



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
|---|---|
| 1. Name of the Institution | GURU NANAK COLLEGE OF ARTS , SCIENCE AND COMMERCE |
| Name of the head of the Institution | DR.PUSHPINDER.GUPTA BHATIA |
| Designation | Principal (in-charge) |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 02224041944 |
| Mobile no. | 9594611112 |
| Registered Email | admin@gurunanakcollegeasc.in |
| Alternate Email | principal@gncasc.org |
| Address | SION KOLIWADA, G.T.B.NAGAR |
| City/Town | MUMBAI |
| State/UT | Maharashtra |
| Pincode | 400037 |

| | |
|--|--------------------------------|
| 2. Institutional Status | |
| Affiliated / Constituent | Affiliated |
| Type of Institution | Co-education |
| Location | Urban |
| Financial Status | Self financed and grant-in-aid |
| Name of the IQAC co-ordinator/Director | DR.RAMRAJ THIRAVIAM NADAR |
| Phone no/Alternate Phone no. | 02224041944 |
| Mobile no. | 9930184010 |
| Registered Email | iqac@gncasc.org |
| Alternate Email | ramraj@gncasc.org |

| | |
|--|---|
| 3. Website Address | |
| Web-link of the AQAR: (Previous Academic Year) | http://www.gurunanakcollegeasc.in/userfiles/AOAR%202018-19.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | http://www.gurunanakcollegeasc.in/userfiles/Academic%20Calendar%202019-20.pdf |

5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|-------|-------|------|----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 2 | B | 2.53 | 2015 | 03-Mar-2015 | 02-Mar-2020 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 29-Sep-2005 |
|---|-------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| AVISHKAR Research | 26-Dec-2019 | 40 |

| | | |
|---|------------------|------|
| Convention | 6 | |
| Student Research Conclave | 15-Feb-2020 6 | 70 |
| National Seminar on Tenets of Sikhism | 24-Jul-2019 6 | 200 |
| National Seminar on Life & Legacy of Guru Nanak Dev Ji | 13-Jul-2019 6 | 600 |
| Digitalization of Admission Process & Cashless Transactions | 07-Jun-2019 6 | 2826 |
| TRAINING FACULTY FOR e-content development in teaching | 29-Nov-2019 6 | 51 |
| View File | | |

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--------------------------------|---------------|----------------|-----------------------------|---------|
| CHEMISTRY | STAR COLLEGE | DBT | 2019 1095 | 1000000 |
| PHYSICS | STAR COLLEGE | DBT | 2019 1095 | 500000 |
| MATHEMATICS | STAR COLLEGE | DBT | 2019 1095 | 500000 |
| IQAC | SEMINAR BRAND | ICPR | 2019 365 | 200000 |
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| | |
|--|---------------------------|
| 9. Whether composition of IQAC as per latest NAAC guidelines: | Yes |
| Upload latest notification of formation of IQAC | View File |
| 10. Number of IQAC meetings held during the year : | 2 |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website | Yes |
| Upload the minutes of meeting and action taken report | View File |
| 11. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |

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

Research Promotion through undergraduate research program and research guidance to Ph.D. students.

Academic Development through bridge courses and value added certificate programs.

Building employability skill of students through internship and skill development program on campus.

English Language development of students through language skills modules.

Focus on mental health of students through value education module.

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

| Plan of Action | Achivements/Outcomes |
|--|--|
| Development of Research Temper | Students mentored by teachers through research projects. 19 Student Research projects were presented at the Aavishkar Research Convention. |
| Activities to address mental health issues of staff and students | A committee of teachers collaborated with the Heartfulness Foundation, Brahm Kumari Mission and the RoohedLife team. Meditation sessions and motivational talks were arranged. Counsellor helped the students to address anger management, depression issues. |
| Training of faculty for e-content development | Workshop and training program arranged for faculty. Online teaching and evaluation initiated by staff through G-Suite. Developed e-content : videos, audios, apps and podcast. |
| Celebration of Birth Anniversary of Guru Nanak Dev Ji | Many programs were implemented to mark this occassion. The Management i.e. Guru Nanak Vidyak Society supported the following initiatives : 1) 5550 Trees planted, 2) 1600 Bottles of Blood collected, 3) National Seminar on life and legacy of Guru Nanak Dev Ji 13/07/2019 was inaugurated by Governor of Maharashtra, 4) GNC Marathon Run for Grace, 5) International Yoga Day: Community Program |
| Digitalization | ERP Software by Mastersoft was procured in May, 2019 to establish online admissions, Office |

administrtrtion, attendance process. Most Financial transactions are cashless.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

