



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

**NEHRU MEMORIAL GOVT. COLLEGE,
MANSA**

- Name of the Head of the institution **Surjit Singh**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **01652232074**
- Mobile no **9417093399**
- Registered e-mail **nmgcmansa786@gmail.com**
- Alternate e-mail **nmgcmansa1@gmail.com**
- Address **SIRSA-BARNAL ROAD, MANSA**
- City/Town **MANSA**
- State/UT **Punjab**
- Pin Code **151505**

2.Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Punjabi University Patiala**
- Name of the IQAC Coordinator **Dr. Supandeep Kaur**
- Phone No. **9872630422**
- Alternate phone No. **01652232074**
- Mobile **9417866202**
- IQAC e-mail address **nmgcmansa786@gmail.com**
- Alternate Email address **nmgcmansa1@gmail.com**

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

<https://drive.google.com/file/d/14WAsPkJPE5GOL180pF6irYaSWHj1Hcfi/view?usp=sharing>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://drive.google.com/file/d/1tvesX00lEw72XFZDN7Lq1Ijp9L-cTWze/view?usp=sharing>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78	2006	02/02/2006	01/02/2011

6. Date of Establishment of IQAC

29/08/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 1

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

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

- If yes, mention the amount

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

1. Encouragement to the teaching faculty for writing research paper and publishing them in reputed journals. 2. It provided suggestions for making the teaching learning process effective and fruitful. 3. It motivated the staff to attend seminars, conferences, symposia, workshops, training programmes and the like organized by various institutions. 4. It motivated the staff to organize extension lectures, seminar and workshops in the college. 5. It ensured that the programmes or activities introduced by the university or government be planned and carried out in the college in a successful manner. 6. It ensured the smooth functioning of the college from academic or nonacademic perspectives. 7. It catered to the needs and problems of the students and staff and provide suitable suggestions and measures to tackle with them.,

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

Plan of Action	Achievements/Outcomes
Due to COVID Pandemic, the classes of the students will be held through online mode as per the instructions of Punjab Govt.	The classes were held in Online mode
The Admission of entry point classes will be made via online document verification.	The admission of entry point classes were made via online document verification sucessfully
To take the classes to share other important information, watsapp groups of the students will be formed.	To take the classes to share other important information, watsapp groups of the students were formed.
The whole college will be sanetized and all the instructions and protocol regarding COVID will be followed.	The whole college will was sanetized and all the instructions and protocol regarding COVID were followed sincerely.

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Surjit Singh
• Designation	Principal
• Does the institution function from its own campus?	Yes
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• IQAC e-mail address	nmgcmansa786@gmail.com				
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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://drive.google.com/file/d/1tvesX00lEw72XFZDN7Lq1Ijp9L-cTWze/view?usp=sharing				
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6.Date of Establishment of IQAC			29/08/2005		
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Nil	Nil	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			1		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
yes	28/02/2021
15.Multidisciplinary / interdisciplinary	
NIL	
16.Academic bank of credits (ABC):	
NIL	

17.Skill development:	
NIL	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
NIL	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
NIL	
20.Distance education/online education:	
NIL	
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	07
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1160
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	550
File Description	Documents
Data Template	View File
2.3	393

Number of outgoing/ final year students during the year						
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
3.Academic						
3.1 Number of full time teachers during the year		26				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
3.2 Number of sanctioned posts during the year		26				
<table border="1"> <thead> <tr> <th>File Description</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Data Template</td> <td>View File</td> </tr> </tbody> </table>			File Description	Documents	Data Template	View File
File Description	Documents					
Data Template	View File					
4.Institution						
4.1 Total number of Classrooms and Seminar halls		22				
4.2 Total expenditure excluding salary during the year (INR in lakhs)		326834				
4.3 Total number of computers on campus for academic purposes		8				
Part B						
CURRICULAR ASPECTS						
1.1 - Curricular Planning and Implementation						
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process						
<p>The curriculum prescribed by PunjabiUniversity is followed by the faculty and students.The whole course class-wise is introduced to the students at the beginning of the session. The curriculum is divided into parts and these parts are covered and completed</p>						

within time in an effective way. To make the curriculum more comprehensive, various teaching aids are used. Besides it, co-curricular activities like debates/declamation/lectures of experts/seminars/workshops etc. are organised. Moreover, extra curricular activities make the curriculum rich and interesting.

