



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GURU NANAK COLLEGE (Autonomous)
Name of the head of the Institution		Dr .M.G.Ragunathan
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04422451746
Mobile no.		9841834579
Registered Email		principal@gurunanakcollege.edu.in
Alternate Email		gncims@gurunanakcollege.edu.in
Address		Guru Nanak Salai, Velachery, Chennai
City/Town		Chennai
State/UT		Tamil Nadu
Pincode		600042
<b>2. Institutional Status</b>		

Autonomous Status (Provide date of Conformant of Autonomous Status)	29-Apr-2015
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr.Swati Paliwal
Phone no/Alternate Phone no.	04422444621
Mobile no.	9445360838
Registered Email	iqac@gurunanakcollege.edu.in
Alternate Email	hindishift1.hod@gurunanakcollege.edu.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.gurunanakcollege.edu.in/uploads/reports/aqar/1605161409.pdf">https://www.gurunanakcollege.edu.in/uploads/reports/aqar/1605161409.pdf</a>
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### 4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website:  
Weblink :

<https://www.gurunanakcollege.edu.in/event/1610971053-college-academic-calendar-2019-20>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.13	2013	05-Jan-2013	04-Jan-2018
3	A	3.13	2018	02-Nov-2018	31-Dec-2020

### 6. Date of Establishment of IQAC

07-Jul-2007

### 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

Two days National level seminar on Guru Nanak Devji's Teachings	17-Oct-2019 2	850
Gurushiksha-Intercollegiate and Interschool competitions on Guru Nanak Devji	14-Oct-2019 2	625
Free Mega medical camp	23-Sep-2019 1	2412
National level seminar on Quality Enhancement	07-Sep-2019 1	296
Guru Nanak Centre for Research	03-Jun-2019 365	6918
Guru Nanak Centre for Skill Development	03-Jun-2019 365	1808
<a href="#">View File</a>		

**8. Provide the list of Special Status conferred 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
Science	DBT	Star	2019 546	10400000
<a href="#">View File</a>				

**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 :**

6

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)**

Decentralized and participative management is enhanced by implementing school system and appointing various Deans, ie DeanScience, DeanCommerce, DeanHumanities, DeanManagement, Dean IT, DeanLanguages. Skill Development Centre

is functioning inside the campus to upgrade and enhance the skills of students by conducting the skill oriented courses through signing MoUs with various government agencies. Guru Nanak Centre for Research has been established to inculcate research habit and boost the research quality in the institution. Integrated Management System has been extended to collect, retrieve and process institutional data. New data collection modules has been introduced for effective management of Data. Provision of mandatory Certificate Courses Internship has been passed in the academic council Skill Development Centre is functioning inside the campus to upgrade and enhance the skills of students by conducting the skill oriented courses through signing MoUs with various government agencies. Guru Nanak Center for Research has been established to inculcate research habit and boost the research quality in the institution.

No Files Uploaded !!!

**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
<b>No Data Entered/Not Applicable!!!</b>	
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Governing Coucil, Guru Nanak College	06-Jan-2021

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

Yes

Date of Visit

29-Aug-2018

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2020

Date of Submission

26-Feb-2020

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

The College has a custom designed Integrated Management System (IMS) that serves as a platform to collect, retrieve and process institutional data, enhancing the analysis of data

thereby enabling betterment of processes. List of modules that are currently operational: 1. Admission 2. e Academic calendar 3. eCircular 4. File management 5. Dean module 6. Department module 7. Faculty and student profile 8. Attendance app for students - including accounting of OD 9. Biometric attendance for staff and Research Scholars 10. Examination module 11. Event management 12. Extension activities and sports module 13. Leave Management 14. Feedback from all stakeholders (Student feedback on teachers, Parent feedback, Curriculum feedback, Exit Poll, Alumni feedback, Student Satisfaction Survey (SSS)) 15. Placement Module 16. Research Module 17. Alumni module 18. Infrastructure 19. Finance module 20. SMS 21. Reports 22. ECertificate 23. Skill development 24. Library

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Defence and Strategic Studies	17/06/2019

### 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
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
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
<p>A structured feedback is obtained from various stakeholders which is analysed and various steps were taken for the overall development of the institution. Feedback from Students - The IQAC cell gets feedback from the students on teachers' interaction in class, teaching methodologies, the approach towards students and curricular aspects, at the end of every semester. This is analysed for any shortcomings and corrective measures are taken in conjunction with the respective teacher, the Head of the Department and the Principal to maintain quality in the teaching learning process. During the month of March the IQAC Cell conducts an Exit poll for the final year students. This touches upon areas like Teaching Methods, Relevance of the Syllabus, their interactions with the Non-teaching staff, Extension Programs, Infrastructure, Extra-curricular and Co-Curricular activities and their overall experience in College. This is presented before the Academic Council/Management and steps are taken to ensure the quality enhancement of the institution. Feedback from Teachers - At the end of every semester a feedback on curricular aspects is obtained from Teachers. After discussions in the Department meeting any revisions in syllabus or methodology will be placed before the Board of Studies for approval. Feedback from The Employers - The Placement Cell collects the feedback about the level of performance of the students during the interview from the recruiters who visit the college. The recruiters give feedback about areas like the subject knowledge of the students, their aptitude, their communicative skill, their participative nature, skill-sets and adaption to the new environment after recruitment. The employers also give feedback on the hospitality, infrastructure and overall experience in college. The feedback collected is analysed and any short comings are immediately rectified. Feedback from the Subject Experts - Feedback is collected from the subject experts on course content and designing of curriculum. The IQAC sends a copy of the syllabus to the subject experts before the conduct of BOS meeting. The subject experts provide valuable suggestion at the time of BOS. Feedback from Alumni - Feedback</p>

is collected on the day of alumni association Meeting, also through mail or during the BOS. The feedback questions cover curricular aspects, quality of teaching, campus, infrastructure, alumni association and overall rating of the College. The feedback is analysed by the IQAC and presented before the Management/Governing Body for necessary action. Feedback from the Parent - The feedback is collected from the parent during the Parents Teachers meetings. The parents express their views on various aspects like the quality of teaching, infrastructure facility, discipline and regularity of the student, involvement of the student in extra-curricular activity and overall rating of the College. The feedback is analysed by the Department.