COLLEGE DEVELOPMENT COMMITTEE - ONLINE MEETING

20-Apr-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

No

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College has a coherent plan for curriculum delivery that ensures consistent teaching and regular monitoring. Curriculum approved by the University of Mumbai is adhered to by the college as it is affiliated to the University of Mumbai (UOM). The curriculum delivery plan drawn by teachers is shared with students. Teachers maintain a regular diary to document this plan and its delivery. Students' existing knowledge and skills recognized and built upon. Learning experiences are constructed so as to develop cross-curricular skills like language, numeracy and ICT capacity. Bridge courses are conducted to build upon the skill gaps. Heads of departments, Vice-Principal and Principal ensure that the enacted curriculum is delivered effectively and resources like books and lectures on Swayam, Youtube , Simulation videos are use. Blended learning is encourage in certain courses. Feedback is taken from the students after the commencement of the course and then towards its completion. This helps to understand learners' needs and to assess the quality of delivery. Academic Audit gives an insight into the weaknesses and gaps if any. in the teaching learning process. All faculty members regularly attend workshops and seminars related to curricula development and teaching to stay updated. Further, many departments have add-on and certificate courses to supplement curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship | Skill Development |
|-------------|-----------------|-----------------------|----------|---|-------------------|
| Certificate | - | 05/02/2020 | 7 | Focus on E mployability | Skill development |

| | | | | | |
|---|---|------------|-----|--------------------------------|-------------------|
| Course on Overview of Financial Market | | | | and entrepreneurship | |
| Tally Certification Course | - | 22/10/2019 | 30 | Focus on employability | Skill development |
| Institute of Banking Personnel Selection | - | 02/08/2019 | 90 | Focus on banking employability | Skill development |
| TISS Certification through NUSSD in Communication Skills. | - | 25/11/2019 | 460 | Employability | Skill development |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---------------------------|--|-----------------------|
| BA | PSYCHOLOGY (Third Year Level - 3 papers) | 12/06/2019 |
| View File | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| BA | PSYCHOLOGY | 12/06/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 139 | Nil |

1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---------------------------|----------------------|-----------------------------|
| TISS EMPLOYABILITY COURSE | 25/11/2019 | 460 |
| View File | | |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|----------------------------------|---|
| BA | Paralegal Training | 41 |
| BCom | Economics Census | 60 |
| BA (Journalism) | Public Relations and Advertising | 4 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | No |
| Employers | Yes |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

The students' feedback is shared with the teachers concerned and a plan is drawn to look into the gaps if any. Students' needs are assessed through formal feedback, interaction in classroom, and analyses of results. Teachers who are also mentors regularly meet with students and understand their needs. These requirements are then conveyed through the heads and respective In-charges to the Principal who then places discusses this with the Academic Planning Council or College Development Committee as per the nature of the requirement. Suggestion Boxes are kept at strategic places in the college. General and confidential feedback is obtained. The Principal takes note of all the suggestions and observations and the stakeholders are informed accordingly. Administrative office performance is monitored and constantly reviewed through meetings with staff. Students also give their opinions through the Students' Council and various committees. Benchmarking is discussed at the regular meetings of the IQAC.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---|--------------------------|---------------------------|--------------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 2561 | 264 | 55 | 2 | 9 |

2.3 – Teaching - Learning Process

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

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

| | | | | | |
|--|----|-----|----|---|-----|
| 55 | 55 | Nil | 31 | 2 | Nil |
| View File of ICT Tools and resources | | | | | |
| View File of E-resources and techniques used | | | | | |

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

The College has a strong mentoring system which bridges the gap between teachers and students. The objectives of this practice are as follows. 1. To ensure that every student is guided by a teacher in his/her academic journey. 2. To monitor student regularity and discipline 3. To identify the strengths and weaknesses of each student 4. To ensure that students are channelized towards the activities and facilities most suited to them in the college. Every student is allotted a teacher-mentor who is involved with monitoring of attendance, academic performance and discipline of his/her mentors. S/he contributes to the students' career advancement and progress by helping them to brainstorm career options and through networking opportunities. The healthy mentoring practices that mentors undertake are as follows. 1. Regular Communication with mentees through sharing of information and knowledge. 2. Interaction with parents of mentees. Results of students are handed over to the parents and the performance is discussed. 3. Arranging Personal Counselling session, meditation practice and Yoga for the mentees. Meditation sessions were arranged by Brother Peter. Yoga Day was observed and parents along with students attended the Yoga sessions. 4. Addressing clinical health issues through interaction with the doctor who is present on premise. 5. Facilitating academic tutoring wherever needed 6. Identifying strengths and encouraging mentees to participate in various co-curricular and extra-curricular activities. Observed outcomes are as follows. 1. Students' attendance and academic performance have improved. 2. Students' satisfaction is reflected in the students' feedback. 3. Increased participation in activities and marked enthusiasm among the students is seen.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 2825 | 55 | 1:51 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 28 | 19 | 9 | Nil | 9 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|-------------------|---|-----------------------|--|
| 2019 | DR.PUSHPINDER G.BHATIA | Principal (in-charge) | FULBRIGHT NEHRU FELLOWSHIP : US- INDO |
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2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|------------------------------------|----------------|----------------|--|---|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

