

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality
Assurance Report (AQAR) in Accredited
Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Government College For Girls,
1.2 Address Line 1	Civil Lines
Address Line 2	Near Rakh Bagh
City/Town	Ludhiana
State	Punjab
Pin Code	141001
Institution e-mail address	principal@gcglhdh.org
Contact Nos.	0161-2449650
Name of the Head of the Institution:	Mrs. Gurminder Kaur
Tel. No. with STD Code:	0161-2449650
Mobile:	09888488985
Name of the IQAC Co-ordinator:	Dr. Pritam Kaur

Mobile:

098729-33225

IQAC e-mail address:

kaur.pritam@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

PBCOGN10517

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

8 January, 2004

1.5 Website address:

www.gcglhdh.org

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	80.45	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

16/09/2006

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify) BCA, Add-On Courses (CBA, JSM),
PG Diploma in Dietetics & Nutrition

1.12 Name of the Affiliating University (for the Colleges)

Panjab University, Chandigarh

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No UGC-CPE No

DST Star Scheme No UGC-CE No

No No

UGC-Innovative PG programmes

No

Any other (*Specify*)

No

UGC-COP Programmes

No

2. IQAC Composition and Activities

2.1 No. of Teachers

14

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.



Faculty

Non-Teaching Staff Students

Alumni

Others

--

2.12 Has IQAC received any funding from UGC during the year? Yes

-

No

If yes, mention the amount

--

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

--

International

--

National

--

State

--

Institution Level

--

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Requirement of ceiling fans for the class-rooms. • More furniture is needed for chemistry and commerce block. • For the maintenance of the campus electrical equipments are needed. • Installation of CCTVs cameras for security purpose. • Permission for BBA II from Panjab University, Chd. • Mooting out the opening of the three PG courses- PGDCA, M.Sc (IT) and M.Com 	<ul style="list-style-type: none"> • Requirement is fulfilled • Furniture worth Rs 2,00,000 has been purchased through Old Students' Association. • Rs 9889 through PTA has been spent on Electrical equipment • The process is still in pipeline. • Permission granted. • Applied for all the three PG Courses.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3	-	-	-
UG	6	1(BBA)	2(BCA,BBA)	3(BCOM, BCA, BBA)
PG Diploma	1	-	-	-
Advanced Diploma	2	-	-	2(CBA,JSM)
Diploma	2	-	-	2(CBA,JSM)
Certificate	2	-	-	2(CBA,JSM)
Others	-	-	-	-
Total	16		2	9
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

- Panjab University/College offers flexibility in curriculum in the classes BA-I,BSc(NM) ,BSc(Med) ,BCom-III ,MA-I & MA-II(Punjabi).
- Students of BA-I are allowed to choose three elective subjects, one each from five group of subjects along with study of three compulsory subjects.
- Students of BCOM-III are allowed to choose one subject out of four subjects offered along with study of five compulsory subjects.
- MA-I & Ma-II are allowed to choose two optional subjects along with study of two compulsory subjects.
- Students of BSc(Med) are allowed to select two optional subjects along with study of one compulsory subject-chemistry.
- Students of BSc(N-Med) are allowed to choose one optional subject along with study of two compulsory subjects.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	PG-3 (MA - PUNJABI, FINE-ARTS, MUSIC INST.)
Trimester	-----
Annual	UG-6(BA, BCA, BCOM, BBA, BSc(N.M.), BSc(Med) 6-(CBA(3), JSM(3), PGDIP-1

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

Please provide an analysis of the feedback in the Annexure

Feedback on four aspects of curriculum i.e. 1)adequacy 2)Evaluation/Examination System 3) Flexibility offered 4) Suitability of curriculum for future life is received from students as well as their parents. Study of Feedback Performa reveals the following facts

- 1) Majority of students and parents are unhappy with the adequacy of the syllabi taught by the university/College.
- 2) Majority of Students are unhappy with the annual examination system. Most of the students are of the opinion that essay type questions in theory subjects should be replaced by Objective type, short answer type, and multiple choice questions.
- 3) Majority of the students/parents are dissatisfied with the syllabuses taught as they feel that syllabuses offered by universities/Colleges don't prepare students for their future lives as most of them find themselves unemployed after completing their studies.
- 4) The Flexibility offered by Panjab University to students in the curriculum is of very low degree and it is further reduced by the colleges due to shortage of teaching staff and infrastructure available with the colleges.
- 5) Students and parents expect that university/College must begin with Vocational Courses which offer more opportunities for employments. Suggested Courses include Travel & Tourism, Bank management & insurance management, Animation and Graphics, Cosmetology, Photography, Cartooning Graphics, Commercial Arts, Fashion Technology, Media, Cinema.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Minor changes in curriculum BSc-I & BSc-II