Examination and Evaluation To carry out the examination and evaluation, the schedule and instructions laid down by Punjabi University, Patiala are followed. The students are informed about the date sheet and schedule of exams through SMS, Whats App Groups, College Notice Boards, college website and University link. All the required information regarding examination is provided to the students in-advance to enable them make their preparation for University exam. The solved papers are collected by the affiliated University and afterwards these answer sheets are delivered to the college for evaluation. After collecting the evaluated sheets the result is prepared by the concerned teacher and is sent to the University through the college.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

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

Academic calendar of the college is prepared every year at the very onset of the session. All the college events and activities- academic, curricular, co-curricular and extra-curricular are mentioned in the calendar. This calendar is prepared in line with the schedule mentioned in the affiliated University calendar especially regarding the time of vacations and exam dates etc. Sufficient time is provided to the teachers and students for the teaching- learning process, conducting exams and evaluation. Overall evaluation of the students learning made as per the conditions of the affiliated University regarding their division of marks (Internal and External assessment). Based on the provision of time, the syllabus is repeated briefly and weak students are provided special attention and they are motivated to learn and clear their doubts in their free lectures as per the facility of the teacher. Various activities are carried out throughout the year according to the college calendar. The syllabus of the students is divided into parts to ensure that successful completion of the same within time. Availability of

time is strictly adhered to complete the planned work before the beginning of the exams so that the students get sufficient time to make revisions and prepare well. College calendar is strictly followed for various activities especially for the examination and evaluation whether House Tests or University exams.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	NIL

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

E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

0

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

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

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The Students are taught the subjects of Environment and Drug Abuse as the compulsory subjects interpreted into their curriculum. Besides it the students of B.com and information technology learn a lot about business and professional ethics. Moreover, various programmes are organised from time to time regarding the issues related to professional ethics, gender, human values, environment

and sustainability. These programs include the celebrations of commemorative days, international woman Day, Water Day, Environment Day, NSS Camps, Cleanliness Campaigns, Cultural and Literary activities and many more.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	No File Uploaded

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	NIL
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	View File
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	View File
URL for feedback report	NIL
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
1160	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	

2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
762	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>The institution assesses the learning level of the students through class test, periodic test, general interaction with the students, group discussions, MSTs, assignments, presentations, question answers etc. On the basis of these tests the weak and poor students are marked out. They are provided special attention while teaching. Teachers provide them time to solve their problems in their free periods. In a highly sensitive case parents of the students are informed by the teacher. The weak students are always motivated, encouraged, supported and helped by the teachers in every possible way.</p> <p>The advanced learners are patted and motivated to do better. They are suggested further reading material useful for them and they are told about the competitive exams that they can appear in for their bright future.</p>	
File Description	Documents
Paste link for additional information	nil
Upload any additional information	No File Uploaded
2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)	
Number of Students	Number of Teachers
1160	28
File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

For the enrichment and betterment of the teaching- learning experiences, the college uses Experimental learning, Participative learning and Problem solving methodologies. Various experiments like the assignments, projects, presentations, problematic exercises to solve are made by the teachers for the better learning of the students. Besides it a special focus is made on the participative learning. In the college, teaching-learning is not a one sided activity, students always participate in reading the chapters, group discussions, question answering process, class test etc. The students are motivated and to feel free to discuss their learning problems with the teachers and to resolve these problems the teachers uses various methods and ways like providing individual attention to the student or attending the student individually, by elaborating the concept deeply, by giving appropriate and suitable examples and by using various teaching aids.

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

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

To make the teaching learning process effective and interesting the following ICT tools are used by the teachers.

1. Projectors (for seminars and lectures). 2. Computers (For students of computer science). 3. Photostat machines, scanners and printers (For notes and papers) 4. Seminar rooms. 5. Smart rooms 6. Auditorium 7. Mobile Phones (For Youtube, Whatsapp Messages, Webinars, Online classes, Exams etc.)