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

GNC has adopted the continuous internal evaluation system. Students are informed about the CIE at the beginning of the program. The schedule of the CIE is displayed and information is circulated. Components of projects, viva voce and assignments make the mode of evaluation diverse and activity oriented. This also builds conceptual understanding. Online modes of evaluation like multiple choice questions (through Google form), online quiz, poster and power point presentations, and online viva voce have been widely introduced across all programs. Wherever possible external examiners conduct this evaluation to ensure transparency and fairness. The results are shared with the students and remedial measures and extra coaching are taken if needed. This formative evaluation assists all learners in updating their subject knowledge. In some cases, parents are involved to facilitate the extra coaching for the weak students.

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

The Annual Academic calendar is displayed at the commencement of the Academic year. Earlier to that, at the end of the Academic year., Depts. and Committees meet and submit a report of their activities along with a tentative plan for the succeeding year: A team of Vice Principal and Senior teachers representing all streams draws the Academic Calendar from the suggestions and tentative plan received. This plan covers exam schedules, plan of activities (both curricular and extracurricular and list of holidays. Event meeting schedules are also displayed. The calendar is emailed to all students by the mentors and also displayed on the college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gurunanakcollegeasc.in/userfiles/GNCASC-Programme%20Outcomes.pdf>

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---|----------------|--------------------------|---|---|-----------------|
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

2.7 – Student Satisfaction Survey

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

<http://www.gurunanakcollegeasc.in/?feedbacks/student-satisfaction-survey>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Students Research | 365 | - | Nil | Nil |

| | | | | |
|--|-----|----------------------|--------|-------|
| Projects (Other than compulsory by the University) | | | | |
| Projects sponsored by the University | 365 | University of Mumbai | 140000 | 48019 |
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|--|------------------------------|------------|
| Art based therapy/ workshop | Psychology | 27/07/2019 |
| Building Financial Security in Times of Crisis | Commerce | 28/05/2020 |
| Students Research Colloquium | Research Promotion Committee | 15/02/2020 |
| Seminar on IPR by Dr. Santosh Zote | Chemistry | 24/01/2020 |
| Workshop on History of Indian Textiles and Tie and Dye Technique | History and Geography | 01/02/2020 |
| Workshop on building of Electronic Circuits and maintenance of equipment | Physics | 06/01/2020 |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|--|----------------------|--|---------------|---------------|
| Dynamics of online payment usage in Mumbai: Consumer Perspective | Krishnan Ramchandran | SIES College of Arts, Science and Commerce | 08/01/2020 | Ph.D. Scholar |
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|------------------------------------|------|--------------|----------------------|--------------------|----------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|------------------------------------|----------|---------------|
| No Data Entered/Not Applicable !!! | | |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Chemistry | 2 |
| Hindi | 1 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|---|------------|-----------------------|--------------------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | Number of Publication |
|---|-----------------------|
| No Data Entered/Not Applicable !!! | |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|----------------|------------------|---------------------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 27 | 91 | 208 | 70 |
| Presented papers | 19 | 20 | 10 | 3 |
| Resource persons | 1 | 3 | 1 | 4 |
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3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|--|--|--|
| | | | |

No Data Entered/Not Applicable !!!

[View File](#)

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|-------------------|-----------------|------------------------------|
|----------------------|-------------------|-----------------|------------------------------|

No Data Entered/Not Applicable !!!

[View File](#)

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|----------------------|--|--|
|--------------------|---|----------------------|--|--|

No Data Entered/Not Applicable !!!

[View File](#)

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
|--------------------|-------------|-----------------------------|----------|

No Data Entered/Not Applicable !!!

No file uploaded.

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| Internship | Internship | District Legal Service Authority and NGO International Justice Mission | 20/08/2019 | 23/08/2019 | 41 |

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|--|--------------------|-----------------------------------|---|
| Environmental Consultant - Ms.Rashmi Joshi | 20/06/2019 | Composting and E-waste management | 80 |
| Sampurn(e)arth | 01/06/2019 | Paper Recycling | 60 |

| | | | |
|---------------------------------|------------|---------------------------------|-----|
| Environment Solutions Pvt. Ltd. | | | |
| TISS | 25/11/2019 | Skill Development NUSSD Program | 460 |
| University of North America | 07/11/2019 | Student Faculty Exchange | Nil |
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

| | |
|--|--|
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| 2400000 | 2329481 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| | |
|---------------------------|-------------------------|
| Facilities | Existing or Newly Added |
| Others | Newly Added |
| View File | |

4.2 – Library as a Learning Resource

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

| | | | |
|---------------------------|---|-----------------------------|--------------------|
| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
| SLIM21 | Fully | Fully Automated Version 3.6 | 2014 |