## 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 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	6025	613	198	39	43

### 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
280	280	28	20	6	24
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

Mentor - mentee system is actively practiced in all the departments. The Head of the department assigns faculty member as a mentor over some students for the entire duration of their study. The mentor maintains the profile of all the assigned students about their academic performance, co-curricular and extra-curricular activities along with their unique achievements. The mentor monitors the regularity and discipline of the mentee. The overall performance of the student is discussed with the parent in Parents Teachers meeting. The students are free to approach the mentor for academic and non-academic support. The mentor counsels and motivates the students towards their career achievements. The students are encouraged and trained to participate in co-curricular and extra-curricular activities. Slow learners and advanced learners are identified by the mentors based on their academic performance. Remedial coaching are scheduled for the slow learners and the outcome is been monitored by mentors. Advanced learners are motivated to take up projects, certificate courses and to help the slow learners as the peer leaders in clarifying their doubts. Apart from academic counselling, personal counselling is also provided to the students as and when required in solving their problems with confidence. E-mentoring process is effectively used from the last year onwards. The main aim of this e-mentoring is to reduce

paper work and to increase green computing. The details pertaining to the mentees are maintained confidentially. The HOD keep tracks of the mentor and mentee system and suggestions are given as and when required for improvisation. The students are encouraged to get connected with their mentor even after their graduation for their further progression. This connection of students and mentors after the completion of their study helps to strengthen the Alumni network of our esteemed institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6638	280	1 : 24

## 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
280	280	Nil	40	137

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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

## 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
79	12663	0.62

## 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)

<https://gurunanakcollege.edu.in/files/PO-PSO-CO.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
<b>No Data Entered/Not Applicable !!!</b>					



[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)

[https://gurunanakcollege.edu.in/files/GNC-SSS%20\(2019-20\).pdf](https://gurunanakcollege.edu.in/files/GNC-SSS%20(2019-20).pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

Yes

Name of the teacher getting seed money

Nil

[View File](#)

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.2 – Resource Mobilization for Research

3.2.1 – 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
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

5

### 3.3 – Innovation Ecosystem

3.3.1 – 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
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

3.3.2 – 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
<b>No Data Entered/Not Applicable !!!</b>				

[View File](#)

### 3.3.3 – 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 3.4 – Research Publications and Awards

#### 3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
Advanced zoology and Biotechnology	7
Economics	4
Corporate Secretaryship	2
Commerce	2
English	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

#### 3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 3.4.5 – 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
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

#### 3.4.6 – 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
<b>No Data Entered/Not Applicable !!!</b>						

[View File](#)

### 3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	295	1916	944	406
Presented papers	50	26	1	Nil
Resource persons	11	20	33	12

[View File](#)

### 3.5 – Consultancy

#### 3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultant(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

#### 3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultant(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 3.6 – Extension Activities

#### 3.6.1 – 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 !!!			
<a href="#">View File</a>			

#### 3.6.2 – 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 !!!			
<a href="#">View File</a>			

#### 3.6.3 – 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 !!!				
<a href="#">View File</a>				

### 3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.7.2 – 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

### 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
650	671.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

#### 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
Auto Lib	Fully	8.2	2001

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

#### 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/GBPS)	Others
Existing	374	244	374	0	18	61	51	150	270
Added	85	70	85	10	0	0	5	0	18
<b>Total</b>	<b>459</b>	<b>314</b>	<b>459</b>	<b>10</b>	<b>18</b>	<b>61</b>	<b>56</b>	<b>150</b>	<b>288</b>

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

200 MBPS/ GBPS
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##### 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
Ornamental Fish Culture	<a href="https://www.youtube.com/watch?v=eci9HuBnN9E">https://www.youtube.com/watch?v=eci9HuBnN9E</a>
Morphometric Characteristics of Fish	<a href="https://www.youtube.com/watch?v=Od0Nf4FLv3c">https://www.youtube.com/watch?v=Od0Nf4FLv3c</a>
Biology of Petromyzon	<a href="https://www.youtube.com/watch?v=v1BNPBqZfMU">https://www.youtube.com/watch?v=v1BNPBqZfMU</a>
Types of Fins in Fishes	<a href="https://www.youtube.com/watch?v=j9pZ2Mb4Qv0&amp;t=153s">https://www.youtube.com/watch?v=j9pZ2Mb4Qv0&amp;t=153s</a>
Cellular Respiration	<a href="https://www.youtube.com/watch?v=Jr7nWz5_lu0">https://www.youtube.com/watch?v=Jr7nWz5_lu0</a>
Color Blindness	<a href="https://www.youtube.com/watch?v=a-1l2ol6g0g">https://www.youtube.com/watch?v=a-1l2ol6g0g</a>
Types of Scales in Fishes	<a href="https://www.youtube.com/watch?v=gEiDjxuIC7Q">https://www.youtube.com/watch?v=gEiDjxuIC7Q</a>
Migration in Fishes	<a href="https://youtu.be/rpZeng1M2SI">https://youtu.be/rpZeng1M2SI</a>
Biotechnology application in Agriculture	<a href="https://youtu.be/Aq1fKML7F2Y">https://youtu.be/Aq1fKML7F2Y</a>