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Part-timers
48	3	34	2	9

2.2 No. of permanent faculty with Ph.D.

14

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
39	-							39	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

39

22 (Self-finance)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	7	19	2
Presented papers	5	18	2
Resource Persons	-	-	3

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Assignments are given to the students to help them in their writing skills, creativity, in-depth knowledge of the topic along with the art of research methodology.
- PPT presentation/GD/Quiz
- Role playing
- Current affairs discussion
- Teaching with audio-visual aids.
- Surprise tests
- Motivational Lectures
- Peer Learning
- Students Participation

2.7 Total No. of actual teaching days during this academic year

183 days for UG annual exam system

218 days for PG semester system

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

According to Punjab University Pattern

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

--	--	--

2.10 Average percentage of attendance of students

Minimum 75% attendance of Students is required to appear for annual university examination

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-I	556	-	57.73	23.74	2.878	84.35
BA-II	557	-	63.73	17.77	0.898	82.90
BA-III	547	0.183	63.44	21.94	0.548	85
BSc-I	249	8.835	100	9.237	-	89.15
BSc-II	257	-	77.43	10.89	1.556	89.88
BSc-III	221	3.167	75.11	15.84	1.357	95.47
BCOM-I	143	-	86.01	5.594	-	91.60
BCOM-II	115	-	82.61	8.696	-	91.30
BCOM-III	137	-	97.81	1.46	-	99.27
BCA-I	36	-	44.44	-	-	44.44
BCA-II	37	-	94.59	-	-	94.59
BCA-III	33	-	96.97	-	-	96.97
BBA-I	37	-	62.16	2.703	-	72.97
BBA-II	29	-	82.76	10.34	-	93.10
MA-I Punjabi	58	-	93.1	-	-	93.1
MA-II Punjabi	54	-	92.59	-	-	92.59
MA-I Fine Arts	35	-	100	-	-	100
MA-II Fine Arts	28	-	100	-	-	100
MA-I Music	5	-	100	-	-	50
MA-II Music	2	-	50	-	-	50
PGDND	19	-	52.63	-	-	52.63

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Students' feedback Performa to evaluate the teachers performance.
- Periodically different departments are being asked for their needs and requirements regarding equipments.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	--

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	5	5		
Technical Staff	20	14		

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

No significant initiatives were taken to promote research climate in the college.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	-	-
Non-Peer Review Journals	-	8	2
e-Journals	-	-	-
Conference proceedings	-	1	4

3.5 Details on Impact factor of publications: **No such information is available.**

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify) A Monograph on Inder Nath Madaan by Dr. Rakesh Kumar	2013-14	Sahitya Academy, New Delhi	Rs. 20000	Rs.20000
Total	1		Rs. 20000	Rs.20000

Level	International	National	State	University	College
Number	-	-	-	-	8
Sponsoring agencies	-	-	-	-	Self

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

1

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events: **There were 393 students enrolled in NSS in the college.**

University level - State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 2
National level 17 International level -

3.23 No. of Awards won in NSS:

University level - State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -
National level 1 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	9		
NCC	2	NSS	6	Any other	4

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Tree plantation carried out.
- Celebrated the spirit of communal harmony and also collected donations for the needy.
- Organised a short self-defence training course for the college girls
- An awareness drive regarding water conservation and women empowerment was carried out.
- An awareness rally was carried out against various social evils.
- Community service was carried out at 10, Railway Colony Ludhiana.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 acres	-	-	45 acres
Class rooms	31	-	-	31
Laboratories	32	-	-	32
Seminar Halls	-	-	-	-
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	6	-	-	6
Value of the equipment purchased during the year (Rs. in Lakhs)	19.37 lakhs	-	-	19.37 lakhs
Others	-	-	-	-

4.2 Computerization of administration and library

From this year student's registration and examination work is being done online. Scholarships to postmatric students are being processed online.