4.2.2 – Library Services

| | | | |
|------------------------------------|----------|-------------|-------|
| Library Service Type | Existing | Newly Added | Total |
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| | | | |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
| DHANANJAY CHANNALE | BUS.ECONOMICS | G-SUITE | 28/03/2020 |
| SWAPNIL SALVI | QUICKNOMICS | ANDROID APPLICATION | 25/04/2019 |
| SUMIT KHARAT | POLITICAL SCIENCE | YOUTUBE | 15/04/2019 |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| | | | | | | | | | |
|------|-----------------|--------------|----------|------------------|------------------|--------|-------------|----------------------------|--------|
| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ | Others |
|------|-----------------|--------------|----------|------------------|------------------|--------|-------------|----------------------------|--------|

| | | | | | | | | | |
|----------|-----|---|---|---|---|----|----|-------|----|
| | | | | | | | | GBPS) | |
| Existing | 177 | 6 | 1 | 0 | 0 | 25 | 21 | 20 | 29 |
| Added | 4 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 |
| Total | 181 | 6 | 2 | 0 | 2 | 25 | 21 | 20 | 29 |

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

| |
|---------------|
| 50 MBPS/ GBPS |
|---------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|---|
| AV CENTRE | www.youtube.com/vipskumar |
| AV CENTRE | https://www.youtube.com/c/KCubeChem |
| AV CENTRE | https://www.youtube.com/c/amrinmoger |

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 700000 | 370177 | 800000 | 1380857 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

| |
|--|
| <p>Physical facilities like classrooms computer laboratories, washrooms, open areas, playground are kept clean by the support staff allocated for housekeeping. RO water facilities, plumbing, electrical fixtures are maintained by an electrician and plumber who are on the campus. Annual maintenance contracts are signed with external agencies for the upkeep of the elevators, water filters, air conditioners and ICT equipment like computers and projectors. The internet lease line and peripherals are also serviced by the IT technical staff. A senior faculty is appointed as the In-charge of all infrastructures. All complaints, requirements and suggestions are addressed to the In-charge who then regulates the maintenance and augmentation wherever and whenever needed. Students' representatives are also involved in the feedback of maintenance. Feedback for facilities is taken which helps in upgrading and improving quality of services and facilities. Registers of Record are placed in the seminar Rooms, AV Room to ensure smooth usage. Software licences are regularly renewed and antivirus etc. protection is present in all computers.</p> <p style="text-align: center;">http://www.gurunanakcollegeasc.in/userfiles/Utilization%20and%20maintenance.pdf</p> |
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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | GNVS GIRLS | 13 | 73615 |
| Financial Support | | | |

| | | | |
|--------------------|----------|-----|---|
| from Other Sources | | | |
| a) National | STAR DBT | Nil | 0 |
| b) International | 0 | Nil | 0 |
| No file uploaded. | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-------------------|
| No Data Entered/Not Applicable !!! | | | |
| View File | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|-----------------------|--|--|--|---------------------------|
| 2019 | FREE IIT JAM COACHING | 9 | Nil | Nil | Nil |
| 2020 | AIM - GOVT. EXAM. | 30 | Nil | Nil | Nil |
| No file uploaded. | | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 2 | 2 | 7 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|------------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| No Data Entered/Not Applicable !!! | | | | | |
| View File | | | | | |

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

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of programme admitted to |
|------|--|--------------------------|---------------------------|----------------------------|-------------------------------|
| 2019 | 1 | B.Sc. | INFORMATION TECHNOLOGY | UNIVERSITY OF MUMBAI | M.SC.(I.T.) |
| 2019 | 18 | B.A. | HINDI | UNIVERSITY OF MUMBAI | M.A. |

| | | | | | |
|-------------------|----|--------|-------------|----------------------|--------|
| 2019 | 84 | B.Com. | COMMERCE | UNIVERSITY OF MUMBAI | M.COM. |
| 2019 | 8 | B.Sc. | MATHEMATICS | UNIVERSITY OF MUMBAI | M.Sc. |
| No file uploaded. | | | | | |

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

| Items | Number of students selected/ qualifying |
|-------------------|---|
| Any Other | 1 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|------------------------------------|-------|------------------------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------------------------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

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

A student's council is created through nomination by teachers as per University prescribed guidelines. This council is a forum through which students actively participate in and contribute to the promotion of the objectives of the college. All committees and cells except those related to Examination and Attendance, have student-representation. The IQAC is a platform where students' voice and suggestions are put across directly to the management. Besides, Principal regularly interacts with students' representatives. During admissions, student-volunteers actively participate in parent coordination on the campus. Students' Grievance Cell looks into complaints and suggestions received from students. Committees like the IQAC and CDC have student representatives. Feedback by students on infrastructure and college services is received through this council. The members of Students' Council act as bridges between students and the administration. Composition of students Council is as follows : President, VP, Jt. Secretary - 1, Secretary - 1. A meeting of Students' Council is conducted after constitution. Student officers are appointed to make them responsible for their designated jobs and sharing of ideas, information and suggestions is achieved through this interaction. Minutes are maintained by students to instil a sense of organization in them. Students' Council Activities 1. Organizing Independence Day, Republic Day and celebrating other national festivals 2. Students' Council members actively participated in the Tree Plantation Drive in which 5550 trees were planted to celebrate 550th Birth Anniversary of Guru Nanak Devji. 3. Organized Cultural Fest Kala Utsav and the Annual Prize Distribution Program 4. Maintaining Notice Boards and Information Centre