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

28

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

2.4 - Teacher Profile and Quality

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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	No File Uploaded

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

2.4.3.1 - Total experience of full-time teachers

23

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	No File Uploaded

2.5 - Evaluation Process and Reforms

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

Mechanism of internal assessment is almost transparent. The major portion of the internal assessment is the MSTs including attendance/ presentation/ assignments etc. After evaluation MSTs are shown to the students to check and clear their doubts. The record of all assessment and the MSTs are kept safe by the teachers/ Registrar, house examination. If a student has any doubt regarding his marks the record is shown to him to make clarity. Besides it the timings of MST or other exams or competitions are informed to all the students through their Whatsapp groups and college notice boards. However due to covid pandemic the whole process of 2020- 21 examination was carried out online.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	nil

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

The college has an efficient mechanism to resolve the matters regarding examination and evaluation. Any complaint regarding the same is marked to AntiGrievance Cell. The grievance is redressed by this committee immediately. However the college has received no grievance regarding internal examination during 2020-2021. Any grievance regarding any external/ university exams is verified at the college level. If any discrepancy is found in the result or the DMC of the student the college sends the matter to the university for the earliest redressal

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	nil

2.6 - Student Performance and Learning Outcomes

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

1.Computer Science

BCA

PGDCA

M.Sc. (IT) , M.Sc. (IT) Lateral Entry

2. Bachelor of Commerce/B.Com 3. Humanities (Arts)

History

Political Science

English

Punjabi

Hindi

Physical Education

Economics

Mathematics

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://nmgcmansa.ac.in/NAAC/other
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The attainment of programme outcomes and course outcomes is evaluated in various meetings of IQAC and others. The staff always plans and makes efforts for the attainment of better results in various fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	nil

2.6.3 - Pass percentage of Students during the year

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

393

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	nil

2.7 - Student Satisfaction Survey

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

[nil](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

0

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

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

As it was a period of covid-pandemic, regular-classes were not possible to hold in the college. So, the college plant to organise online classes. These online classes and other online activities, online examination, assessment and online evaluation were conducted successfully. It was totally a new innovation for the creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	NIL

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**NIL**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year****0**

File Description	Documents
URL to the research page on HEI website	nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year****6**

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year**

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.4 - Extension Activities

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

1. Under Mission Fateh, The college staff door to door in the city of Mansa to make the people aware about the covid pandemic and the preventive measures on 7.7.2020. 450 houses were visited and people were helped in downloading the Cova App.

2. Online international Yoga Day celebrated on 21.06.2020, in which students and teachers with their families participated.

File Description	Documents
Paste link for additional information	https://nmqcmansa.ac.in/NAAC/other-activities
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

9

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

355

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

3.5 - Collaboration	
3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year	
3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year	
0	
File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded
3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	
3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year	
0	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
Effective teaching and learning process requires certain physical amenities like building, well-furnished classrooms, library, computer laboratories, sports equipment for teaching and learning	

etc. The college provides all the essential physical facilities required for quality education. The college building comprises of smart classrooms, classrooms including PG block and computer block, library, computer labs, finishing school labs, strong room, gymnasium, administrative office, staff room, girls common room, E-Governance/RUSA/U.G.C. room, Departmental rooms, auditorium, Bursar room and Canteen. The students are provided other amenities like un-interrupted supply of power through Generator, water chiller and drinking water-coolers with R.O. facility, first aid, and canteen facilities. Another note-worthy feature of infrastructural amenities is that our college has a well-equipped library. Besides newspapers, magazines and journals, the library contains very precious books on almost all subjects. The college has also kept pace with the technological changes and has facilities of computer with internet and other ICT facilities.

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

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

Cultural Activities: The college students regularly take part in the cultural activities under the guidance of Coordinator, Youth Welfare and the staff. Every year, the students participate with full fervor and zeal in the activities like quiz, debate, declamation, poem recitation, fine arts (painting, poster making, collage etc.) and various items of folk arts in the Zonal Youth Festival and further in Inter-Zonal Youth Festival.

Sports: Our college has the subject of Physical Education among the optional subjects. Physical facilities of Gymnasium for the general fitness of sports persons, indoor games and playgrounds for outdoor games are available in the college and sports activities are organised under the supervision of the concerned teacher. The college encourages sports persons to participate in University, Inter-versity and State competitions of various games. Annual Sports meetis organised during every Academic Session.

Yoga Day is celebrated every year on Yoga Day i.e. 21 June.

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

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

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

NA

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
10	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

NA

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

4.3.2 - Number of Computers

40

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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

Infrastructure: The construction, maintenance and repair of physical infrastructure of institution is done by the PWD, Govt. of Punjab. Whenever, a grant is received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by the committee formed by the Principal.

Laboratory: Laboratories are maintained by the Higher Education Institute Society.