In the library whole data is already computerised in SOUL software and new purchase is added in the system.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	67001	-	513	54742	67514	-
Reference Books	5998	-	35	-	6033	-
e-Books	-	-	-	-	-	-
Journals	12	9040	1	2400	13	11440
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	3	1	-	-	1	1	-
Added	-	-	-	-	-	-	-	-
Total	86	3	1	-	-	1	1	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet access to students is available.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.20650

ii) Campus Infrastructure and facilities

0.65611

iii) Equipments

0.22477

iv) Others

0.63665

Total :

1.72403

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Feedback from students
2. very efficient student council
3. Grievance Redressal Mechanism
4. Suggestion box
5. regular tutorials

5.2 Efforts made by the institution for tracking the progression

- Evaluation is used continuously to track the progression made by student The college compiles the student progress twice a year and communicates to the students to help them understand their position and facilitate remedial step for overall development on regular basis
- The college regularly conducts the parent teacher association's meetings to cover the gap among teachers, parents and students in all perspectives.
- The college has a very effective old students' association. Alumni meetings are conducted on regular basis

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2975	214	---	---

(b) No. of students outside the state

(c) No. of international students

Men

No	%
--	--

Women

No	%
100	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1793	958	--	366	14	3131	2174	724	--	270	21	3189

Demand ratio

Application Recieved: Students Admitted:

100 : 28

Dropout % 7%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Career Counselling Cell makes special efforts to prepare & motivate students to take up career. It organizes lectures to make them aware about various careers options available to them. College has good number of books to help students to prepare for competitive exams as well as for entrepreneurship, LCD projector and computers to enhance the quality education.

No. of students beneficiaries 1000 (approx.)

5.5 No. of students qualified in these examinations

NET	2	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

At present it is not possible to keep the exact record of the students appearing/ qualifying in UGC-CSIR-NET, SLET, IAS, GATE/CAT/GRE/TOFEL/ GMAT/Central/State services, etc. through Competitive Examinations. These examinations are conducted by different agencies/ offices and the college has no role to play in the conduct of these examinations. The students are supposed to apply directly to the respective bodies and are not expected to inform the college authorities in this regard. They may opt for any centre in India for these examinations. Hence, the college gathers limited information related to the above only indirectly

5.6 Details of student counselling and career guidance

The career guidance and counselling cell provides guidance to the students by arranging

- the lectures of the faculties to create awareness about job opportunities available in various fields e.g. aviation, air force, computers
- Approximately 400 students participated and 280 students cleared the course in information technology conducted by National Skill Development Council. Apart from the free training and the test the students were given Rs. 1000/candidate as incentive.
- Training for Competitive examinations,
- Books in the library

No. of students benefitted 800 (approx.)

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	400	29	----

5.8 Details of gender sensitization programmes

The women forum of Govt. College for Girls Ludhiana enrolls around 50 students. The sensitive and very pertinent issue of eve-teasing was explored through a skit. The women Day was celebrated on March 12,2014.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

The state/university level includes zonal, inter-zonal youth festivals and other state level competitions. The national level competitions include intervarsity youth festivals and other national level competitions.

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

(The state/University level includes State and Inter College Level. The national level comprises of inter-university and national level.)

Cultural: State/ University level National level International level

The state/university level includes zonal, inter-zonal youth festivals and other state level competitions. The national level competitions include intervarsity youth festivals and other national level competitions.

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	40	60000
Financial support from government	The financial support from the Govt. is directly deposited in the student's account.	
Financial support from other sources	82	468600
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

23

The college has various academic and administrative bodies, like Red Cross, , National Service Scheme, National Cadet Corps, Eco Club, Rotract Club, women cell, legal literacy cell, departmental societies and so on, where students take a number of initiatives for the benefit of the society.

- The Rotractors celebrated Rakhi with orphans and Diwali with deaf and dumb students. They also paid a visit to a Old Age home and organized a Tree Plantation drive as well.
- The NSS volunteers celebrated the spirit of communal harmony and donated money to the needy. They conducted a awareness Rally regarding Water Conservation and Women Empowerment. The Unit also organized a self defence training course.
- Eco Club organised a Poster Making and Slogan Writing Competition. They took out a rally on World Ozone Day.
- Lectures by distinguished speakers on Health Care social evils prevalent in society were organised by the Red Cross Society. The Students visited the Old Age Home and Orphanage. Eye and Blood check up camps were also organised.
- The NCC cadets organized organized a Tree Plantation Drive and carried out a Rally against social evils.
- Legal Literacy Cell organised a lecture to create awareness amongst students about their legal rights

5.13 Major grievances of students (if any) redressed:

The College has a set mechanism of personalized student teacher interaction in the form of tutorials. The students meet their tutors regularly once a week and the issues related to them are discussed and conveyed to senior tutor and in turn to the principal. It was by realizing the needs of the students though these interactions that many efforts towards proving better facilities according to their need have been made. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box.