Classification of Fungi	<a href="https://youtu.be/YPYMpdShH4o">https://youtu.be/YPYMpdShH4o</a>
Cynobacteria - The earliest evidence for life on Earth	<a href="https://youtu.be/a66e7AkNEds">https://youtu.be/a66e7AkNEds</a>
General Characteristics of Fungi	<a href="https://youtu.be/vwVtPK0gP7A">https://youtu.be/vwVtPK0gP7A</a>
General Characteristics and Classification of Algae	<a href="https://youtu.be/eoEuPVthOJM">https://youtu.be/eoEuPVthOJM</a>
General Characteristics and Classification of Bryophytes	<a href="https://youtu.be/W0G5EI8wps4">https://youtu.be/W0G5EI8wps4</a>
History and Scope of Biotechnology	<a href="https://youtu.be/NXs_FF_KJVI">https://youtu.be/NXs_FF_KJVI</a>
Fungi Reproduction	<a href="https://youtu.be/CnZmLgOo0Iw">https://youtu.be/CnZmLgOo0Iw</a>
Enzymes used in rDNA technology	<a href="https://youtu.be/pcO-L2LMHOA">https://youtu.be/pcO-L2LMHOA</a>
Nostoc, Structure and Reproduction	<a href="https://youtu.be/w26MLj-SJsg">https://youtu.be/w26MLj-SJsg</a>
Riccia Structure and Reproduction	<a href="https://youtu.be/R-fKT9Iz8F0">https://youtu.be/R-fKT9Iz8F0</a>
Sustainable development	<a href="https://youtu.be/8ZNgOVOTLq8">https://youtu.be/8ZNgOVOTLq8</a>
Basic requirement and Techniques involved in Plant Tissue Culture	<a href="https://youtu.be/dG1ZYFYkx9k">https://youtu.be/dG1ZYFYkx9k</a>
History of Plant tissue Culture a Timeline	<a href="https://youtu.be/3Ca66AKxaGc">https://youtu.be/3Ca66AKxaGc</a>
Acupressure - A key for Healthy Life	<a href="https://youtu.be/E49qewKl8_I">https://youtu.be/E49qewKl8_I</a>
Emerging issues and Challenges in biodiversity conservation	<a href="https://youtu.be/9SBj4ayCc2Q">https://youtu.be/9SBj4ayCc2Q</a>
Amazing Accountancy	<a href="https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT_GUO/videos">https://www.youtube.com/channel/UCaXP40Q7n9vACnOZ-zT_GUO/videos</a>

#### 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
32	3573943	100	11156337

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)

The Physical, academic and support facilities are taken care of by a group of committee members from the management. The classrooms are allotted depending on the number of students in a section. The committee takes care of the maintenance of the classrooms. The classrooms are white washed and painted periodically and cleaned daily. More than 200 CCTV cameras has been stalled inside the campus. The activities of entire college campus including class rooms can be monitored from the viewing panel available in Principal's room, CAO room IT room. Our laboratories are well equipped with all necessary instruments/apparatus required for conducting the practical and are well maintained by the store keepers and lab attenders. Practicals are conducted as per the time table in a well-structured manner. Our computer labs are also well equipped and maintained by full time IT team appointed by the college for ensuring the network connectivity, maintenance of the servers, protection of the systems by installing anti-virus software .The computers and printers are

repaired and replaced as and when required. Our library has a very good collection of academic resources like Books, Periodicals, newspapers, CDs, DVDs, N-List E-resources, Journals, Cartographic resources and e-question book. The library management software is used to offer library services to faculty and students in a fitting manner. A CCTV camera has been installed to monitor all those who visit the library. Current awareness services are rendered through library e-groups for faculty and students. The College has state of art of playground facility catering to international standards along with a pavilion maintained by India cements limited. Two cricket grounds ,Foot ball ,Hockey, Basketball, Kabaddi and Kho-Kho courts are available to students .Facilities are also available to play indoor games like table tennis and shuttle for which the maintenance are outsourced. An RO plant installed in the canteen provides pure drinking water. All staff rooms, offices, labs are provided the mineral water dispenser with hot and cold water facilities..A generator is available to provide uninterrupted power supply. Hostel facilities are available for both girls and boys a few kilometres away from the college premises and transport facilities are arranged to take them to college and bring them back to hostel. The canteen provides good and hygienic food and refreshment (breakfast, snacks, lunch, etc) to the students and staff at nominal cost. Apart from canteen, a Kappikudil and Ice cream Parlour are also available. A fully functional kitchen with all modern facilities cater to the needs of 350 to 400 students per day. These students take their mid-day meal as a part of Langar or Sports facilities. The information regarding the various courses conducted by shift-I and Shift-II, the various support services are displayed at the entrance. A digital notice board inside the campus provides information regarding various department activities, information regarding admission details regarding the examination, Library details, sports events etc. The greenery of the campus is well maintained by trained gardeners on a daily basis. Permanent electricians, carpenters and plumbers are appointed .

<https://gurunanakcollege.edu.in/files/Infrastructure-Policies-and-Procedures-2019-20.pdf>

## 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	Guru Nanak college -Scholarship, Fees concession for Staffs wards, Economically weaker section, Guru Nanak Sportsman scholarship	171	652210
Financial Support from Other Sources			
a) National	Tamilnadu Govt. Communities Scholarships-SCC,BC, MBC, SCC, Post matric, Adi Dravidar and Tribal Welfare Scholarship (SC/ST) Lakshmi Charities and Private	910	10374985

	Scholarship, JRF RGNF, TNDCE, DST		
b)International	nil	Nil	0
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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
1	1	3

## 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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

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
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	



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

Activity	Level	Number of Participants
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

### 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
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

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

Students' Council is an official students' body formed and maintained by the students from both shifts. This consists of office bearers who are student representatives from each department. The students' council is the highest formal body of students in the college and plays a crucial role in the college system. Its objective is to help the students in Social interaction, Academic improvement, Creative expression and Self-responsibility. Vision: The Students' Council aims to motivate students to become responsible citizens and leaders with moral values in the society by creating an experience through creative activities and programs. Structure: The office bearers of the Students' Council help resolve any problems faced by the students. They also act as a platform for the students to interact with the management of the college. The class representatives are chosen from each class and section of every department. All individual students vote and elect their department representative in a democratic manner to the council. These democratically elected representatives are nominated for various posts from among themselves. Their posts are approved by the Staff Council of the college. The Students' Council is student centered but it serves the interests of the students, staff and Management of the college. The Students' Council encourages the students by providing the experience through varied cultural, social and educational programs. They provide an opportunity to every student of the college to participate. The council plays a motivational role and contributes towards the overall growth of individual students both individually and socially. On account of the 550th Birth Anniversary of Guru Nanak Devji, the college organized various events such as interdepartmental competitions, a National Seminar, etc on the relevance and teachings of Guru Nanak Devji. The Students' Council has given its dedicated support in organizing all the activities. Beginning with the investiture ceremony on 27th July, 2019, where all the office bearers assumed office the Students' Council conducted various events and activities throughout 2019-20. Independence Day was celebrated on 15th August, 2019 to instill the values of patriotism among students and staff. The Teachers' Day was celebrated on 5th September, 2019 to give thanks to the teachers who are instrumental in molding the students. On 22nd September, 2019, a mobile phone application called "Kaavalan" SOS was launched, which introduced safety precautionary measures for women. Following the launch, a medical camp was organized on campus for seven days, where some of the leading hospitals rendered free service. On 28th September, 2019, an International Conference was held where students and staff all around the globe submitted and presented their papers. On 10th January, 2020 the Pongal function was celebrated to instill the traditional values among the students as "Samathuva Pongal followed by cultural

events. The Students Council organized the Republic Day function on 26th January 2019. Guru Shiksha-An intercollegiate and interschool event was organized on 14th 15th October, 2019 . On 4th February, 2020 "Griffin"-Inter-collegiate cultural fest was conducted. The Council complements the experience of students through extensive diverse academic, cultural, educational, social, and recreational

