of teachers recognised as research guides

15

| File Description  | Documents                 |
|---|---------------------------|
| Upload copies of the letter of the university recognizing teachers as research guides | <a href="#">View File</a> |
| Institutional data in Prescribed format   | <a href="#">View File</a> |

### 3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

1

| File Description                          | Documents  |
|---|--|
| Supporting document from Funding Agencies | <a href="#">View File</a>  |
| Paste link to funding agencies' website   | <a href="https://brns.res.in/">https://brns.res.in/</a><br><a href="https://www.csr.res.in/">https://www.csr.res.in/</a> |
| Any additional information                | <a href="#">View File</a>  |

## 3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

Institute's Innovation Council organizes various students as well as community oriented events time to time for the infusion of innovative and entrepreneurship behaviour in the participants.

IPR Cellof the institute takes initiatives to give faculty and students a comprehensive knowledge of their rights and obligations with regard to safeguarding intellectual property created during their research endeavors. To sensitize students towards Intellectual Property Rights the concept has also been incorporated in the curriculum of six courses of different programmes of the institute.

Organic Production Unit of the institute has been established to provide a hands-on learning opportunities for students and faculty in modern farming techniques and sustainable agriculture practices involving production of exotic vegetables and mushrooms. The students are instructed to

harvest, pack and sell the vegetables themselves inculcating a sense of entrepreneurship in them.

In addition, the institute's initiative to establish a Weather Station, Earthquake Geo-station, Botanical Garden with Medical and Aromatic Plants and adoption of villages under Unnat Bharat Abhiyan marks a significant leap forward in leveraging technology for the safety and well-being of communities.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/CellsandCommitteeDetail.aspx?Cmmt=27">https://www.sgtbcollege.org.in/CellsandCommitteeDetail.aspx?Cmmt=27</a> |

### 3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

38

| File Description                                     | Documents                 |
|--|---------------------------|
| Report of the events                                 | <a href="#">View File</a> |
| List of workshops/seminars conducted during the year | <a href="#">View File</a> |
| Any additional information                           | <a href="#">View File</a> |

### 3.4 - Research Publications and Awards

**3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

### **3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year**

#### **3.4.2.1 - Number of PhD students registered during the year**

2

| File Description   | Documents   |
|--|---|
| URL to the research page on HEI website  | <a href="https://www.sgtbcollege.org.in/Research.aspx?Re=1">https://www.sgtbcollege.org.in/Research.aspx?Re=1</a> |
| List of PhD scholars and details like name of the guide, title of thesis, and year of registration | <a href="#">View File</a>   |
| Any additional information   | <a href="#">View File</a>   |

### **3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year**

0.54

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

### **3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year**

1.24

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://docs.google.com/spreadsheets/d/1HgxnIUeWmKgicmKMTgXSI49z7Ilp9Fqv/edit?usp=sharing&amp;ouid=103262804379192915264&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1HgxnIUeWmKgicmKMTgXSI49z7Ilp9Fqv/edit?usp=sharing&amp;ouid=103262804379192915264&amp;rtpof=true&amp;sd=true</a> |

### 3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

#### 3.4.5.1 - Total number of Citations in Scopus during the year

16

| File Description                                  | Documents                 |
|---|---------------------------|
| Any additional information                        | <a href="#">View File</a> |
| Bibliometrics of the publications during the year | <a href="#">View File</a> |

### 3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

#### 3.4.6.1 - h-index of Scopus during the year

3.2

| File Description   | Documents                 |
|--|---------------------------|
| Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution | <a href="#">View File</a> |
| Any additional information   | <a href="#">View File</a> |

### 3.5 - Consultancy

#### 3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

Nil

| File Description   | Documents        |
|--|------------------|
| Audited statements of accounts indicating the revenue generated through consultancy and corporate training | No File Uploaded |
| List of consultants and revenue generated by them  | No File Uploaded |
| Any additional information   | No File Uploaded |

### 3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

Nil

| File Description  | Documents        |
|---|------------------|
| Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy | No File Uploaded |
| List of training programmes, teachers and staff trained for undertaking consultancy   | No File Uploaded |
| List of facilities and staff available for undertaking consultancy  | No File Uploaded |
| Any additional information  | No File Uploaded |

### 3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

Understanding the importance of Extension and outreach activities as the vehicles for Institutional Social Responsibility, College is in forefront in taking up a number of activities with the help of Unnat Bharat Abhiyan Scheme, NSS, NCC, Red Cross Programmes and departmental activities.

- NSS unit has been engaged in organizing the cleanliness drive and awareness rally against paddy straw burning
- Red Cross in collaboration with the NSS unit has been

serving the community by organizing Blood Donation Camps at various intervals.

- NCC unit plays important role by inculcating the discipline among the students. Various camps have been conducted to fulfill the objective.
- Under Unnat Bharat Abhiyaan scheme, the Department of Agriculture has organized awareness program on the issues of pollution control and stubble burning.
- Carrer guidance and counselling workshops have been arranged for the students of schools in Punjab as well as Himachal Pradesh.