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

- 1) GNC ALANKAAR - A musical Program for cause was organized on 29/06/2019 from 6.00 p.m. to 9.00 p.m. 2) ONLINE WEBINAR ON HOW TO EMERGE MENTALLY AND PHYSICALLY STRONGER DURING COVID-19 organized on 24/05/2020. 3) Environment Mentoring Cell and Alumni Association - Program on Waste Management. 4) Eye Health Check-up and Spectacles distribution - Alumni Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralization and participation management The institution has a mechanism of providing operational autonomy to various functionaries to ensure a decentralized governance structure. The Organisation structure has the Principal at the top and the Vice-Principal guided by the governing body through College Development Committee (CDC). The CDC also comprises of teaching faculty and non-teaching staff representatives. The governing body meets the staff once a year to hold informal discussions for the progress of the college. Budget and college plan is discussed extensively in this meeting. Various committees are constituted to look into all activities of the college they report to the Principal. The Internal Quality Assurance Cell suggests program, events and activities to fulfil the objectives of the Institution. These are then forwarded to the respective committees for their suggestion and implementation. Faculty members, students make implementation plans and help organise these activities. Departments meet and present their Annual plan at the beginning of the academic year. Principal holds a meeting with the heads to further decide on action plan. 1. Planning of activities: Students are at the centre of any activity or event that is planned. Students are represented in every committee such as the IQAC, Cultural Committee, Sports Committee, Literary Cell, Library Committee, and Canteen Committee, apart from NSS, DLLE and Students' Council. The representatives contribute their ideas and suggestions while planning activities, projects and events. The staff heads then prepare a perspective plan which is discussed with the Vice-Principal, IQAC and the Principal. Once sanctioned, the activity is executed by organizing committees comprising of staff and students. The respective faculty head along with the administrative heads work in the advisory capacity to conduct this event. Documentation with regards to these events and activities including feedback is maintained by the IQAC. Budgetary transactions are managed by the accounts department in the admin office. 2. Utilization of funds: Every committee and department has representation from students and staff. At the beginning of the year, an activity calendar is drawn and accordingly related budget proposal is submitted through the Head or In-Charge to the Principal. At the IQAC meeting the members vet the proposal for its quality and the budgetary

allocation. The approval for the budget is given by the CDC at its meeting. As and when the activity is conducted, the accounts department disburses the approved funds.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|--|---|
| Admission of Students | Admission Process was done online and admission fees was collected through digital payment gateways. |
| Industry Interaction / Collaboration | Students are encouraged for practical projects to gain practical exposure. industrial experts are called to interact and day to day insight of the industry. |
| Human Resource Management | Teaching staff are encouraged to participate in various workshops, seminars to upgrade in their respective fields. Activities are planned for well-being of the Teaching and Non-teaching staff. |
| Library, ICT and Physical Infrastructure / Instrumentation | G-suite subscriptions for all the teachers which will provide them tools to create e-content for effective teaching-learning process. Creation of Audio Visual centres with latest softwares, mics, cameras for development of e-resources on curriculum. |
| Research and Development | Undergraduate research is encouraged students. The college has developed an ecosystem for research by both staff and students. The management encourages research through Research fund and other encourages other administrative and infrastructural support. The Research temper of staff percolates to the students. Department of Science, Hindi and Commerce have programs upto Ph.D. The undergraduate research program 'Anveshan' is a forum through which students engage in minor projects. Literature survey, research methodology and exposure to software tools builds a spirit of inquiry in them. Library, ICT, Physical infrastructure E - books, e- ournals are subscribed to ease student usage, OPAC is institutionalized in the library. N-list is subscribed to Best library usage award is constitute to encourage students to visit the |

| | |
|----------------------------|--|
| | library. Instruments inventories are maintained and through the infrastructure in charge upkeep, maintenance and up gradation is ensured. |
| Examination and Evaluation | The formative evaluation has been modified as per student needs. Projects, assignments are given on topics related to the curricular and society. The continuous evaluation is then monitored extra help and coaching are mentored. |
| Teaching and Learning | Experiential Learning is emphasized upon. Moot courts, live projects in IT, finance and banking, on-ground reporting and anchoring in Mass Media, game-based teaching are widely used. The flipped classroom technique builds an understanding of the subject. In some causes blended learning is practised as students are exposed to various online material along with group activity. The traditional teaching mode has integrated these teaching methodologies. Teachers are encouraged to develop e-content on curriculum. |
| Curriculum Development | Certificate and Diploma courses which add value to the prescribed curriculum, are designed. Students get exposed to industry requirements and standards. e.g. - Tally course for regular to B.Com. Students - Microprocessor for students in Science - Certificate Course on Digital Marketing for Media Students. Further, Interdisciplinary areas of study are explored through Workshops and Seminars. |