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Institution has registered Alumni Association Name of the Trust: "Guru Nanak College Alumni Foundation (GNCAF)" Registration Date: 12.07.2019 Founder Trustees: 1) Dr.S.V. Raghavan, Chairman- GNCAF. 2) Mr. T. Murugesh Kumar, Vice Chairman - GNCAF 3) Mr. Balasubramanian - Co-Vice Chairman - GNCAF 4) Mr. Ranganath Sampath - General Secretary - GNCAF 5) Mr. K. S. Naveen Kumar - Joint Secretary - GNCAF 6) Mr. E. Gopinath - Treasurer - GNCAF 7) Mrs. V. Vasumathy - Advisor - GNCAF 8) Dr. R. Purushothaman - Advisor - GNCAF Aims and Objectives of the Trust: A public charitable trust named "Guru Nanak College Alumni Foundation" has been registered with the objective of serving the student community, Alumni and general public at large. The trust promotes supports, assists and aids education like giving financial assistance to deserving students who cannot pursue their studies. The trust provides scholarships irrespective of Caste, Creed or Religion to promote educational, cultural and social activities in Guru Nanak College.

5.4.2 – No. of registered Alumni:

3887

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

102508

5.4.4 – Meetings/activities organized by Alumni Association :

2

### 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)

The institution practices decentralization and participative management in academics and in administration. In academics, the Principal is the head of the institution and the chairman of the IQAC. The staff council consisting of Vice-Principal shift II, Vice Principal Student Affairs, Deans of different schools (Humanities, Commerce, Sciences, Languages, Sports, Research, Management, Student Affairs, Skill development), Heads of various departments, Library and Physical Education furnishes partakes to the Principal on academic matters. Inputs of student council representatives are also taken into consideration. The Guru Nanak Educational Society through the Governing Council and Principal of the college administers the institution. (The Principal is the Ex-officio member of the Governing body.) The Governing council of the college meets bi-annually and discusses about the college affairs for its development. The staff council assists the Principal in internal administration of the College. The Principal in consultation with staff council appoints various committee members and conveners for planning, implementation and review of decisions taken towards the academic and administrative development of the college. Thus, the decentralization practice of the college has a significant impact in academia

facilitating the student's development and in administration to attain the motto of the College - "Pro Bono Publico" means "to provide quality education to all". The institution promotes the culture of participative management in policy-making, framing guidelines, rules and regulations. The staff council meets frequently and the deliberations are kept on records by the Secretary of the Staff Council, nominated by the Principal. The institution has various committees with specific functions to facilitate participative management. The composition of the different committees is changed every year in order to provide equal opportunities towards academic and professional development of all faculty members. The College has the following functional committees :

- The Governing Council
- Finance Committee
- Staff Council
- IQAC Cell
- Planning and evaluation committee
- Admission committee
- Academic calendar committee
- Academic audit committee
- Sports committee
- Library committee
- Students welfare committee
- Students discipline committee
- Fine arts committee
- Grievance Redressal committee (RTI Cell)
- Anti - Sexual Harassment cell
- Attendance monitoring committee
- Scholarship monitoring committee
- Campus maintenance committee
- Canteen committee
- Hostel committee
- Research coordination committee
- Website management committee
- Students' Council.

Students play a major role in different activities through student council. To ensure quality in education to the students, Board of studies comprising of stake holders i.e student representatives, Teachers, Alumni, Parents and Industry representatives partakes and provide inputs for the curriculum development and implementation. The college has signed 36 Memorandum of Understanding (MOUs) with various organizations during the academic year 2019-2020. The Principal, Vice- Principal shift II, Vice Principal Student Affairs, Deans, Heads of the departments, teaching faculty members, non-teaching staff, Student Council members and student representatives work together on the progression of institution by sharing the responsibilities and contribute to the development of the institution.

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

Yes

## 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
Curriculum Development	<p>Curriculum is revised once in every three years for core papers to meet the requirement of industry standards. Autonomy is given to the teachers to suggest on revision of the syllabus. The amendments in necessary subjects are made to ensure that the students study the updated modules.</p> <p>Modifications are made in subjects such as employability, skill development and Entrepreneurship according to the need of the hour recommended by the Board of studies. To facilitate exposure in other subjects, students are offered two different fields of study, the students are given an option to choose inter disciplinary subject apart from their major discipline to develop knowledge in a different branch of his choice. Suggestions and feedback collected from various stakeholders on</p>

curricular aspects are considered while framing the syllabus to enhance the quality of education.

Teaching and Learning

Audio Visual approach is followed as an effective teaching methodology. ICT method of teaching is used to make the student involve in learning. Teachers were trained by the authorized technical institution to handle online classes. Field tours and Industrial visits are being organized by most of the departments to impart real time experience to the students. The learning skills of the student is enhanced by providing opportunities to participate in seminars, conferences, workshops and various competitions. Students are also trained in conducting various programmes. Science Laboratories have been upgraded through DBT-Star College Scheme. The Centre for Skill development headed by Dean Dr.Anand is set up to facilitate the students and teachers to develop their various skill sets and to update their knowledge through various courses including online courses like SWAYAM and NPTEL.

Examination and Evaluation

Students learning is assessed through continuous internal assessment tests and End semester examination are conducted to evaluate the overall learning of the student. Apart from tests, the students are appraised based on the class activities like student seminar, group discussions, role-play, quiz, debates and assignments.