Outcome:NSS and NCC volunteers have helped the public by providing the services like Controlling the devotees during the celebration of Holla-Mohalla in Sri Anandpur Sahib. Punjab Government has also honored Prof. Sandeep Kumar, Head, Department of Defense Studies with the Certificate of Appreciation for the hard work & dedication in this field.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125124334.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250125124334.pdf</a> |

### 3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

9

| File Description   | Documents                 |
|--|---------------------------|
| Number of awards for extension activities in during the year | <a href="#">View File</a> |
| e-copy of the award letters                                  | <a href="#">View File</a> |
| Any additional information                                   | <a href="#">View File</a> |

### 3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-

initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

41

| File Description                | Documents                 |
|---------------------------------|---------------------------|
| Reports of the events organized | <a href="#">View File</a> |
| Any additional information      | <a href="#">View File</a> |

**3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year**

1902

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

**3.7 - Collaboration**

**3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work**

3

| File Description                               | Documents                 |
|--|---------------------------|
| Copies of documents highlighting collaboration | <a href="#">View File</a> |
| Any additional information                     | <a href="#">View File</a> |

**3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)**

30

| File Description  | Documents                 |
|---|---------------------------|
| e-copies of the MoUs with institution/ industry/ corporate house  | <a href="#">View File</a> |
| Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

All the departments are spread in three old and one new building, with 53 teaching class rooms, 39 Laboratories, 10 Computer labs, one server room, one language lab and one conference-cum Auditorium, staff room, girl's common room, and examination branch. Central library with reading hall facility. In addition DBT Star Status sponsored departments had established their own departmental libraries. The College has also established Central instrumentation lab under DST-FIST Scheme. The college has its own Community Radio Station. Under UGC-CPE Scheme the college established its own well equipped Gymnasium. The Department of Agriculture has one Herbal Garden as well as one Shade Net House is meant for demonstration purposes as well as used for cultivation of exotic vegetables. The college also runs a Mushroom unit used for hands on training to the students. The college has 50 acres Agriculture land, which is used for Orchard, cereal crops and seasonal vegetables. With well-versed Agriculture labs, the department has installed an Automatic Weather Station in the college and other in Farm, the weather information is regularly broadcasted locally. There is one girl's hostel with intake of 40 students. The college has transport facility also.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250115025026.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250115025026.pdf</a> |

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

The college is actively engaged in cultural, yoga, as well as in Sports, the college organizes various activities during the academic session. The students participate in various sports, cultural competitions at zonal, inter-zonal, inter university and national levels. The college provides all kind of infrastructure and coaching facilities for both indoor and outdoor games. The college has 11 playgrounds and 400 mt track. The college has one multipurpose hall and one separate conference hall. The college celebrate yoga day every year and it also has one yoga centre for practice. The college has one gymnasium centre with 10 platforms/training apparatus.

| File Description                      | Documents   |
|---------------------------------------|---|
| Geotagged pictures                    | <a href="#">View File</a>   |
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127032943.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127032943.pdf</a> |

#### 4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

21

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

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

147914

| File Description   | Documents                 |
|--|---------------------------|
| Upload audited utilization statements                      | <a href="#">View File</a> |
| Details of Expenditure, excluding salary, during the years | <a href="#">View File</a> |
| Any additional information                                 | No File Uploaded          |

#### 4.2 - Library as a Learning Resource

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

Panth Rattan Jathedar Gurcharan Singh Thora Yaadgari Library, SGTB Khalsa College is well maintained and automated library. The library is using SOUL software for all the functioning in the library (updated version 3.0) having 43501plus books and 55plus Journals and magazines to cater the need of all the departments. The library is a member of the N-List consortia of the Information Library Network (INFLIBNET). Under this consortium library, more than 6,000 e-journals, 1.99 lakh e-books for students and faculty members have been provided. The library is member of DELNET (Developing Library Network) New Delhi DELNET Provides 3,90,00,000 (Books available for loan) 1,10,000 Journals, 5,000 Full-text e-journals and 1,45,000 Thesis/dissertations. Internet and reprographic facility is available along with a PC. CDs, DVDs, CD-ROM databases, barcode scanners, and printer facility is available in the library. In addition, library provides facilities like Photocopier, e-kiosk, OPAC, SMS facility to its users. Every year library provides orientation services to its new users. There is an Air Conditioned reading hall available for the students as well as for staff members.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Library/Department.aspx">https://www.sgtbcollege.org.in/Library/Department.aspx</a> |

|   |                           |                                      |
|---|---------------------------|--------------------------------------|
| <b>4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources</b> |                           | <b>A. Any 4 or more of the above</b> |
| File Description  | Documents                 |                                      |
| Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership   | <a href="#">View File</a> |                                      |
| Upload any additional information   | <a href="#">View File</a> |                                      |
| <b>4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)</b>                       |                           |                                      |
| <b>154699</b>   |                           |                                      |
| File Description  | Documents                 |                                      |
| Audited statements of accounts  | <a href="#">View File</a> |                                      |
| Any additional information  | <b>No File Uploaded</b>   |                                      |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)                                  | <a href="#">View File</a> |                                      |
| <b>4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)</b>   |                           |                                      |
| <b>4.2.4.1 - Number of teachers and students using the library per day during the year</b>  |                           |                                      |
| <b>121</b>  |                           |                                      |
| File Description  | Documents                 |                                      |
| Upload details of library usage by teachers and students  | <a href="#">View File</a> |                                      |
| Any additional information  | <a href="#">View File</a> |                                      |
| <b>4.3 - IT Infrastructure</b>  |                           |                                      |
| <b>4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities</b>              |                           |                                      |