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

| E-governance area | Details |
|--------------------------|---|
| Planning and Development | College Development Committees and Internal Quality Assurance Cell, are the two bodies pivotal to planning. Experts from industry and Education are taken on board to give suggestions are sought. The vision and mission of the institution are displayed on the website. Delivery of Government services, grants, exchange of information are all implemented through online portals. Student scholarships, Research grants, development grants are all managed through ICT portals. Further, College payroll and admission data are supported by Software. College |

| | |
|-------------------------------|---|
| | server manages the flow of data and internal communication in the college. Fund utilization is submitted online High Speed Internet ensures that this e-managements is effective. |
| Administration | In administration, an internal common email domain is used for communications. Teaching plans mainly schedules and agendas and minutes are communicated. Photographs, newsletters and reports are available on college website and e-documents. |
| Finance and Accounts | Accounts and Finance department offer automation through use of software. Online transfer of payments is encouraged. External and Internal Audits are conducted to validate the online processes. |
| Student Admission and Support | Some steps are - Online Admission notification Online registration of students Online documentation Scholarships and free ships Course material available online Alumni registration is done online On-line feedback RFID cards for attendance. |
| Examination | Hall ticket generation Online examination forms OSM by University Result declaration and mark sheet generation - Online Online paper delivery by University. |

6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|-----------------|--|--|-------------------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------|--|---|------------|------------|---|---|
| 2019 | Nil | Workshop on ERP online Software Training | 08/05/2019 | 09/05/2019 | Nil | 10 |

| | | | | | | |
|-------------------|--|------------------|------------|------------|-----|-----|
| 2019 | FDP on E-content development | - | 28/01/2020 | 28/01/2020 | 57 | Nil |
| 2019 | Workshop on Documentation | - | 19/08/2019 | 19/08/2019 | 9 | Nil |
| 2019 | Workshop on Teaching Methodolgy | - | 21/08/2019 | 21/08/2019 | 51 | Nil |
| 2019 | Workshop on Effective use of ICT tools for data collection | - | 28/09/2019 | 28/09/2019 | 36 | Nil |
| 2019 | Nil | Workshop on Yoga | 21/06/2019 | 21/06/2019 | Nil | 10 |
| No file uploaded. | | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|-----------|---------|----------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 18 | 55 | 18 | 31 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| ACCESS TO MEDICAL AID, ACCESS TO COUNSELLOR | MEDICAL INSURANCE, ACCESS TO MEDICAL AID, ACCESS TO COUNSELLOR, TADA FOR PARTICIPATION OF ACTIVITIES, FEE CONCESSION TO WARDS | COUNSELLOR, MEDICAL DOCTOR, FREE SPORTS COACHING, GROUP INSURANCE, EASY FEES INSTALLMENT FACILITY, EARN AND LEARN SCHEME, RAILWAY CONCESSION, FREESHIPS, TADA FOR COMPETITIONS, STUDY AREAS |

6.4 – Financial Management and Resource Mobilization

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

The Internal Financial Audits is done by Chokshi Chokshi Associates. Further, the Office of the Joint Director, Department of Higher Education, Government of Maharashtra conducts Statutory Audits. The Internal Auditor gives the regular

feedback and the accounts are streamlined. Funds are received from the UGC, the DBT, and organizations like ICSSR, ICPR, BRNS have sponsored and supported research projects, seminars etc. Utilization of these funds are certified by the Auditors. These Financial Audits go a long way in ensuring fair and transparent allocation of funds.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| No Data Entered/Not Applicable !!! | | |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|-------|
| 85000 |
|-------|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|----------------------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | IQAC |
| Administrative | Yes | Chokshi Chokshi Associates | No | Nil |

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

Parents are invited for the Orientation Program at the onset of the academic year. A Parent-Teacher Association is being formed. The Results of students are shared with their parents, besides disciplinary cases, if any. Principal briefs them about the roadmap for the year. To keep track of their wards' progress in academics and engagement in the college, parents are called for regular meetings with faculty members and mentors. Most students hail from socially backward sections and their parents are offered health awareness and Yoga programs. Besides, parents can meet the Principal and staff as and when required. To commemorate the 550th Birth Anniversary of Shri Guru Nanak Devji, parents took the lead and participated in the Yoga Day celebration. They also contributed saplings and assisted in the planting of 5550 trees on this occasion.