Research and Development

The institution motivates not only the faculty members but also the students to publish papers in UGC/Scopus/peer reviewed journals with high impact factor and present their papers in National, International conferences. The departments are encouraged to conduct National/International Conferences and Seminars so that the student's community and teaching fraternity gets benefitted. The Institution provides an opportunity to the faculty members and also the students by allocating seed money sponsored by the management for their research projects. The faculty members are motivated to supervise M.Phil. Ph.D. Research Scholars and to do collaborative research to promote quality in research work.

Library, ICT and Physical  
Infrastructure / Instrumentation

The institution is Wi-Fi enabled (MoU with Jio) that allows the students to access to e-learning resources. The attendance of the students is taken in mobile phones with specially designed software. Equipment, Books, desktops and laptops under DBT -Star College Scheme are provided. Separate internet connection in the library to access the e-resources, 64 fully furnished classrooms. The departments are provided with a laptop and LCD projector apart from smart class rooms. College has indoor and outdoor game facilities extended to students and staff. Water dispensers are provided for the all Departments. Earlier named MIS is now operating as IMS by integrating and digitalizing the overall functioning of the college and also all the documents are scanned and reposted which enables the outsiders to view the same from the college website and facilitating the students to view their attendance, marks, other academic and extension activities from their respective login.

Human Resource Management

During the Academic year 2019-20 Faculty development programmes, Seminars, National and International Conferences, workshops were organized by the School of Sciences, School of Humanities, School of Commerce and School of Management. Faculty members are also encouraged to attend Professional Development programmes, workshops and conferences organized by other institutions. Eminent resource persons from various fields were also invited to enrich the faculties' knowledge and to enhance their professional development.

Industry Interaction / Collaboration

The College conducts various workshops, conferences and seminars wherein the resource persons are invited from various leading corporates, firms, etc. The departments are also encouraged to invite Resource persons from industries to share their expertise with the students. Projects and internships at the undergraduate and postgraduate level are made as a part of curriculum to gain hands-on experience. Thirty six MOUs were signed between the institution and the corporates/firms to facilitate the students to avail real time learning

	<p>exposure. Placement cell organizes training programme for employability related skill development of the student.</p>
Admission of Students	<p>Admission process for all the courses is fully online. Admissions are made on merit basis and the management adheres to the Govt. rules in the process of admissions. Management Quota is also filled on merit basis. Rank list and the date of interview are uploaded on the website and also sent to the shortlisted candidates through SMS/Email. The selected list of the students are posted in the college website.</p>

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

E-governance area	Details
Planning and Development	<p>The Integrated Management System enables the process of dissemination of information in a transparent manner. This helps in planning the events as per the standard operating procedures of the institution which minimises the human intervention. IMS being the centralised data repository, reports can easily be retrieved as and when required. The departments send the proposed plan of action to the IMS which prepares a E-Calendar and circulates the same to both the teachers and students.</p>
Administration	<p>Our college uses ICT in Administration and Management. Biometric attendance (face and fingerprint recognition) is compulsory for both the teaching and non-teaching staff members. Mobile attendance for students has been substituted for manual attendance. Official circulars are shared with the Heads of the department in their login IDs in the GNC IMTIHAAN website. CCTVs (214 surveillance cameras) have been installed at strategic places on campus and are constantly monitored by the Principal and CAO who are ably assisted in this task by the IT team. The institution is also moving towards a paperless environment. The students are able to view their attendance and marks through their student login. In addition to this the students can submit their feedback, the feedback from their parents and also complete the exit poll through the same means.</p>

Both the students and faculty members make extensive use of social media like WhatsApp, Facebook, Twitter, Instagram and emails for social communication. Faculty members also make use of Google forms to conduct exams and quizzes and test the students' understanding of the subjects.

Finance and Accounts

The college uses ICT for transparency in finance and accounts. The transactions are properly recorded at each end. The administrative office ensures appropriate bills are submitted for all events conducted by the various departments. All the account books are properly maintained as per the auditing procedure. Both Internal audit and external audit are conducted at proper intervals.

Student Admission and Support

The admission process in the college is digitized. The college's process of online admission is also very transparent. The application form, the process of applying and the eligibility criteria for the courses are displayed on the website. Help desks are in place to assist the candidates in filling online applications. The candidates submit their application forms online. The students are then selected based purely on merit and as per the reservation policy framed by the Government. The lists of selected students are displayed on the website. In addition, the students are also informed through messages, emails, and personal phone calls. The students pay their fees through net banking. Once admitted, the students are provided with a college login ID which helps them view their attendance and marks when required. The parents are kept updated about both the day to day attendance and absentees among the students.

Examination

The college is fully equipped with ICT tools which play a vital role in the conduct of the examination. The Office of the Controller of Examination is very secure and acts as a pillar of support for the conduct of examinations. The external examiners send the question papers in a confidential manner. These papers are then strictly scrutinized by both the respective heads of the department and the external experts. The hall tickets

are generated digitally and are available to the students at their login before the examination. The exams are conducted with strict Invigilation and monitored through CCTVs by both the Principal and the Controller of Examinations. The Valuation is done by external experts. The marks are directly uploaded online by the office of the Controller of Examinations. The results are then communicated to the students online.