- Furniture as per needs of the students was purchased.
- New dustbins for the students were purchased.
- The canteen employees were instructed to wear gloves.
- Mosquito repellents were sprayed.
- Electrical and sanitary repairs were carried out.

- Meshed wires were installed on the windows of Room No. 40 & 41.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Govt. College for Girls, Ludhiana is affiliated with Panjab University, Chandigarh. The purpose of the college is to provide quality education to a girl child of rural as well as urban class of Punjab as well as the nation. It also takes care of social, economic, cultural development of the students. The motto of Govt. College for Girls is “Learn to Serve”.

- **Vision-** Our institution lays emphasis on knowledge, society, informative society and learning society- in emerging global trends with far reaching implication for growth and development of the society. A constant research and review activity is there and it also looks forward to having a positive attitude towards technology because it increases the efficiency and effectiveness of the governance.
- **Mission-** The goal and objective of the institution is to uplift the poor students and impart education irrespective of class, colour, caste or creed. This institution has rich traditions of imparting education to degree classes as well as higher education in three streams Music, Fine Arts and Punjabi. There are certain healthy traditions and amenities such as labs, sports ground, library facilities, hostel facilities, gym, computer labs, green belt, canteen, auditorium, NCC, NSS, youth club, Rotract club, red cross society, women cell, anti-ragging cell, student council as well as senior teachers council and placement cell etc.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Proper setting of the syllabus, unitization, and examination pattern is chalked out by Punjab University, Chandigarh and is followed by our institution.

6.3.2 Teaching and Learning

For effective and efficient teaching of the students the teachers not only adopt lecture method of teaching, they arrange group discussions, debates, declamations, quiz, tutorials, seminars, historical tours, field study, practicals etc. And the teachers update their knowledge by making maximum use of library, attending seminars, workshops, conferences, refresher courses, orientation courses etc. Many teachers get their works published in magazines of national and international level.

6.3.3 Examination and Evaluation

The examination branch holds September, December and annual exams in April. In 2013-14, our institution was centre for evaluating the papers in different subjects.

6.3.4 Research and Development

The Head of the Institution promotes research and teachers participate in seminars, conferences, refresher courses and orientation courses. The college has library facilities, equipments and computers with internet facility to encourage research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our college has full-fledged library in which we have a variety of collection of books, journals, magazines, news papers etc. Round about 500 students benefit from the library daily. Bar-coding of the books has also been done.

2013-14	Existing	Value	New	Value	Total Number	Value
Books	67001	---	513	54742	67514	---
Journals	12	9040	1	200 per month	13	9240
Magazines	50	29443	----	----	50	29443
Newspapers	17	26090	3	216	20	27306
Any other	----	----	----	----	----	----

6.3.6 Human Resource Management

The recruitment of the employees is done by P.P.S.C. but on vacant posts, the recruitment of teachers and non-teaching staff is done through advertisement and interview.

6.3.7 Faculty and Staff recruitment

The institution follows the guidelines laid by Punjab University for keeping diverse faculty and staff members. Selection of permanent staff is done by P.P.S.C. Part-time faculty is recruited through advertisements and proper interview is taken. Their salary is paid through PTA.

6.3.8 Industry Interaction / Collaboration

No

6.3.9 Admission of Students

The Admission criteria are given in the prospectus. Admission of students is purely on merit basis. Admission committee looks into the admission process.

6.4 Welfare schemes for

Teaching	Dispensary, G.I.S, G.P.F, Gratuity, Pension
Non teaching	Dispensary, G.I.S, G.P.F, Gratuity, Pension
Students	Scholarships from Govt. And Non-govt. sponsored

6.5 Total corpus fund generated

7,65,00,000

Uni Fund	PTA Fund	OSA Fund	+2 Fund (self-finance)	BBA Fund (self-finance)	BCA Fund (self-finance)	PLA Fund
83,86,428	49,16,740	2,95,000	7,57,120	12,33,100	21,25,597	21,87,201

6.6 Whether annual financial audit has been done

Yes

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	No		Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

Yes

No

For PG Programmes

Yes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A.