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

1. The support staff of the college is compulsorily trained in ICT. 2. Guidance on diet and health is imparted to them. Besides, a regular health check camp is arranged to ensure their physical welfare. 3. The support staff is encouraged to join the Gymnasium at subsidized rates 4. Yoga and meditation sessions are a regular feature too to help them cope with stress and to manage emotions. 5. The Management supports all activities to promote well-being of the support staff.

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

1) Research Promotion. 2) Competitive Examination Coaching Programs. 3) Enhanced use of ICT in teaching. 4) Initiation of Skill based training through Domain - Specific Certificate and Diploma courses. 5) Value education of students and focus on mental health.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|-------------------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | Focus on mental health of students through value education module. | 15/01/2020 | 17/01/2020 | 24/05/2020 | 120 |
| 2019 | Research Promotion through undergraduate research program and research guidance to Ph.D. students. | 06/06/2019 | 12/09/2019 | 15/02/2020 | 40 |
| 2019 | Academic Development through bridge courses and value added certificate programs. | 06/06/2019 | 19/08/2019 | 29/11/2019 | 55 |
| 2019 | Building employability skill of students through internship and skill development program on campus. | 06/06/2019 | 25/11/2019 | 10/04/2020 | 475 |
| 2019 | Language development of students through language lab. | 15/01/2019 | 21/01/2019 | 16/04/2020 | 50 |
| No file uploaded. | | | | | |

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|----------------------------|-------------|------------|------------------------|------|
| | | | Female | Male |
| Men Against Women Violence | 14/08/2019 | 12/02/2020 | 76 | 42 |
| CONSTITUTION WEEK | 26/11/2019 | 02/12/2019 | 68 | 34 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Plantation of 5550 trees across the Maharashtra. Initiatives were taken to make Plastic Free Campus. Re-use of paper waste. Construction of Vanrai Bandhara (Check Dam). Effective implementation of Swachha Bharat Abhiyaan on campus and in adopted area through NSS. Under the Rural-connect program at Village Pawne. 228 kg waste paper given to NGO Sampan€ Environment Solutions for recycling - 13-6-19. Workshop on preparation of 'Seed Bombs' conducted by Mr. Ardip Rathod from NGO Keshav Shrushti and Ms. Rashmi Joshi, Environment Consultant - 43 students participated and prepared 1000 seed bombs, Students were given participation certificate News was covered by newspapers Lokmat on 22-6-19 1-7-19 and Navbharat Mumbai on 22-8-19. MOU signed with Environment Consultant Ms. Rashmi Joshi for composting of wet waste - 20-6-19 Environment awareness lecture and film screening by committee members and Alumni Mr. Prakash Rajan - 137 students - 28-8-19 Energy Audit is conducted in Campus. 464 kg waste paper given to NGO Sampurn€ Environment Solutions for recycling - 9-9-19 Awareness lecture on 'Composting of Solid Waste' by Ms. Rashmi Joshi, Environment Consultant - 27 students - 11-9-19. Composting of 210 kg Nirmalaya collected by NSS students during Ganesh Chaturthi festival, under the guidance of Ms. Rashmi Joshi, Environment Consultant - 22 students - 14-9-19. Composting of 70 kg Nirmalaya collected by NSS students during Navratri festival, under the guidance of Ms. Rashmi Joshi, Environment Consultant - 13 students - 9-10-19 Awareness lecture on 'E-waste recycling' by Ms. Rashmi Joshi, Environment Consultant - 115 students - 30-11-19. 190 kg waste paper given to NGO Sampurn€ Environment Solutions for recycling - 12-12-19. Environment Quiz competition - 48 students - 17-12-19. Awareness lecture on Rain water harvesting by Mr. Subhajeet Mukherjee, Founder Mission Green Mumbai - 135 students - 8-1-2020. 430 kg E-waste was given for recycling to E-incarnation Recycling Pvt. Ltd. - 11-1-2020. Conducted Environment Awareness session on waste management and E-waste recycling along with Ms. Rashmi Joshi, during NSS special residential camp at Khanav village, Panvel - 80 students - 22-1-2010

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------------------|--------|-------------------------|
| Provision for lift | Yes | 2 |
| Ramp/Rails | Yes | 2 |
| Braille Software/facilities | Yes | 1 |
| Scribes for examination | Yes | 1 |
| Physical facilities | Yes | 2 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|-------------------|--|--|------------|----------|--------------------|---------------------|--|
| 2019 | 1 | 18 | 09/06/2019 | 18 | CHAKACHAK GTB | CLEANLINESS | 130 |
| 2019 | 1 | 5 | 28/07/2019 | 5 | DRUG MENACE | ANTI DRUG AWARENESS | 120 |
| 2019 | 1 | 10 | 13/07/2019 | 3 | TREE PLANTING | GREEN ENVIRONMENT | 300 |
| No file uploaded. | | | | | | | |