The IT Policy of the college covers relevant ethical aspects of internet use on the campus. The college has procured a secure domain for itself. The domain has data security features such as Software Security, SSL Support, Regular Backups, DDoS Attack Monitoring, Malware Scanning, Firewall Protection, etc. The colleges' Intranet is secured with dedicated firewall protection sourced from Fortinet. Both hardware and software firewalls are provided to secure network traffic in the college premises. Our leased line Internet connection is connected to the firewall, and all network queries are routed through it, accordingly after successful user login confirmation. Simultaneously, College campus is secured with 24 x 7 CCTV surveillance on 38 CCTV's installed in the campus. Automatic Backup has been enabled on all servers. Physical access to the server room is also limited and the facility is kept under lock and key. Only authorised persons are allowed to enter the server room. All official communications are handled exclusively through the official email ids. In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the college to promote the use of open source software in all possible scenarios. Pursuant to this, the college has deployed open source software for practical classes of students such as SCILAB, R-Studio, Linux, Python Anaconda etc.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250117040540.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250117040540.pdf</a> |

#### 4.3.2 - Student - Computer ratio

| Number of Students | Number of Computers |
|--------------------|---------------------|
| 2954               | 303                 |

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

|   |  |                    |
|---|--|--------------------|
| <b>4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus</b> |  | <b>A. ?50 Mbps</b> |
|---|--|--------------------|

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

|  |  |                                 |
|--|--|---------------------------------|
| <b>4.3.4 - Institution has facilities for e-content development:<br/>Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing</b> |  | <b>A. All four of the above</b> |
|--|--|---------------------------------|

| File Description   | Documents   |
|--|---|
| Upload any additional information                            | <a href="#">View File</a>   |
| Paste link for additional information                        | <a href="https://www.sgtbcollege.org.in/infrastructure_Detail.aspx?Cmmt=10">https://www.sgtbcollege.org.in/infrastructure_Detail.aspx?Cmmt=10</a> |
| List of facilities for e-content development (Data Template) | <a href="#">View File</a>   |

|  |  |
|--|--|
| <b>4.4 - Maintenance of Campus Infrastructure</b>  |  |
| <b>4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)</b> |  |
| <b>709019</b>  |  |

| File Description                  | Documents                 |
|-----------------------------------|---------------------------|
| Audited statements of accounts    | <a href="#">View File</a> |
| Upload any additional information | <a href="#">View File</a> |

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

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

The College Council supports the institution's head in making significant decisions. The Campus Development & Maintenance Committee, ensures meticulous maintenance of various facilities, including seminar halls, the canteen, laboratories, botanical gardens, agricultural greenhouses, computer labs, the library, reading rooms, sports facilities, and classrooms, with standard operating procedures overseen by respective department heads.

The Campus Beautification Committee maintains a clean & green environment, overseeing plant nurseries, gardeners, and park maintenance. The library provides a conducive reading environment, with staff ensuring smooth entry, security, and timely distribution of reading materials.

Computer dept. in whole assists oversee IT facilities, ensuring repairs, upgrades, and the purchase of new hardware and software, as well as providing seamless internet connectivity across the campus. Security guards & CCTV cameras ensure safety in the campus. Housekeeping staff maintains cleanliness throughout the institution. The Canteen Committee ensures hygiene and provides healthy meals at discounted rates. During staff meetings with the principal, the Staff Secretary plays a pivotal role in recording minutes and facilitating communication between the principal and staff.

| File Description                      | Documents  |
|---------------------------------------|--|
| Upload any additional information     | <a href="#">View File</a>  |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250117040334.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250117040334.p<br/>df</a> |

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and freeships provided by the

|  |   |
|--|---|
| <b>Government during the year</b>  |   |
| 254  |   |
| File Description   | Documents   |
| Upload self-attested letters with the list of students receiving scholarships  | <a href="#">View File</a>   |
| Upload any additional information  | <a href="#">View File</a>   |
| <b>5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year</b>   |   |
| 335  |   |
| File Description   | Documents   |
| Upload any additional information  | <a href="#">View File</a>   |
| Institutional data in prescribed format  | <a href="#">View File</a>   |
| <b>5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology</b> | <b>A. All of the above</b>  |
| File Description   | Documents   |
| Link to Institutional website  | <a href="https://www.sgtbcollege.org.in/">https://www.sgtbcollege.org.in/</a> |
| Details of capability development and schemes  | <a href="#">View File</a>   |
| Any additional information   | <a href="#">View File</a>   |
| <b>5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year</b>   |   |
| 507  |   |
|  |   |

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | <a href="#">View File</a> |

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee | <a href="#">View File</a> |
| Details of student grievances including sexual harassment and ragging cases  | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |

## **5.2 - Student Progression**

### **5.2.1 - Number of outgoing students who got placement during the year**

**48**

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

### **5.2.2 - Number of outgoing students progressing to higher education**

301

| File Description                                  | Documents                 |
|---|---------------------------|
| Upload supporting data for students/alumni        | <a href="#">View File</a> |
| Details of students who went for higher education | <a href="#">View File</a> |
| Any additional information                        | <a href="#">View File</a> |

### 5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

#### 5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

5

| File Description                           | Documents                 |
|--|---------------------------|
| Upload supporting data for students/alumni | <a href="#">View File</a> |
| Any additional information                 | <a href="#">View File</a> |

### 5.3 - Student Participation and Activities

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

13

| File Description                           | Documents                 |
|--|---------------------------|
| e-copies of award letters and certificates | <a href="#">View File</a> |
| Any additional information                 | <a href="#">View File</a> |

#### 5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

The Student Council serves as a bridge between students and the institution's administration, fostering collaboration, communication, and leadership. Members often plan academic seminars, cultural programs, and social initiatives to enhance campus life. They also promote student welfare,

inclusivity, and engagement.