6.11 Activities and support from the Alumni Association

Scholarships are given by the alumni to the needy students of the college. Every year Old Student Day is celebrated in the college, in which some eminent old students who have excelled in their chosen fields are honoured. The association has contributed Rs. 2, 00,000/- to purchase furniture for chemistry and commerce block.

6.12 Activities and support from the Parent – Teacher Association

PTA is actively associated with the working and administration of the college lending financial assistance to the various activities held in our college. It spends liberally on cultural activities ,salaries to the guest faculty and class-4 employees.

Particulars	Amount(Rs.)
Ceiling Fans	5261/-
Electrical Equipments	9889/-
Dustbins	4292/-
Computer Table	4114/-

6.13 Development programmes for support staff

The institute promotes participation of the staff in seminars of national and international level, attend conferences, workshops and arrange lectures on stress management and invites guest lectures on various topics. Gym facility is also there for the supporting staff.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation drive/Vanmahaotsava was celebrated. Different plant saplings were planted in the college campus. Students were made aware of the importance of growing plants to save environment. Poster making/slogan writing competition was organised on the theme of save environment. Cleanliness drive was undertaken by executive members of environment society to make college campus litter and pollution free. Rally was organised on the occasion of Ozone Day (16th Sept.) to make people aware of the importance of ozone layer. Play/skit was organised on the theme of "save trees". Lectures on Biodiversity and not to use pesticides were organised, students learned about organic farming. They were encouraged to celebrate "cracker free" and "green Diwali". Various environment related days were celebrated.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Innovation in Curriculum Aspects:-

- Unitisation of curriculum in all courses at the department level.
- Maximum number of elective subject offered to the students in each course.

2. Teaching and Learning

- The Teachers not only adopt lecture method of teaching but they arrange group discussion, debates, declamation contest, brain teasing Quiz etc in teaching.
- Frequent seminars, peer discussion, educational trips and use of audio-visual aids for teaching to under graduate and post graduate classes.
- Use of ICT in teaching practices adopted to impart knowledge to the students.

3. Research , Consultancy and Extension

- Faculty members are encouraged to take up research activities.
In the sphere of **extension** ,various activities are organised:
- Celebrated the spirit of communal harmony and also collected donations for the needy.
- Organised a short self-defence training course for the college girls
- An awareness drive regarding water conservation and women empowerment was carried out.
- An awareness rally was carried out against various social evils.
- Community service was carried out at 10, Railway Colony Ludhiana.

4. Infrastructure and Learning Sources

- Added new furniture, Electrical equipments, Ceiling fans, Dustbins and computer tables.

5. Student Support Service:

- Very active student council, an apex students' body and an extended arm of the college faculty is installed every academic year. The college council organizes various events (Teej , Fresher and Thanks giving function, Farewell function) under the dynamic leadership of the Principal, Vice- Principal and the council incharge as a guiding force. The idea behind forming student's council is to provide opportunity for the students to develop leadership skills. The student council helps in maintaining discipline and cleanliness with in the institution. Young students are very energetic and creative and they need a proper platform to manifest their creativity. This way their youthful energy is channelized in a constructive manner.

- Edu-Sat Programme is mainly intended to meet the demand for an interactive satellite based distinct education system.
- The college renders various community services through its different departments and clubs i.e. Rotract club , Legal literacy cell ,NSS,NCC, Red Cross, Women cell where students take number of initiative for the benefit of society.
- Another responsibility to the staff for discipline of the wings.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Ceiling fans and other electrical equipments are purchased for the class-rooms..
- Furniture worth Rs 2, 00,000 has been purchased through Old Students' Association.
- Rs 9889 from PTA Fund have been spent on Electrical equipment.
- Process of installing of CCTV's is still going on.
- Permission is granted for BBA II.
- Applied for PG Courses (Self-finance) i.e. PGDCA, M.Sc (IT) and M.Com.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- **Career counselling and placement cell**

The placement cell has been taking **rapid** strides in the field of career counselling. The activities undertaken during the session 2013-2014:

- The installation ceremony was organised and a lecture on choosing the right career was delivered
- Two lectures on competitive exams and personality development were organised.
- IBM DAKSH team visited the college campus and 24 students were selected.
- A lecture on communication skills was delivered.
- Max placements also visited the college campus .Five students were selected.
- Approximately 400 students participated and 280 students cleared the course in information technology conducted by National Skill Development Council. Apart from the free training and the test the students were given Rs. 1000/candidate as incentive.
- Approximately 800 students benefited from the guidance given by the cell.