Library: The College Library is very rich in printed books, Magazines and News Papers. The Teachers and the Students visit the Library regularly to augment their knowledge. The library staff extends a helping hand to all students in finding Library resources. Students are issued identity and Library card. Each student is eligible to borrow two Books at a time. Books are issued for 14 days after any delay fine @ Rs. 1/ per day volume is charged.

Sports Complex: The sports complex of the college is upgraded and maintained by the sports department.

Computers: The college administration, in co-ordination with HEIS committee of the college, makes plans and decides strategies regarding this matter.

Classrooms: Regular cleaning and maintenance of classrooms is carried out. Regular monitoring of electrical fixtures is done by Electricity committee of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
567	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	D. 1 of the above
File Description	Documents
Link to Institutional website	https://nmgcmansa.ac.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

50

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

09

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

The Institution does not have a student council or its equivalent student committee as the university does not allow it. However, the students participate in the academic and co-curricular activities.

Apart from this students play the role of president, secretary, treasurer and members in Sahitya Sabha and Bhasha Manch. The college magazine The Ideal has its student editors for Punjabi, Hindi and English sections which helps the Editorial Board in publishing the magazine.

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

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

NIL

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>VISION: The vision of the college is the creation of physically fit, mentally enlightened, morally upright, spiritually contented, socially useful and active, economically independent, politically awakened, culturally refined, religiously secular and temperamentally cool and basically considerate, civilized, disciplined, responsible and balanced citizens.</p> <p>MISSION AND OBJECTIVES: The main thrust of the college is to impart quality education to the youth of this rural and educationally backward area, to train the students for gainful employment, to make special efforts for the educational empowerment of girls and weaker sections, to make the students aware of their social obligations and to impart moral education and civic sense to the students.</p> <p>To fulfill its mission, the college is committed to impart quality education to the students in Arts, Commerce and Computer Science with dedication and devotion. Various programs are organised from time to time to find out the hidden talent of the students. students are assisted to reach at their educational goals. All decisions are carried out with the help of participative management. Various committees of the faculty are formed to organise various programs and activities. Academic calendar is prepared at the beginning of the session. the IQAC supervises the whole teaching learning process to impart quality education.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

To ensure decentralised functioning and participating management of the college, the following initiatives are undertaken by the college.

1. At Academic level:

2. At Administrative Level:

Detailed file uploaded

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1a0sU8aLefasuZKreZNzYXgH9iOfT-Nmg?usp=sharing
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Development and Deployment: (Detailed File uploaded)

Admission of Students

Teaching and Learning:

Curriculum Development

Examination and Evaluation

Research and development

Library, ICT and Physical Infrastructure/Instrumentation

Human Resources Management

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/drive/folders/1jZ-NIMiV9X0913uMjq8CScVtmzsUteSL
Upload any additional information	View File

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

The institutional structure comprises of the Principal, teaching and non-teaching staff and students. Alumni and Parent Teacher Association are also a part of this structure.

1. To ensure the effective planning and implementation of programmes and activities, regular Staff meetings are held regarding teaching, learning, academic administration, curricular and extra-curricular activities.

2. The College has Internal Quality Assurance Cell (IQAC) which works for the realization of the goals of quality education.

3. Tutorial groups are formed to address the student related issues, to discuss their problems and solve them.

4. Several College Committees (comprising a convenor and members for each committee) are constituted for the planning and execution of academic, administrative and other decisions and activities.

5. To impart holistic training, the college undertakes various extension activities through two units of NSS in the college.

6. The College has Career Counselling and Placement Cell, Anti Ragging Committee, Anti-sexual Harassment committee which work effectively in their respective fields.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1SwfrPQKcLz3G12rPd3SkIMb1oF48XbkQ
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Various policies are implemented by the college for the welfare of its teaching and non-teaching staff. Apart from the Welfare Schemes available for teaching and non- teaching staff as per the norms of Punjab Government and the affiliated university, the college provides a number of amenities to its faculty.

1. The staff has been provided the provision of Water Dispenser, Hot case and Refrigerator placed in the staff room.

2. To administer healthy and affordable quality atmosphere, Departmental rooms, well furnished Staff Room and well-equipped canteen are available for the faculty.

3. Internet facility is available for the administrative faculty members.

4. Regular RT-PCR Tests have been conducted to safeguard employees during Covid19-pandemic. 5. During the pandemic, the college campus was frequently sanitized. Wearing of masks has been a mandatory condition for one and all. Sanitizers and Masks were available in the institution.