### 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
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**No Data Entered/Not Applicable !!!**

[View File](#)

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges 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)
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**No Data Entered/Not Applicable !!!**

[View File](#)

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
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**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
Nil	40	Nil	7

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Gift worth Rs. 2000/- on Teacher's day.	1. Gift worth Rs. 2000/- on Teacher's day .	1. Management is providing transportation



2. For every Pongal /Makara shankaranthi/ Lohari cash incentives Rs. 1000/- is provided to all management staff members. 3. ESI/PF amount is deposited for every management staff members. 4. Tuition fees for eight students is waived to the wards of the staff members. 5. Maternity benefit is provided to an extent of 3 months with salary and further 3 months can be extended on special request. 6. Last 2 hours permission are granted to the nursing mothers 7. Digital Faculty Development Programme was coordinated to the teaching faculties to adapt new digital teaching methodology. 8. A trip has been arranged and sponsored for all teaching and non teaching staff members to Amritsar in commemoration with 550th birth anniversary of Guru Nanak Devji. 9. Free accommodation is provided for the faculty members. 10. Leave granted to staff members on medical grounds. 11. Financial assistance for staff/family members are provided for medical emergencies. 12. Management is sponsoring for staff sports and cultural activity. 13. Sponsoring for registration fee to all staff members for attending International/National Conferences. 14. Group Insurance scheme for Students and Teachers. 15. Electrical water Dispenser 16. A/C auditorium provided at free of cost for the personal function of the staff members 17. RO

2. For every pongal /Makara shankaranthi/ Lohari cash incentives Rs. 1000/- is provided to all management staff members. 3. ESI/PF amount is deposited for every management staff members 4. A trip has been arranged and sponsored for all teaching and non-teaching staff members to Amritsar in commemoration with 550th birth anniversary of Guru Nanak Devji. 5. Maternity benefit is provided to an extent of 3 months with salary and further 3 months can be extended on special request 6. Last 2 hours permission are granted to the nursing mothers 7. A/C auditorium provided at free of cost for the personal function of the staff members 8. Festival Advance/ loan are provided to the staff members 9. Electrical water Dispenser is available in all offices. 10. Every day tea is provided twice for non-teaching staff. 11. RO water plant for the whole college 12. Staff rest room for women 13. Tuition fee concession of college and school are given to the wards

facilities for Industrial visits to all the students 2. Langar (Free meal scheme) is a unique programme where more than 350 students are provided lunch every working day. 3. Management is sponsoring for all cultural activities for the students every year. 4. The management provides cash awards and sponsors the sports kit and expenses on events outside college for students every year. 5. Music club is created and musical instruments have been purchased to encourage the students to pursue the interest registering in the club. Different clubs like dance club, theatre club and folk club are formed for the students benefit to exhibit their talents and interest. 6. Onam/Pongal/Makara shankaranthi/ Lohari celebrations are sponsored by the management of the college. 7. Students are encouraged and exposures are provided in event management 8. Students are motivated and facilitated with real time entrepreneurship 9. College is providing group insurance to all the students 10. Yoga, Meditation are provided by the management to the students as part of the stress management mechanism

water plant for the whole college. 18. Separate recreation room for women staff members with all necessary facilities.

#### 6.4 – Financial Management and Resource Mobilization

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

The college accounts are audited for each financial year and the general audit report are received and submitted to the Governing council for approval in the annual general body meeting. The income and the expenditure accounts and balance sheet are internally audited by Nagarajan Associates, Chartered Accountant, Chennai. External and Statutory audit are done by G.Balu Associates, LLP Chartered Accountant, Chennai. They conduct the audit in accordance with auditing standards generally accepted in India to find out the fair and trueness of the accounts.

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
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

117867045.8

#### 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	Yes	Academic Qualified peer team from Universities and reputed autonomous Colleges.	Yes	IQAC, GNC
Administrative	Yes	Recognized audit firms	Yes	Internal Auditor, GNC, Chennai

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

- Parents are active part of GNC Campus Life. They are invited on Fresher's day to visit the campus and meet the teachers. They are also the active part of College day, Sports day and Graduation day.
- Every semester parents teachers meeting is conducted thrice and the meeting dates are scheduled in academic calendar for the benefit of parents.
- During PTM, parents meet the teachers, mentors and Head of the Departments to know the progress of their ward. They also give their feedback and grievances if any.
- Parent's feedback plays an integral role in the growth and development of Guru Nanak College. Periodically GNC collects the feedback from parents on academic and extension activities of the college and takes action accordingly.

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

- Sports events for support staff are conducted as a part of Annual Sports Day Events
- Training is given to the administrative staff on operating the administrative modules.
- Administrative staff were trained on Integrated Financial and Human Resource Management System by PAO south in association with Wipro Limited
- In commemoration of 550th birth anniversary of Guru Nanak Devji, Medical camp was organized for the benefit of supporting staff.
- The Management sponsored a one week spiritual tour to Amritsar for all staff members in February 2020
- A credit thrift society functions effectively inside the college premises for the benefit of the staff
- Hot and cold water dispensers are installed in all the Offices in campus
- Staff are provided with Tea twice a day by the Management

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

- School system has been initiated and various School Deans have been appointed
- Extension of Integrated Management System with new improved modules
- Off campus girls hostel has been established and additional Hostel facilities for boys has been arranged off campus
- Medical Centre is initiated for the benefit of Students, Teachers and general public
- E- Library in separate floor is initiated in the new upcoming Building
- The provision of Food Court and one more canteen in the new block
- Faculty members conducted Online remedial coaching for slow learners

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	Yes

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
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

**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
Rally on protection against Child abuse	03/09/2019	03/09/2019	125	450
Gender Issue-Awareness on adoloscent health problems	17/09/2019	17/09/2019	800	115
"Movie Review	11/09/2019	11/09/2019	15	Null

Nerkonda Paarvai on Women empowerment "				
"Movie Review Nerkonda Paarvai on Women empowerment "	17/12/2019	17/12/2019	120	150
Gender Awareness - Kavalan APP SOS	12/01/2020	12/01/2020	800	120
Awareness camp on Women Employability - "Scale up business."	06/03/2020	06/03/2020	850	120
International Women's Day Celebrations	07/03/2020	07/03/2020	650	145
Webinar on Prevention of Child Sexual Abuse	24/04/2020	24/04/2020	225	140

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

10 KVA Solar plant was erected. It produces 53 units per day.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	38
Provision for lift	Yes	38
Ramp/Rails	Yes	38
Rest Rooms	Yes	38
Scribes for examination	Yes	13
Special skill development for differently abled students	Yes	22

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
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Guru Nanak Centre for Research - Code of ethics	14/12/2019	Monitoring every relevant claims in research through publications, thesis, oral presentations, documents on research, must be substantiated ethically.monitors plagiarism in research with the scrutinization of research ideas, protocols involved, and research writing with necessary research ethics.
Intellectual Property Rights Cell	17/03/2020	Creating awareness on the practices and protection of Intellectual Property Rights in general and of the college to academicians, administrative staff members, research scholars and students both inside and outside the institution.
Deans Office- Hand Book	29/02/2020	Providing Curriculum design, CBCS pattern, General Electives, POs, PSOs and COs, Non-major Electives and general rules and regulations for successful completion of the course.
Skill Development Centre	16/09/2019	The Skill Development Centre acts as a catalyst in providing Certificate courses in skill development in collaboration with external agencies with whom the college has signed MOUs.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