In academic and administrative bodies, students play a vital role by participating in decision-making processes. Representatives contribute to curriculum planning, quality assurance, and feedback mechanisms to improve academic standards. Their involvement ensures that the institution's policies align with student needs and perspectives.

Overall, the Student Council and student representatives foster a collaborative environment that enriches an institution's academic and administrative framework. Institute puts efforts into the overall development of a student. Students are part of NCC, NSS, and Red Cross units and they are members of different committees such as the discipline committee, refreshment committee, and registration committee for different Events and Competitions that are organized by our institution.

The active involvement of students in these roles benefits both the institution and the individuals. Institutions gain valuable insights into student perspectives, enabling them to create policies and systems that better serve their community. At the same time, students develop essential skills such as leadership, communication, teamwork, problem-solving, and time management.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250124023101.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250124023101.pdf</a> |

### 5.3.3 - Number of sports and cultural events / competitions organised by the institution

9

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | <a href="#">View File</a> |
| List of sports and cultural events / competitions organised per year | <a href="#">View File</a> |
| Upload any additional information                                    | <a href="#">View File</a> |

## 5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The Alumni Association of Sri Guru Teg Bahadur Khalsa College plays a crucial role in fostering a strong connection between the college and its former students. Its primary mission is to build a mutually beneficial relationship that helps both the institution and its alumni thrive. In the college, events are organized to strengthen the bond between the alumni and the college. It provides an opportunity for alumni to reconnect with their peers and share experiences. The Alumni Association actively helps recent graduates to find employment opportunities and guides them towards productive career paths that benefit the society. Alumni contribute funds for the college's development, supporting initiatives such as scholarships for underprivileged and merit-based students. Alumni members are invited to join the Board of Studies in various departments, giving them a platform to influence curriculum revisions and bring their valuable experience into academic planning. The association also serves as a forum for alumni to support the institution's academic goals, ensuring that the college maintains high standards of excellence. Alumni Association of Sri Guru Teg Bahadur Khalsa College not only strengthens the relationship between the college and its alumni but also helps improve the institution's academic quality and student welfare.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/AlumniMain.aspx">https://www.sgtbcollege.org.in/AlumniMain.aspx</a> |

#### 5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

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

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the Institution

Sri Guru Teg Bahadur Khalsa College, situated in Sri Anandpur Sahib, stands as a bastion of educational excellence under the management of Shiromani Gurdwara Parbandhak Committee, Sri Amritsar. Guided by the vision "May I never refrain from righteous deeds," the college advances each year, offering a diverse range of undergraduate and postgraduate courses while continuously expanding its academic repertoire. Rooted in Sikh principles, the institution's mission is to foster the emancipation of minds, molding students into ethically sound individuals equipped with contemporary knowledge and technology to navigate the global landscape.

Transparent governance is upheld through the inclusive participation of stakeholders, facilitated by well-defined policies and committees. Faculty members actively engage in various administrative roles, ensuring the smooth functioning of the institution. Academic freedom is coupled with support for research and professional development, fostering a culture of excellence. The college emphasizes ethical practices and industry engagement, leveraging e-governance for transparency and accountability. The Internal Quality Assurance Cell (IQAC) spearheads quality assurance initiatives, aligning with the National Education Policy (NEP 2020) through add-on and interdisciplinary courses,

experiential learning, and industry collaborations. The administration's alignment with these academic endeavors underscores its commitment to realizing the institution's vision and mission.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122031110.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122031110.pdf</a> |

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib functions in a well-structured and defined manner to ensure decentralization and participative management at all levels of decision making.

(A) Decentralization Management: All UG and PG departments are working under the direction of Principal of the College. Heads of the Departments have been delegated the powers by the Principal to smoothly run the Department. As an Autonomous College, our College has an Examination branch, in which Controller of Examination is given the responsibility of examination process. Furthermore, for smooth running of college following committees have been constituted: IQAC, Admission Committee, Research Committee, UGC Committee, Bursar, Sports Committee, Cultural Committee, Grievance Cell, Anti-Ragging Committee, Scholarship Committee, Library Committee.

B) The College promotes the culture of participative management at:

1) Strategic level: Governing body, the Principal, teachers and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, code of conduct-discipline, grievance, support services, finance etc.

2) Functional level: Faculty members share knowledge among themselves, students and staff members while working for a

committee. Principal and faculty members are involved in joint research and have published papers.

| File Description  | Documents   |
|---|---|
| Upload strategic plan and deployment documents on the website | <a href="#">View File</a>   |
| Upload any additional information                             | <a href="#">View File</a>   |
| Paste link for additional Information                         | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122022927.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122022927.pdf</a> |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

The College demonstrates effective and efficient functioning through its multidimensional strategic planning, encompassing teaching, learning, and infrastructure development aligned with its vision and mission. The Governing Body, led by the President of SGPC, oversees key decisions, including financial matters and policy formulation. Committees and cells streamline administrative processes, with the Principal providing direction and support while allowing autonomy to decision-making bodies.