6. Additional benefits like Maternity leave, Paternity leave, Child-Care leave, Earned leave, Medical leave, Study leave, Casual leave, Leave Travel Concession (LTC) and GPF withdrawal scheme are available as per the norms of Punjab Government and as per the category of the faculty (Regular / Part Time / Guest Faculty).

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

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

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

0

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

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

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

01

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

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

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

01

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

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

The performance of the Teaching as well as Non-Teaching faculty is evaluated by the Principal of the College. The non-teaching and office staff are also assessed on the basis of their work performance and their co-operation to the working Staff of the

college.

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

6.4 - Financial Management and Resource Mobilization

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

Financial Management and Resource Mobilization

No internal audit of the students' funds is carried out by the college. The external audit of all the Government grants is carried out by the auditors of the AG, Punjab from time to time. The last audit by the auditors of the AG, Punjab was done in 2014. The external audit of all the students' fund is carried out as per instructions of Punjab Government. The last audit was done in 2010. The audit of the scholarship forms was carried out in 2019-2020. The audit of HEIS fund is carried out by the authorised Chartered Accountants every year at college level.

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

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

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

nil

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

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

Being a Govt. institution, the college cannot acquire funds from any other private sources except those collected in the form of admission fees from the Students as per the rules and instructions of Punjab Govt. and Punjabi University Patiala. These funds fall under various heads such as College Development fund, Red-Cross fund, Environment fund, Health fund, College Sports fund, NSS fund, Dilapidation fund, Amalgamated Fund, Student Fund, Magazine Fund, Id Card Fund, House Examination Fund, Building Fund, Library Development Fund, Electricity Water Fund. These funds collected under different Heads are further mobilized for its best possible utilization for the wellbeing of the students (in excursion trips, various cultural and co-curricular activities, extension activities, refreshment for students and purchase for various department equipment, etc.) and for the overall growth of the College. During the session 2020-21, all the activities have been organised keeping in mind the prevailing COVID-19 pandemic and the instructions of the Punjab Government regarding it.

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

6.5 - Internal Quality Assurance System

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

The most important responsibility of IQAC is to plan, organise and manage various programs and activities which are required to improve quality education. Continuous efforts in the formulation of strategies and policies, meeting the Covid-19 challenges and

completion of pending activities and projects have been undertaken to improve and polish the system for academic excellence. Feedback is obtained from time to time from students and teachers to make the teaching learning process and the administrative process better than earlier. Google forms are circulated among the students through Whatsapp. The feedback is analysed by the college IQAC team.

1. During this session, the college ensured precautions for improvisation of the System for Academic Excellence. Keeping in mind the COVID-19 Pandemic, the measures like using sanitizers, wearing masks, social distancing, conducting of RT-PCR tests, information about vaccination camp and awareness among students regarding vaccination have been highly promoted and a committee was formed to ensure the successful implementation of these strategies.

2. University Semester Examinations have been effectively conducted through online mode.

3. The tutors ensured dissemination of information among students on all crucial issues through personal meetings, zoom meetings and whatsapp groups.

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

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

The main concern of IQAC is to implement the decisions and plans to impart quality education to the students through an effective teaching-learning process.

During the session, 2020-21, IQAC aimed especially at the effective use of ICT in Teaching and Learning due to covid pandemic. IQAC suggested innovative pedagogical methodologies like Power-Point presentations, use of Projectors, in addition to the completion of curriculum through Google classroom, online assignments, tests etc. Various online webinars and meetings have been attended by the faculty.

The Examination Branch of the College handled online examination process very efficiently during COVID-19 pandemic. The faculty members downloaded question papers and answer sheets with the help of House examination committee.

The evaluation duty was performed by the faculty at the college level. The assessment (internal and external awards) was uploaded on the university portal by the concerned faculty members.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

There is safe and secure environment for women / girls in the college. Girls and boys are counselled from time to time in their

tutorial groups and classrooms. There is well furnished common room for girls in the college. International Women Day is celebrated every year in the college. Napkin incinerator and Napkin Machine are available for girls. Besides it, various activities and programs are organised from time to time to empower girls.

7.1.1 (Annual Gender Sensitization Action Plan 2020-21)

1. Counseling of girls and boys in their tutorial groups, assembly and classrooms.
2. celebration of International Woman Day.
3. Maintenance of girls common room.
4. Organisation of various activities and programs for gender sensitization during the year.