- **Women Empowerment:**

Being a premier girls' educational institute of Ludhiana, Govt College for Girls has taken lead in the sphere of Women Empowerment through various activities. The primary focus of our institution in this regard is to build confidence in the young girls by buliding their self esteem. Girls as mothers and wives have pivotal role to play in bringing about healthy changes in the society by strengthening the mindset of the girl child by reminding them of their constructive role in building national character; encouraging them toward achieving economic independence and making them aware of their social and legal rights. We have focus on this aspect under the aegis of "Women Forum" and "Legal Literacy Cell."

The activities under taken during the session 2013-2014

- District legal services authorities enlightened the students on 'Protection of Girl Child , Women against Sexual Harassments and Techniques of Self-Defence' by the women study cell.
- An international women day was celebrated and the students expressed their views on the occasion.
- A declamation contest was also organised on the topic "The Changing Condition of Women". The students participated with great enthusiasm and were sensitised regarding their duties and rights.

- A lecture on social evils was organised by Guru Gobind Singh study circle.
- The NSS girls were given training on Judo karate.
- The NSS Volunteers gave the awareness regarding the evils of society during one day camp in Railway Colony.
- On Legal Literacy Day Sh. K.K. Singla chief judicial magistrate Ludhiana sensitise the girls regarding their Legal Rights. In the installation ceremony of literacy day , a PPT was also shown on the occasion.

7.4 Contribution to environmental awareness / protection

- The college organizes the Tree Plantation Programs. Different plants saplings are planted in the college campus. The students are made aware of importance of growing plants to save environment.
- Poster making/ Slogan Writing Competition were organized on the theme of **Save Environment**. Cleanliness drive was undertaken by the executive members of environment society to make college campus litter and pollution free. Various Environment related days were also celebrated
- A rally was organized on the occasion of ozone day (16 sept) to make people aware regarding the importance of ozone layer.
- A play/Skit was organized on the theme of "**Save Trees**". Lectures on bio- diversity and not to use pesticides were organized. The students learn about **Organic Farming**. The students were also encouraged to celebrate cracker free and "**Green Diwali**"

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- The college is among the most sought after institute for graduate courses as is evident from the fact that every year approximately four times more applications are received than the allocated numbers of seats.
- The college is very conveniently located in the heart of the city and is easily accessible from the different parts of the city and the satellite towns and rural areas. Hundred of the students from the surrounding rural areas get admission here every years.
- The college has a sprawling campus spread over 45 acres that has immense potential for further development. Its pollution free sylvan surroundings are a big motivation for learning.
- The sprawling sports grounds and a separate gymnasium for the students to train during free hours on the college campus itself.
- College has a very active Alumni Association that provides a range of scholarships to student currently on roll. It regularly organizes an alumni meet every year to create a network of old student who are holding important positions both in government and private sector in India and abroad.
- Excellent hostel facilities accommodate for over 200 outstation students. Students can avail themselves of such services like Public call office, Photostat machine, tuck-shop, canteen and gymnasium.

Challenges:-

1. Generation of finance through government and other agencies and development of infrastructure to meet the increasing number of students.
2. To initiate the courses which are relevant to meet the demands of industry, Commerce and society at large and beneficial for employment.
3. To establish research centre and motivate the faculty to undertake research projects.

Weakness:-

1. Many sanctioned posts are either vacant or manned by ad-hoc or contractual teachers.
2. Major part of building which is more than 60 years old, is insufficient to accommodate the growing number of students.

Opportunities:-

1. To start new employment oriented courses.
2. To enhance quality of teaching, learning by the use of ICT, digitalisation of the classrooms.

8. Plans of institution for next year

- CCTV cameras in the campus.
- Infrastructure has been planned for the upcoming PG courses in the next session.
- Planning to apply for B.Voc courses in multimedia , banking.
- Remuneration of the faculty of self finance courses has been reviewed.
- Furniture (Bed's, Almirahs for the hostel).
- To apply for the government grant for civil, sanitary and electrical work in the college campus and the hostel.
- New computers to be purchased.
- Renovation of cooking area of the hostel mess.
- Campus beautification.
- Speed breakers in the campus.
- Absentee's software to be purchased.