The IQAC coordinates the formulation of the Strategic Plan, engaging stakeholders to identify focus areas and set priorities. Annual activity plans incorporate strategies to achieve stated goals. Despite challenges posed by the COVID-19 pandemic, the strategic plan is being implemented through various Management Information Systems (MISs), SOLITARE ERP, SOFTEL and MASTERSOFT, for facilitating functions like online fee payment and library management.

The college emphasizes inclusivity and skill development, evidenced by the mentor-mentee system and programs catering to diverse learner needs. Infrastructure development includes ICT-enabled labs and smart classrooms, promoting eco-friendly practices and participative management. Although the pandemic has posed challenges, the institution remains committed to deploying its strategic plan, fostering a collaborative

environment conducive to achieving its objectives in higher education.

| File Description                                       | Documents   |
|--|---|
| Strategic Plan and deployment documents on the website | <a href="#">View File</a>   |
| Paste link for additional information                  | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032232.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032232.pdf</a> |
| Upload any additional information                      | <a href="#">View File</a>   |

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

The college operates under a robust governance framework, with a governing body overseeing its functioning. At the helm is the Principal, responsible for internal management and decision-making in consultation with the Academic Council, whose decisions are rectified by the Governing Body and Management Board. This structured approach ensures alignment with the college's vision and mission. The Principal serves as a vital liaison between management and faculty, overseeing day-to-day activities and ensuring quality across teaching, discipline, and extracurriculars. Supported by senior faculty, the Principal designs policies to deliver socially impactful and ethically sound education. The Vice-Principal assists in academic matters, while Deans oversee academic operations and research initiatives, crucial for maintaining high standards and fostering innovation. Department Heads play a pivotal role in departmental missions and policy implementation. Faculty members, pivotal in translating the Principal's vision into action, actively participate in policy-making and contribute to the college's development. The Internal Quality Assurance Cell (IQAC) ensures adherence to quality parameters through monitoring, audits, and continuous improvement initiatives, reinforcing the college's commitment to excellence.

| File Description                                    | Documents   |
|---|---|
| Paste link to Organogram on the institution webpage | <a href="https://www.sgtbcollege.org.in/Uploads/Pdf/MenuPDF/20240418012438.pdf">https://www.sgtbcollege.org.in/Uploads/Pdf/MenuPDF/20240418012438.pdf</a>                       |
| Upload any additional information                   | <a href="#">View File</a>   |
| Paste link for additional Information               | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032824.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250122032824.pdf</a> |

**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                     | <a href="#">View File</a> |
| Screen shots of user interfaces                                 | <a href="#">View File</a> |
| Details of implementation of e-governance in areas of operation | <a href="#">View File</a> |
| Any additional information                                      | <a href="#">View File</a> |

**6.3 - Faculty Empowerment Strategies**

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college has adopted 'CAS' (Career Advancement Scheme) as per the guidelines of UGC since 2010. Under this system, self-assessment 'Performance Based Appraisal System (PBAS) performa based on 'Academic Performance Indicators' (API) prescribed by the Punjabi University Patiala is filled by the teachers.

- For teaching staff, financial support is provided for attending conferences, workshops and seminars.
- There is a provision for Seed Money to the staff for carrying out research work.
- The staff members are provided casual leave, medical

leave, maternity leave and duty leave as per Punjabi University Patiala and Punjab Government norms.

- As per Provident Fund Rules, all the eligible staff members are enrolled as contributors towards provident fund.
- The management pays gratuity and leave encashment to the permanent employees of the college as per Punjabi University Patiala and Punjab Government norms.
- Other infrastructure facilities are provided :
  - First Aid/Free Medical Room for staff and students.
  - 24x7 wi-fi/internet facility for staff and students.
  - Staff and students are facilitated with e-library facility
  - Free photostat facility for staff.
  - Car parking for staff and students.
  - Canteen Facility for staff and students.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051547.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250126051547.pdf</a> |

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

5

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | <a href="#">View File</a> |

### 6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

2

| File Description   | Documents                 |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres) | <a href="#">View File</a> |
| Upload any additional information  | <a href="#">View File</a> |

#### **6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)**

107

| File Description  | Documents                 |
|---|---------------------------|
| Summary of the IQAC report  | <a href="#">View File</a> |
| Reports of the Human Resource Development Centres (UGC ASC or other relevant centers) | <a href="#">View File</a> |
| Upload any additional information   | No File Uploaded          |

#### **6.4 - Financial Management and Resource Mobilization**

##### **6.4.1 - Institution conducts internal and external financial audits regularly**

Sri Guru Teg Bahadur Khalsa College Sri Anandpur Sahib regularly conducts both, internal and external financial audits to ensure transparency, accountability and compliance with regulations. These audits are essential for maintaining the college's financial health, protecting its assets and fostering trust among stakeholders. The internal audit process typically begins with planning, where the audit team identifies key areas to be reviewed and develops an audit plan. External audits complement internal audits by providing an independent and objective assessment of the college's financial statements. External audits are conducted by reputed accounting firms or chartered accountants appointed by the management (SGPC). The external audit process also begins with planning, where auditors gain an understanding of the college's operations, risks, and financial systems. This helps them develop an audit plan tailored to college's specific circumstances. During this process auditors verify documentary proofs of transactions. It also evaluates control

systems to assess the accuracy and reliability of financial transaction. In addition to this, the college conducts specialized audits like Gender Audit, Green Audit, Energy audit etc. Specialized audits provide additional insights and assurance regarding the college's operations, governance and financial performance.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127110209.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AgarCriterion/20250127110209.pdf</a> |

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

1.5 lakhs

| File Description  | Documents                 |
|---|---------------------------|
| Annual statements of accounts   | <a href="#">View File</a> |
| Details of funds / grants received from non-government bodies, individuals, philanthropists during the year | <a href="#">View File</a> |
| Any additional information  | <a href="#">View File</a> |

#### 6.4.3 - Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Sri Guru Teg Bahadur Khalsa College, Sri Anandpur Sahib, an Autonomous College mobilizes the funds, allocates sufficient budgetary provision and ensures transparency in its financial management, for the prospective growth of the institution, holistic development of the students and welfare of the staff and society. The College mobilizes resources through several avenues such as government grants, students' fee, endowment scholarships, funds from self-financed courses and interest from banks.