File Description	Documents
Annual gender sensitization action plan	<p style="text-align: center;"><u>Counseling of girls and boys in their tutorial groups, assembly and classrooms.</u> <u>celebration of International Woman Day.</u> <u>Maintenance of girls common room.</u> <u>Organisation of various activities and programs for gender sensitization during the year.</u></p>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<p style="text-align: center;"><u>Counseling of girls and boys in their tutorial groups, assembly and classrooms.</u> <u>celebration of International Woman Day.</u> <u>Maintenance of girls common room.</u> <u>Organisation of various activities and programs for gender sensitization during the year.</u> <u>Counseling of girls and boys in their tutorial groups, assembly and classrooms.</u> <u>celebration of International Woman Day.</u> <u>Maintenance of girls common room.</u> <u>Organisation of various activities and programs for gender sensitization during the year.</u></p>

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

D. Any 1 of the above

power efficient equipment	
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
There is a dump for garbage in the college. Solid waste in the form of broken items of furniture and e-waste is sold in the form of scrap through a proper procedure. There is a proper underground system for liquid waste.	
File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles	A. Any 4 or All of the above

3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

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

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

1. A Poetry book 'Dardan Da Anuvad' of Kuldeep Warraich, a student of MA Punjabi of the first batch, was released on 31st December 2020.
2. A book 'Haan! Main Aurat Haan', translated by Sukhwinder Singh, a student of MA Punjabi of the first batch, was released on 29.10. 2020.
3. A Poetry Book 'Inj Vi Ho Sakdai' composed by prof. Seema Jindal was released by Dr. Kuldeep Deep on 10.09.2020.
4. Dr. Supandeep delivered a lecture on 'The Status of Women in the 21st Century' held at Baba Dhiyan Das Neighbourhood Campus Jhunir on 08.03.2021.
5. lectures were organised on Road Safety on 25.01.2021 and on 08.02.2021.
6. International Yoga Day was celebrated online on 21.06.2020.
7. Under Mission Fateh, the college staffvisited 450 houses to inform people about the Covid Pandemic and Cova app on 07.07.2020.
8. Prof. Seema Jindal was invited as a resource person in Teachers Enrichment Workshop organised by Sarvhitkari Educational Society, Punjab on 19.11.2020.
9. International Youth Day was celebrated on 12.8.2020.
10. Volleyball teamparticipated in AllIndia Inter University competition.

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

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

1. A lecture was organised by the college Red Cross committee on 'Road Safety: A Challenge' on 25.01.2021. Sh. Suresh Kumar, Incharge Traffic Education Cell, Mansa was the keynote speaker. About 100 students and 6 teachers attended this lecture.
2. A lecture was organised by the Red Cross committee of the college, on 'Road Safety: A Challenge' on 08.02.2021. Dr. Amit Kansal was the keynote speaker. About 80 students and 04 teachers attended this lecture.
3. International Yoga Day was celebrated online on 21.06.2020.
4. Under Mission Fateh, the college staff visited door to door in the city of Mansa to make the people aware about the Covid Pandemic and the preventive measures on 07.07.2020. 450 houses were visited and people were helped in downloading the Cova app.
5. 03 Students of the college cleared their JRF in Punjabi and 06 students cleared NET in various subjects in 2019.
6. The college team of Volleyball participated in all India Inter University competition during 2020-21.
7. Professor Ajmeet kaur attended the online Faculty Development Programme on Python 3.4.3 organised by Green Thinker Z from 29.08.20-02.09.20.
8. Dr. Ravinder Singh attended the Awareness Program organised by NAAC on 9.8. 2020.
9. International Youth Day was celebrated in the college on 12.8.2020.