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

Initiatives: • 29 Numbers of Rain Water Harvesting wells have been provided. • Vermicomposting pits have been provided. • Sewage treatment plant has been constructed. • Plastic items like cups, water bottles have been replaced with stainless steel tumblers in the canteen. • All the electrical lights and bulbs are replaced with LED lights to reduce the global warming. • For tasks like campus cleaning and maintenance, 35 staff have been outsourced • Paperless system in college Green clean campus: • The institution has a practice of greenscaping the campus with trees, plants and scattering of seed balls on a regular basis by the students of National Service Scheme and Enviro club. • The College is situated near PTC bus stops/ railway stations and the Government gives bus passes for the students and encourages the use of public transport by students staffs thus paving a way for pollution free campus. • Separate car parking and two-wheeler parking facilities for faculty members, administrative staff and students ensures a healthy and less carbon emission environment • The campus is smoke free and does not allow the dead leaves and waste papers to be burnt. They are instead scientifically decomposed off. • Our institution is a tobacco free zone. An awareness programmes on the ill effects of tobacco usage is shared among the students through street plays, mime, and puppet shows.

Energy conservation • Every department follows a policy of switching off lights, fans and other electrical equipment when not in use. • Newly built classrooms, departments, discussion room and the pavilion hall of the college are airy, well ventilated and bright to enable the best use of natural lighting during the day time. LED lights are used wherever the natural light is insufficient to save power. Electrical appliances in old buildings are replaced with energy saving equipment. • Almost all the computer monitors in use are either LED, LCD or TFT types to ensure minimum usage of electricity and also to reduce the level of radiation. Water harvesting • Rain water harvesting has been carried out in the college. The water thus harvested is being used for watering the plants and trees. • Planting of trees and plants in the college throughout the campus on a regular basis helps in the promotion of afforestation. Hazardous waste management • The college generally does not generate any hazardous waste in any manner. • Waste is segregated as biodegradable and non-biodegradable. • The college has built a solid waste disposal bin. Solid wastes like broken glass beakers, test tubes, rubber tubes, etc. are collected from the respective laboratories and disposed in a safe manner. • Eco-friendly methods of gardening are adopted wherever possible. • Chemistry labs are equipped with exhaust fans and fume hoods. • Mild chemicals are used for cleaning and maintaining the campus. • Sterilization is performed by autoclaving and then the remaining wastes are properly disposed.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Swabodhini Campus: 1. Title of the Practice Swabodhini School for special children and vocational center in Guru Nanak College campus - imparts education for students with special needs. 2. Objectives of the Practice • To encourage self-confidence in children with autism, intellectual disabilities and associated challenges in the age group of 4 to 30. • Providing special education, occupational therapy, speech therapy, yoga and vocational training to the students depending on their functional ability and age. • Training in vocational skills preparing students to be mainstreamed into society or to be trained for supported employment. 3. The Context A new center of Swabodhini was started within our college campus which has brought remarkable progress in the students with special needs. The students were given various activities such as gardening, sports, annual day, run for fun, parent counselling, science lab, group communication, life skill training, experiential learning and vocational products to fine tune their skills and nurture their fine motor skills. 4. The Practice A yearlong vocational skill training courses, in the domains of

Computer/ Admin skills, Retail Skills and Culinary Skills, have been accredited by Guru Nanak College (Autonomous) and the students receive certification from the college. The students of Swabodhini campus are encouraged to make small gift items such as Tulsi balcony, Diyas, small lamps, handicraft items on their own out of mud and placed for sale along with the other products offered for sale by GNC N Devour through stalls, a mock company run by the students of the Department of B.com. Honours. It is identified that the parents of children with special needs have a significant impact on their children and with the help of parent counselling, a healthy parent-child interactive environment could be accomplished which will help them to get positively involved in the education of their child and further help them to contribute more to the child's development. Using this method, parents are taught to learn how to adapt themselves to the environment around their child, the different teaching materials used to help their child and also be in tune with the curriculum of the school. The latter being an individualized program for each child and depend on the child's needs. This further helps in creating a familiar pattern for the child, which also helps the parents to stay abreast of their child's development. The Learning life skills provides students with mental disabilities help in developing social/personal, life, and self-concept skills to help them achieve greater self-sufficiency. 5. Evidence of Success Three students are employed in the college (one in CAO office, one in library and one in COE office) for a life of dignity. GNC students have also been benefitted by gaining human values such as equality, empathy and care by interacting with them. This Inclusion, the first of its kind, has brought about remarkable progress, in the students with special needs. Swabodhini adopts experiential learning into the curriculum for relating the classroom knowledge acquired into real life experience. Every class has a structured timetable for these sessions every month and the teacher along with students caregivers make visits to the places/ labs/ locations etc where they are shown the real life demonstrations. The visits are made at least twice or thrice based on the needs until the child becomes independent. The concepts taught through experiential learning include

- travel through public transport, social behaviour in public places like malls, temples, theme parks, theatres etc., shopping skills through visit to departmental stores, historic facts through museum visits etc.

6. Problems Encountered and Resources There is no problem as the management is keen on providing support services to the special children at college campus. Covid 19 Pandemic Migrant workers Relief camp: 1. Title of the Practice Migrant workers Relief Camp for the Covid 19 Pandemic - Guru Nanak Educational Society in association with the Tamil Nadu Home guards offered to conduct a relief camp in the college campus. 2. Objectives of the Practice To extend help to the migrant workers during the lock down period. 3. The Context As part of the Institution Social Responsibility, the Guru Nanak Educational Society in association with the Tamil Nadu Home guards readily offered to conduct a relief camp, in the College campus, for guest workers during the lockdown period to contain the Covid-19 pandemic. Mr. Manjit Singh Nayar, the college General Secretary and Correspondent is the Assistant Commandant General TN Home Guards initiated the migrant workers relief camp and was extending guidance ensuring high standards throughout the camp by his presence. 4. The Practice Around 2600 migrant workers (mainly from Odisha, Assam and other part of North east) and 100 volunteers were provided accommodation with basic needs such as nutritious food, bed sheets, toiletries and health needs such as health screening, yoga and exercise sessions adhering to social distancing and all hygiene norms laid down by the authorities. 5. Evidence of Success The camp was supported and visited by several service organizations and individual donors in terms of service, food materials, essentials and monetary assistance. High ranking officials including the DGP, Commissioner of Police, ADGP (Home guards), Commissioner (Corporation of Madras), IAS and IPS officers and other senior officials visited the camp regularly. The Chief Minister of Tamil Nadu Shri.