- For general development the other sources of funds such as Autonomous Grant, CPE, DBT-STAR, DST-FIST, SERB,

MTTS, DAECSR, UNNAT BHARAT ABHIYAN, BRNS and B.Voc. are mobilized through schemes and projects from governmental and non-governmental agencies.

- Staff members apply for grants and Sponsorships from various organizations.
- College also receives funds from philanthropists, well-wishers, alumni and trusts.
- During Hollamohalla festival, the college playground is allowed for organizing Kabaddi and wrestling tournaments.
- The campus serves as a hub for sports and physical activities like organising various tournaments by the sports clubs.
- Free bridge courses focusing on computer skills and personality development are conducted annually.
- Under Unnat Bharat Abhiyan, five villages have been adopted for holistic development.

The college broadcasts informative programs on Community Radio 90.8 MHz.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250127105944.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250127105944.pdf</a> |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The Internal Quality Assurance Cell (IQAC) of the College embodies our steadfast commitment for upholding NAAC norms. Comprising members from diverse departments, it reflects a blend of experienced and young faculty. The IQAC aligns with the institution's Vision and Mission, defining Program Outcomes (POs) and embedding quality policies. It diligently reviews the teaching-learning process, methodologies and learning outcomes at regular intervals.

The IQAC enhances the educational experience through increased ICT integration, expanding library resources and offering skill development courses. It facilitates industrial training, assists with placements and organizes seminars, workshops and guest lectures. During this year, IQAC focused on enhancing the number of Add-on courses.

**Elevating Student Learning Experience:** The IQAC collaborates with industry partners through MOUs, facilitating industry-centric training, educational visits and workshops. Skill development courses are implemented to prepare students for the professional world. Structured feedback is collected from stakeholders, guiding improvements in curriculum, infrastructure and research, promoting student progression and quality research.

**Nurturing Teacher Growth and Research:** The IQAC promotes faculty development, motivating participation in FDPs, workshops, conferences and research. This encourages continuous learning and professional growth, with events enhancing educators' skills.

The IQAC is committed for innovation and preparedness for NEP-2020.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051627.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051627.pdf</a> |

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

The institution's IQAC is instrumental in driving various strategies, including alumni networking, ICT integration in teaching, library expansion, skill development, industrial visits, placements and seminars for information dissemination. The IQAC fosters a learner-centric environment and diligently maintains an institutional database, analyzes feedback, conducts audits and submits the Annual Quality Assurance Report as per NAAC guidelines.

Examples of teaching-learning reforms facilitated by the IQAC include:

#### 1. Skill Acquisition and Development:

The IQAC introduced skill-oriented Bachelor of Vocation (B.Voc) courses, blending theoretical knowledge with hands-on training in collaboration with industry experts. Initially, the college was offering vocational courses like Software Development, Food Processing, Hospitality & Tourism, Retail Management and now it has started Medical Laboratory Technology course. Additionally, the institution introduced 33 Add-on Courses during the session 2023-24. The college also started AICTE approved MCA course.

#### 1. Feedback System:

The IQAC established a robust feedback system involving students, faculty, parents and alumni. Feedback is collected through online surveys and suggestion boxes, promoting transparency and inclusivity. The IQAC meticulously analyzes feedback to identify areas for improvement, leading to targeted interventions in curriculum enrichment, infrastructural development and research facilities. Based on feedback analyses IQAC makes recommendations as regards to the quality enhancement.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051738.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250126051738.pdf</a> |

**6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)**

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

| File Description   | Documents   |
|--|---|
| Paste the web link of annual reports of the Institution            | <a href="https://www.sgtbcollege.org.in/IOAC.aspx?IQAC=23">https://www.sgtbcollege.org.in/IOAC.aspx?IQAC=23</a> |
| Upload e-copies of accreditations and certification                | <a href="#">View File</a>   |
| Upload details of quality assurance initiatives of the institution | <a href="#">View File</a>   |
| Upload any additional information                                  | <a href="#">View File</a>   |

## 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

**In Curricular activities:** College considering the importance of gender sanitation incorporate topics as a part of our curriculum. The topics are Liberty and Equality, Justice and Rights, Gender equality in Sikhism and Gender and Politics in India: Issues of Equality and Representation, Literature and Gender in M.A. and Women Writings and Gender and Human Rights in B.A. Honours in English.

**Co-curricular Activity:** The Institution make special efforts to sensitize and promote gender equity. Female students of NCC and NSS represents college in the celebration of Independence Day, Republic Day parade and Holla Mohalla. The College organises seminars, conferences and workshops on women empowerment.