File Description	Documents
<p>Details of activities that inculcate values; necessary to render students in to responsible citizens</p>	<p><u>A lecture was organised by the college Red Cross committee on 'Road Safety: A Challenge' on 25.01.2021. Sh. Suresh Kumar, Incharge Traffic Education Cell, Mansa was the keynote speaker. About 100 students and 6 teachers attended this lecture. A lecture was organised by the Red Cross committee of the college, on 'Road Safety: A Challenge' on 08.02.2021. Dr. Amit Kansal was the keynote speaker. About 80 students and 04 teachers attended this lecture. International Yoga Day was celebrated online on 21.06.2020. Under Mission Fateh, the college staff visited door to door in the city of Mansa to make the people aware about the Covid Pandemic and the preventive measures on 07.07.2020. 450 houses were visited and people were helped in downloading the Cova app. 03 Students of the college cleared their JRF in Punjabi and 06 students cleared NET in various subjects in 2019. The college team of Volleyball participated in all India Inter University competition during 2020-21. Professor Ajmeet kaur attended the online Faculty Development Programme on Python 3.4.3 organised by Green Thinker Z from 29.08.20-02.09.20. Dr. Ravinder Singh attended the Awareness Program organised by NAAC on 9.8. 2020. International Youth Day was celebrated in the college on 12.8.2020.</u></p>
<p>Any other relevant information</p>	<p><u>https://nmqcmansa.ac.in/NAAC/other-activities</u></p>
<p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to</p>	<p>A. All of the above</p>

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates National Voters Day, Republic Day, International Mother Language Day, International Women Day, World Environment Day, International Yoga Day, Independence Day, Teacher's Day, Hindi Diwas, Gandhi Jayanti, National Unity Day, Constitution Day, World AIDS Day and the festival of Lohri and Diwali. But due to covid pandemic, the number of activities held in the college during this session has been less than those of the other years.

1. Dr. Supandeep rendered her duty as resource person in the lecture on 'The Status of Women in the 21st Century' held at Baba Dhiyan Das Neighbourhood Campus Jhunir on 08.03.2021.
2. International Yoga Day was celebrated online (due to covid) on 21.06.2020.
3. International Youth Day was celebrated in the college on 12.8.2020.
4. Republic Day was celebrated.
5. Independence Day was celebrated.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Practise 1

- **Title of the practice:** Online teaching, assessment, and evaluation.
- **The objective:** To teach the students who had to stay at home due to the pandemic.
- **The context:** To prepare students for new alternative ways of study.
- **The practice:** Classes, examination and evaluation were conducted online.
- **Evidence of success:** The students were provided academic as well as psychological counselling.
- **Problems encountered:** Slow internet, increased screen time, and expensive smart phones.
- **Resources required:** a more advanced teaching-learning strategy framework is required.

Practice 2

- **Title of practice:** Sanitization and Covid testing programmes.
- **The objective of the practice:** To ensure the safety of students and staff.
- **The context:** The task of bringing students back to the campus

required meticulous planning. The institution had to assure safety with strict covid protocols.

- **The practice:** The college organized covid testing camps. All the instructions provided by the Punjab Government and the affiliating University were strictly followed.

- **Evidence of success:** Covid protocol was followed, online classes were conducted.

- **Problems encountered and resources required:** Problems regarding network. Difficulty in maintaining proper interaction with students. need of more better facilities regarding network for online work.

File Description	Documents
Best practices in the Institutional website	https://nmgcmansa.ac.in/NAAC/other-activities
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Effective Teaching Learning:The college is the only co-education government institute of the district. As it lies in the semi-urban area, most of the students come from rural background. To make the teaching-learning effective, specific strategic measures have been followed during the session. Consequently, the results of all classes are extremely good and the pass percentage of the students of the college is much higher than the university pass percentage. As a very big stadium is situated in the college and the subject of physical education is being taught here, the students actively participate in sports activities at zonal, district, state, University and inter university level. Extension lectures, seminars and Ru-bru programs are organised by the college to add to the knowledge of students. To make the students socially committed, plays and street plays, cleanliness camps, and rallies

regarding stubble burning are organised by the college. Various commemorative days and festivals are celebrated in the college to make the students familiar with their heritage. Students are motivated to keep the environment green and clean. Many students of the college clear competitive exams. Thus, the institute tries its best to impart quality education to the students accounting for their holistic development.

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

7.3.2 - Plan of action for the next academic year

1. To upgrade the existing learning resources for imparting quality education.
2. Upgradation of computer Labs.
3. Upgradation of physical/sports infrastructure.
4. Upgradation of furniture for students.
5. Renovation of washrooms.
6. Creating environment for holistic development of students.
7. Organisation of seminars lectures extension lectures workshops etc.
8. To conduct internal audit inspection to prepare IASHE report.
9. To repair the college assets as per need.
10. To prepare college calendar, college prospectus and college time.
11. To plan for various Academic curricular, co-curricular and extra-curricular activities in a planned way.