Edappadi K. Palaniswami visited the camp in person and participated in the distribution of food. He addressed the camp volunteers and the guest workers.

He also held a press meet at the College Campus on the management of COVID relief camps, at the conclusion of his visit. The Leader of the Opposition also visited the camp and provided large quantities of relief materials, including masks, bread, groceries and vegetables to the camp. At the conclusion of the Camp, elaborate arrangements were also made for their smooth return by train to their home states. This was a model camp and the great service rendered by the College was accorded wide appreciation from various quarters. The local, national and international Press and Media chronicled this initiative extensively. 6. Problems Encountered and Resources No problems were faced as meticulous planning and execution was ensured.

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

<https://gurunanakcollege.edu.in/files/Best-Practices-2019-2020.pdf>

### 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 is the outcome of a small group of three hundred Sikh families who have, for their entrepreneurial reasons, made Chennai their home. Their benevolence led them to partake in the development of a local community through the spread of education. They established the Guru Nanak Education Society and under its aegis, Guru Nanak College was founded in the year 1971 to mark the 500th birth anniversary of Guru Nanak Dev ji. The core values and functioning of the college are guided by the motto "Pro bono Publico" - in service to society. GNC does not claim minority benefits despite being founded and established by a Sikh management. It stands tall extending a strong support to the majority community. One third of its students are first generation learners more than 92 of them are from socially or economically backward sections of society. The college plays a vital role in uplifting youth from the weaker sections by giving them an affordable education with world class infrastructure and highly qualified, professionally skilled and spiritually motivated teachers. Out of the 280 faculty members, 137 hold PhD degree and 75 are NET/SLET qualified. The college has a full-fledged Learning Management System (LMS) where faculty can upload study materials such as PowerPoint presentations, blog articles, YouTube videos etc. ICT enabled observational and experiential learning through conferences, webinars, presentations, workshops, group discussions, internships, projects, industrial visits and virtual e-learning sources enhance our students' capabilities and enriches their knowledge leading to practical exposure in the relevant field. This ICT enabling does not end with the supply of technology hardware but rather in the synchronization of the learner, the teacher, and educational resources. The college has a well-equipped Integrated Management System (IMS) that supports the management and administration in decision-making to enhance quality in all arenas of the institution. Apart from the admission and examination process, various modules were introduced expanded upon to meet the requirements of academic, research and co-curricular activities, and administrative processes. It integrates all frameworks into a single system thus making the campus a "Paperless Campus". The College is governed by a philanthropic council no private ownership is claimed. All members of the council are successful entrepreneurs with a high social standing and with a noble desire to serve society. The management is highly committed and all surplus from the institution is cycled back into the welfare and upliftment of the college. The exponential growth and development of the college is largely due to the service-orientated perspective of the management. Regular social outreach programmes



help within the campus such as Langar - midday meal for needy students - and Swabodhini - skill development and day care centre for special children - are an integral part of GNC. The college also provides support to the local community when required. Over 2600 migrant workers were provided accommodation and their basic necessities were met over the course of the pandemic. Guru Nanak College has a strong tradition of providing world class players in various

Provide the weblink of the institution

<https://gurunanakcollege.edu.in/files/Distinctiveness-of-the-Institution-2019-2020.pdf>

### **8.Future Plans of Actions for Next Academic Year**

- Plethora of events and activities are planned for the yearlong celebrations of Guru Nanak College Golden Jubilee year
- To establish a Centre for Excellence that provides total quality management practices of the institution
- Guru Nanak Media Centre to be instituted for Media related Support
- To conduct Full-fledged online admissions from 2020 batch onwards
- Exclusive Smart Class rooms to be set up for each department
- To strengthen the GNC-LMS with enriched and vast variety of e-Content by the Faculty Members for the benefit of the students.
- Planning to upgrade the G.S. Gill Research Institute into a Multi-Disciplinary Research Centre
- To include Guru Nanak Journal for Multi-Disciplinary Research into UGC Care list and efforts to be made to get indexed in Scopus, SCI and Web of Science
- To initiate 360 Degrees Staff Appraisal for the Faculty members
- To enhance the skill and knowledge of the faculty members by organising more exclusive Faculty Development Programme for Department Heads, Faculty members, IMS training and orientation program for the new faculty members
- Professional and Personality Development Training Programmes to be conducted for Non-Teaching Staff
- The Umbrella of the knowledge sharing platform to be extended beyond departments and schools and to organise Inter-Disciplinary programmes for the faculty members.
- To adopt proficient ICT policy by engaging innovative online teaching methodologies
- Industry Academia Conclaves across disciplines to be planned and executed
- To promote professional development of the students through - workshops, skill development programs, Seminars, Conferences, conclaves, Hands on training programmes, projects, Internships in line with the changing post pandemic scenario
- To strengthen the Placement cell by signing more MOUs with Multi-National Companies and to increase the Alumni contribution for the placement
- New Courses namely BSc. Data Analytics. B.Com. Computer Applications, B.A Defence (Additional Section) and B.Com (General-For Women) to be introduced keeping in mind the industrial requirements
- In order to provide vast opportunities for the students to opt and learn the subject of their choice, Syllabus is to be revised to include many electives for the Inter-disciplinary papers
- To Adapt Online Examinations and blended learning for the betterment of the students
- The Teachers to be encouraged to conduct and attend webinars, conferences and workshops through online mode.
- Online Faculty Development Programmes, Short Term Training courses and Refresher courses to be developed conducted regularly.