**Facilities for Women:** The College has a girl's hostel, 24\*7 CCTV cameras, security for surveillance Common Room and special cultural and sports facilities for girl students. Both Women Cell and Women Anti Sexual Harassment Committees address gender-based issues. The college ensures the welfare of female students and a conducive environment for the growth and development of female students. The Mentor-Mentee system establishes counselling to address student issues, promoting balance between physical, mental, and academic progress.

| File Description                      | Documents   |
|---------------------------------------|---|
| Upload any additional information     | <a href="#">View File</a>   |
| Paste link for additional Information | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250109033259.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250109033259.pdf</a> |

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

**B. Any 3 of the above**

| File Description               | Documents                 |
|--------------------------------|---------------------------|
| Geotagged Photographs          | <a href="#">View File</a> |
| Any other relevant information | <a href="#">View File</a> |

**7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)**

The College has been actively engaged in making contributions to environmental sustainability. Through deliberate efforts, the College has focused on fulfilling moral, social responsibility to promote an environmental, characterized by minimal waste and the conservation of nature.

The College's waste management policy is responsible for segregation, storage, handling, and disposal of produces waste material.

Solid waste management: Vermicompost is prepared from the college's bio waste. The eco-friendly waste management system includes segregating biodegradable and non-biodegradable waste at disposal stage and producing manure.

The College strictly follows a protocol for the disposal of liquid and solid waste. The water discharged from AC and RO is routed through pipes to flower pots and garden. Furthermore, sewage effluents are disposed of in accordance with the district municipal council's protocol.

The Biomedical waste is minimal, so it responsibly disposed of by doctor in compliance with medical regulations. The add-on course, introduce and implemented "Good Laboratory Practices" to aware the students.

**E-waste:** The Institution has inventory of computers through re assembling, modification and up-gradation. An MOU has been signed with ORTECH INDIA CORPORATION to ensure the efficient management of e-waste.

**Waste Recycling System:** Paper utilized for single-sided printing is repurposed for regular printing tasks.

| File Description  | Documents                 |
|---|---------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | <a href="#">View File</a> |
| Geotagged photographs of the facilities   | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**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**

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

| File Description                                 | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                   | <a href="#">View File</a> |

**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**

| <b>vehicles</b><br><b>3. Pedestrian-friendly pathways</b><br><b>4. Ban on use of plastic</b><br><b>5. Landscaping</b>  |                                     |
|--|-------------------------------------|
| File Description   | Documents                           |
| Geotagged photos / videos of the facilities  | <a href="#">View File</a>           |
| Various policy documents / decisions circulated for implementation   | <a href="#">View File</a>           |
| Any other relevant documents   | <a href="#">View File</a>           |
| <b>7.1.6 - Quality audits on environment and energy undertaken by the institution</b>  |                                     |
| <b>7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:</b><br><br><b>1. Green audit</b><br><b>2. Energy audit</b><br><b>3. Environment audit</b><br><b>4. Clean and green campus recognitions/awards</b><br><b>5. Beyond the campus environmental promotional activities</b> | <b>A. Any 4 or all of the above</b> |
| File Description   | Documents                           |
| Reports on environment and energy audits submitted by the auditing agency  | <a href="#">View File</a>           |
| Certification by the auditing agency   | <a href="#">View File</a>           |
| Certificates of the awards received  | <a href="#">View File</a>           |
| Any other relevant information   | <a href="#">View File</a>           |
| <b>7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms</b>   | <b>A. Any 4 or all of the above</b> |

**Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.**

| File Description   | Documents                 |
|--|---------------------------|
| Geotagged photographs / videos of facilities                 | <a href="#">View File</a> |
| Policy documents and brochures on the support to be provided | <a href="#">View File</a> |
| Details of the software procured for providing assistance    | <a href="#">View File</a> |
| Any other relevant information                               | <a href="#">View File</a> |

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

The institute values equality for all cultures and traditions, regardless of caste, religion, or region. It fosters an inclusive environment that embraces a range of diversities, including cultural, regional, linguistic, and socioeconomic factors. Managed by the Shiromani Gurudwara Parbhandhak Committee (SGPC), the college follows Sikh principles that emphasize non-discrimination and the welfare of all people. The practice of Langar, where everyone shares a meal regardless of their background, reinforces this message of equality among students

The admission policy also reflects equality, offering scholarships and financial aid to economically disadvantaged students. Cultural and youth festivals are held annually to encourage participation in co-curricular and extracurricular activities, allowing students from diverse backgrounds to engage with one another. The institute celebrates various religious and national days to promote social harmony, along with social initiatives like blood donation camps and

cleanliness drives.

Seminars, and workshops on social and religious topics are organized to support an inclusive and unbiased environment. The language department helps enhance communication skills through activities such as debates and competitions, while the English Literary Society and Bhasha Manch celebrate language diversity and promote inter-language bonding among students.

| File Description   | Documents                 |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | <a href="#">View File</a> |

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

The institution believes citizens are essential to a nation's progress. They can shape the country's political, social, and economic landscape. It is important to educate students and staff about the Constitution, its values, human rights, voting rights, and citizenship through various activities.

Voters Day is celebrated in the college on January 25 each year to mark the foundation day of the Election Commission of India (ECI), established in 1950. Various activities are organized, and students enthusiastically participate by making attractive posters on voting rights and raising public awareness about voting.

Constitution Day is also celebrated in the college on November 26th each year to honor the adoption of the Constitution of India. The day promotes Constitutional values among students and staff, sharing the ideas of freedom fighters. Activities like special lectures and quizzes are organized to raise awareness about the Constitution's goals and principles.