Name _____

Name _____

_____*Dr. Pritam Kaur*_____

_____*Ms. Gurminder Kaur*_____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexures

- 1) List of No. of students participated in sports**
- 2) Medals won in sports & other activities**
- 3) Academic calendar UG & PG**

5.9.1 No. of students participated in Sports/games

No. of students participated in Sports/games and other events (2013-2014)

Game	State Level	Inter College	Inter -Uni	National
Basket Ball	12 players	12 players	5 players	3 Jr. players 3 Sr. players
Swimming	One players	Two players	One player	One player
Kho-Kho	3 Players	12 players	5 players	One player
Hockey	9 players	18 players	3 players	-
Wt. lifting	-	7 players	-	-
p. lifting	-	7 players	-	--
Taekwondo	-	7 players	One player	-
Athletics	4 players	5 players	One player	-
Badminton	One player	-	-	Nzone national one player

5.9.2 Sports and Cultural Events

Medals won by students in sports/games and other events_(2013-2014):

Game	State Level	Inter College	Inter -Uni	National
Basket Ball	Gold Medal	Gold Medal	participation	participation
Swimming	9 Gold Medal	16 Gold Medal	2 Bronze Medals	participation
Kho-Kho	Bronze Medal	Gold Medal	North Zone Silver Medal	participation
Hockey	participation	Bronze Medal	participation	-
p. lifting	-	2 Gold Medals	--	-
Taekwondo	-	1 Gold Medal, 1 Bronze Medal	participation	-

Zonal Youth Festival Awards

In the session 2013-2014 Zonal Youth Festival the college won **first** prize in following items:

1. Clay modelling
2. Cartooning
3. Collage making
4. Still life
5. Phulkari/bagh
6. Crochet
7. Quiz
8. Debate
9. Elocution
10. Classical dance

The following teams won **Second** prize in Zonal Youth Festival:

1. Folk orchestra (solo)
2. On the spot painting
3. Rangoli
4. Debate
5. Luddi

In zonal youth festival the following teams were awarded **third** prize:

1. Indian orchestra(individual)
2. Non-percussion music
3. Folk orchestra
4. Poster making
5. Pakhi making

6. Short story writing
7. Group song(individual)
8. Mimicry
9. One act play
- 10.Indian orchestra
- 11.Kali(individual)
- 12.Ladies traditional song (individual)
13. Giddha(individual)

In the Inter-Zonal Youth Festival of Panjab University the college won **first** prize in following items:

1. Cartooning
2. Phulkari/bagh
3. Crochet

In the following items of the students won **second** prize In the Inter-Zonal Youth Festival.

1. Quiz
2. Debate

the college student won the third position in the item of

1. classical dance
2. Elocution

In the Intervarsity Youth Festival the College Students won **second** prize in debate and they won **third** prize in cartooning Competition

2.7 Academic Calendar (PG) Panjab University, Chandigarh

Appendix 'B'

Proposed Academic Calendar for the session 2013-14 for the Panjab University affiliated Colleges Arts, Science, Commerce having annual Examination:

Summer Vacation 27-05-13 To 10-07-13 (45 days)
Monday Wednesday

Academic Calendar

Colleges open on and normal admission for ongoing classes
27-05-13 To 10-07-13 (45 days)
Monday Wednesday

Admission Schedule

Normal Admission for ongoing and new classes (except for those classes in which admission is through CETI)
11-07-13 To 20-07-13 (9 days)
Thursday Saturday

Admission for new classes (except for those classes in which admission is through CETI)
11-07-13 To 20-07-13 (9 days)
Thursday Saturday

Admission for new classes (except for those classes in which admission is through CETI)
22-07-13 To 02-08-13 (11 days)
Monday Friday

Admission for late admission (for late admission) with late fee of Rs. 500/- per student to be allowed
22-07-13 To 02-08-13 (11 days)
Monday Friday

Admission for classes through CET tentative
09-07-2013 Tuesday

Teaching starts

For ongoing classes through CET tentative
09-07-2013 Tuesday

For new classes (tentative)
16-07-13 Monday

Late admission in Panjab University affiliated colleges to be allowed by the Vice-Chancellor in Panjab University affiliated colleges to be