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|-------------------|---------------------|--|
| Staff Handbook | 10/06/2019 | The purpose of the Staff Handbook is to acquaint the staff about the personnel policies and procedures, rules and regulations to be followed by staff, professional ethics, employee benefit plans, and facilities. Due publicity is given to this document at the time of recruitment and regular follow up is carried out to ensure its provisions are followed and in case of deviation counselling is done. It helps the staff to understand responsibilities and the opportunities available to them as a staff employee. The College retains the right to modify the Handbook at any time. |
| Students Handbook | 14/06/2019 | The purpose of the Student Handbook is to give students and their parents/guardians an understanding of the general rules and |

guidelines for attending and receiving an education at the institution. Publicity is given to the document through the prospectus. through fresher's orientation programme and through the college website for ensuring its adherence. Regular follow up is carried out and in case any student is deviating from its provisions are counselled by the head of the institution and the professional counselor at the institution. Students and parents/guardians are made aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recent adopted policy or procedure prevails. The handbook is amended at any time and those changes are communicated by the administration to the staff, students and parents / guardians. Publicity, Adherence and follow up, counselling.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|-------------------|---------------|-------------|------------------------|
| Independence Day | 15/08/2019 | 15/08/2019 | 55 |
| Gandhi Jayanti | 02/10/2019 | 02/10/2019 | 60 |
| Republic Day | 26/01/2020 | 26/01/2020 | 150 |
| Yoga Day | 21/06/2019 | 21/06/2019 | 400 |
| No file uploaded. | | | |

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

Plastic Free Campus Tree Plantation Solid Waste Management Plant Rain Water Harvesting Plant Energy Audit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES 1) Value Education Objectives: 1. To imbibe professional values among students to make them job ready. 2. To imbibe civic values among students to make them better citizens. 3. To imbibe human values among students to create an inclusive society. Context: Values are those things in life which are priceless. They make life better and valuable. There are various types of

values such as human values, civic values and professional values. Professional values are those values which are necessary for running a successful business, benefiting both the individual and the society. They include values like humility, respect, honesty, ingenuity, creativity, consistency, quality and reliability. Civic values such as liberty, equality and fraternity go a long way in generating a healthy society which has less discrimination and greater inclusiveness. Finally human values are all those values encompassing peace, love, compassion, empathy, fairness, loyalty, open mindedness and scientific temper etc. which strive to make earth a better place to live for all the living things. Educational institutions are the places where all these values should be imbibed in the young minds and therefore Guru Nanak College conducts a number of activities to inculcate these values among the students.

Implementation/Practice: 1. Celebrating national festivals (Independence Day, Republic Day, Constitutional Day etc.) 2. Conducting community services through NSS, DLLE and Extension Service 3. Organizing seminars and workshops on relevant professional topics such as sustainable development. 4. Even in daily activities like lectures, tutorials and practicals, students are encouraged to share their knowledge and expertise with each other, to discuss socially sensitive issues in groups and to work in teams so that they develop all human, civic and professional values automatically. Evidence of success: 1. A number of students (200 and 250 respectively) have actively participated in NSS and DLLE. They have successfully planted 5550 trees and collected 1600 bottles of blood to commemorate 550 Birth Anniversary of Guru Nanak Devji. 2. Ms. Shweta Saroj volunteered for BMC COVID information service and received the best NSS volunteer award. 3. A number of students got job through campus recruitment.

Problems in implementation: Students of GNC come from backgrounds and faculties with financial and social vulnerabilities. Coping with the demands of the global educational and commercial scenario is difficult. Besides the age of students between late teens and early adulthood pose a number of developmental challenges. 2) Skill Development Objectives: 1. To develop specific hard skills among students. 2. To develop soft skills among students. 3. To make students job ready through the skill development programs. Context: Skill is an ability to do something well. Obviously it requires training and practice. It is found that majority of students have the knowledge but lack the skills. This gap between their knowledge and skills hampers their professional growth.

Implementation/Practice: 1. To make the students job ready, Guru Nanak College conducts several hands-on training programs and workshops such as mushroom cultivation for Botany, Tally course for Commerce etc. 2. The focus of these training programs is not only the hard/technical skills but also the soft skills. Through their active participation in the organization of various events, students develop soft skills like time management, emotional intelligence, team building etc. 3. Recently the college has signed MoU with TISS to participate in its NUSSD Program which especially targets the bridging of skill gaps among students through its various skill-based programs. Evidence of success: 1. 460 students are trained by TISS through its NUSSD program. 2. A number of students have got employment through campus selection. Problems in implementation: Motivating students is a big challenge. Similarly convincing them to join skill development courses is also difficult due to their financial condition. Hence all skill development courses are charged at the subsidized rates.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.gurunanakcollegeasc.in/?igac/best-practices>

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

<http://www.gurunanakcollegeasc.in/userfiles/Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. Online assessment and evaluation. 2. Skill development of students in domain-specific areas. 3. Setting up Incubation Centre. 4. Emotional development of learners. 5. Research promotion in students.