Human rights education is included in the syllabus to raise awareness about dignity and rights.

Democratic Values: To build a stronger democracy, young people should be included in decision making. We organize

student visits to Punjab Legislative Assembly for them to learn about the State Legislature.

| File Description  | Documents                 |
|---|---------------------------|
| Details of activities that inculcate values necessary to transform students into responsible citizens | <a href="#">View File</a> |
| Any other relevant information  | <a href="#">View File</a> |

**7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization 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 Annual awareness programmes on the Code of Conduct are organized**

**A. All of the above**

| File Description   | Documents                 |
|--|---------------------------|
| Code of Ethics - policy document   | <a href="#">View File</a> |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

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

**The College celebrates Independence Day with concept of On Azadi Ka Amrit Mahatosav, Republic Day, and Constitution Day to install nationalism, sovereignty, and solidarity.**

International Women's Day point towards gender equity and sensitization activities undertaken by the college.

The tradition of beginning each new session with Akhand path is intrinsic to the cultural ethos of the college. Principal, staff and students attended the same to invoke the blessings of the Almighty. Institute organizes Gurmat Samangam dedicated to Martyrdom of Sri Guru Teg Bahadur Ji to commemorate the teachings of the Gurus. Festivals like Lohri, Hola Mohala and Diwali are celebrated collectively to foster cultural and religious communion. The activities, such as Annual Athletic Meet. College fraternity collectively participates in National level campaigns launched by the Government such as Swachh Bharat Abhiyaan and Unnat Bharat Abhiyan thereby fulfilling its responsibility. Adding more, many events and guest lectures are regularly organized to programme of national pride and gratitude towards the sacrifices of great leaders of our country. Vigilance Awareness Week is celebrated to aware the rules and laws related against corruption. On every important day the history of day should be telecasted on Community Radio Station to spread knowledge in society.

| File Description   | Documents                 |
|--|---------------------------|
| Annual report of the celebrations and commemorative events for during the year | <a href="#">View File</a> |
| Geotagged photographs of some of the events                                    | <a href="#">View File</a> |
| Any other relevant information   | <a href="#">View File</a> |

## 7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

**Best Practice 1: Holistic Growth through Moral Values**  
Fostering moral values among students is for their holistic development and for preparing them to be responsible citizens. Education should not be restricted to providing knowledge; instead, it should also focus on cultivating the right moral values.

Instilling moral values helps students develop the ability to

make ethical decisions in situations, both within their academic and personal lives. College is in Sri Anandpur Sahib (a holy city), this fact onus us to nurture students' character by promoting virtues such as honesty, integrity, empathy, and respect for others to commemorate the supreme sacrifice made by the Ninth Guru, Sri Guru Teg Bahadur Sahib, for religious freedom and human rights.

**Best Practices-2:**Title: Community Service College takes a strong stance in being socially responsible organisation. College encourages community engagement of the students and creates a positive impact on its inclusive growth. Education, has been shifting its paradigm towards being a trade commodity rather than imparting values along with knowledge. This led to decaying of values and cultural crisis further resulting in the need of "Value Education." Education with values tends to be more meaningful in social contexts.

| File Description                            | Documents   |
|---|---|
| Best practices in the Institutional website | <a href="https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=14">https://www.sgtbcollege.org.in/IQAC.aspx?IQAC=14</a>   |
| Any other relevant information              | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125101716.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20250125101716.pdf</a> |

### 7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 words)

The institute believes in equality to all irrespective of diversities in the fields of caste, religion, region, etc. The institution provides an inclusive environment for everyone in terms of cultural, regional, linguistic, communal, socio-economic and other diversities. The management of the college is Shiromani Gurudwara Parbhandhak Committee, Sri Amritsar Sahib, is a religious body. Our Sikh philosophy preaches that no one should ever be discriminated in any way. Sikh Gurus have taught us "Sarbat da Bhala" which means the welfare of mankind. The college has CRS 90.8 MHz frequency with 40 Km range for the transmission of programmes of awareness. We also practice Langar on occasions because our Gurus taught us "Pehle Pangat Paache Sangat" which means

food is served to all. Everyone sits on the same floor (pangat) and eats together. This practice promotes equality among all the students. The Institute organizes cultural and youth festivals every year and encourages the students to participate in various cocurricular and extracurricular activities to make them socialize with one another and share their opinions and disagreements in a harmonious manner. College organize various programs to address issues like ensuring harmony, reducing vulnerability, building human capital, empowering women, and promoting all cultures.

| File Description                              | Documents   |
|---|---|
| Appropriate link in the institutional website | <a href="https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20230728083706.pdf">https://www.sgtbcollege.org.in/Uploads/pdf/IQAC/AqarCriterion/20230728083706.pdf</a> |
| Any other relevant information                | <a href="#">View File</a>   |

### 7.3.2 - Plan of action for the next academic year

- 1) To opt for and implement National Education Policy 2020 in all courses from forthcoming academic session 2024-2025.
- 2) To prepare and submit SSR for 3rd Cycle of NAAC Re-Accreditation as per Maturity Based Level Grading guidelines.
- 3) To implement Academic Bank of Credits for all enrolled students.
- 4) To implement Indian Knowledge System (IKS) as per UGC guidelines.
- 5) To start Incubation centre at College level to support startups among students.
- 6) To organize capacity building programs on Entrepreneurship & Communication Skills for UG and PG students.