03-08-13 To 21-08-13
22-07-13 To 21-08-13
(tentative) Monday To Saturday

alb*ld by the
Vice-
Cancellor with late
fee d Rs. IAOO/ per

	16-07-13 Thursday	To	11-10-13 Friday	(71 Teaching days)
Academic Term-I	18-07-13 Tuesday	To	11-10-13 Friday	(71 Teaching days)
Autumn Break	21-10-13 Monday	To	27-12-13 Friday	(56 Teaching days)
Academic Term-II	12-10-13 Saturday	To	19-10-13 Saturday	(8 days)
	2a-12-13 Saturday	To	13-01-14 Monday	(17 days)
(Winter Break)	24-01-14 Monday	To	04-03-14 Friday	(56 Teaching days)
Academic Term-III	28-03-14 Monday	To	04-04-14 Tuesday	(17 days)
Annual Practical Exams./ Preparatory Holidays	14-01-14 Tuesday	To	22-03-14 Saturday	(56 Teaching days)
Annual Theory Examination	02-04-14 Wednesday	To	01-04-14 Tuesday	
Summer vacation (tentative)	02-06-14 Monday	To	09-07-14 Wednesday	(38 days)

Total Teaching days of academic term I, II & III = 71 + 56 + 56 = 183 days

2.7 Academic calendar (UG)

Panjab University, Chandigarh

Appendix 'C'

for the session 2013-14 for the

Semester System :	27 A5-13	To	07-13	(45days)
Summer Vacation	Monday	To	Wednesday	(45 days)

Academic Calendar

Classes for admission for ongoing classes

Classes for admission for ongoing classes	Thursday	To	20-07-13	(9days)
Classes for admission for ongoing classes	Thursday	To	07-13	(9 days)

Classes for admission for ongoing classes

Classes for admission for ongoing classes	Monday	To	02-08-13	(11 days)
Classes for admission for ongoing classes	Monday	To	02-08-13	(11 days)

Classes for admission for ongoing classes

Classes for admission for ongoing classes	Tuesday	To	08-13	
Classes for admission for ongoing classes	Tuesday	To	08-13	

Classes for admission for ongoing classes

Classes for admission for ongoing classes	Monday	To	08-13	
Classes for admission for ongoing classes	Monday	To	08-13	

Academic Term-I	16-07-13	To	11-10-13	(71 Teaching days)
1 st Semester	16-07-13	To	11-10-13	(71 Teaching days)
F 6.8 *!	Tuesday		Friday	
Autumn Break	12-10-13	To	19-10-13	(8 days)
ArbD BE i	Saturday	To	Saturday	(8 days)
	12-10-13		19-10-13	
	saturday		saturday	
Colleges reopens	21-10-13	To	07-12-13	(39 Teaching days)
College reopens	21-10-13	To	07-12-13	(39 Teaching days)
College reopens	Monday	To	Saturday	
College reopens	Monday	To	Saturday	

Total Teaching days of Academic Term I = 71 + 39 = 110 days
 Total Teaching days of Academic Term I = 71 + 39 = 110 days

End Semester	09-12-13	To	27-12-13	(15 days)
End Semester	09-12-13	To	27-12-13	(15 days)
& -idtio!	Monday		Friday	
Winter Break	28-12-13	To	13-01-14	(17 days)
t'irrE Brsl	Saturday	To	Monday	(17 days)
	28-12-13		13-01-14	
	saturday		Monday	

Academic term-II
2nd Semester

College reopens	14-01-14	To	22-05-14	(108 Teaching days)
College reopens	14-01-14	To	22-05-14	(108 Teaching days)
College reopens	Tuesday	To	Thursday	
College reopens	Tuesday	To	Thursday	

Total Teaching days of academic term II = 108 days

End Semester	23-05-14	To	31-05-14	(8 days)
End Semester	23-05-14	To	31-05-14	(8 days)
End Semester	Friday	To	Saturday	
End Semester	Friday	To	Saturday	
Summer Vacation	02-06-14	To	09-07-14	(37 days)
Summer Vacation	02-06-14	To	09-07-14	(37 days)
Summer Vacation	Monday	To	Wednesday	
Summer Vacation	Monday	To	Wednesday	

Total Teaching days of Academic term I & II = 110 + 108 = 218 days

Total Teaching days of Academic term I & II = 110 + 108 = 218 days

