

Govt. College For Girls, Ludhiana
NAAC Track ID: PBCOGN10517

The Annual Quality Assurance Report (AQAR) of the IQAC
(2017-18)

Part – A

1. Details of the Institution

1.1 Name of the Institution

Government College for Girls, Ludhiana

1.2 Address Line 1

Rakh Bagh

Address Line 2

Civil Lines

City/Town

Ludhiana

State

Punjab

Pin Code

141001

Institution e-mail address

gcgludhiana@gmail.com

Contact Nos.

0161-2449650

Name of the Head of the Institution:

Mrs. Savita Rani Sharma

Tel. No. with STD Code:

0161-2449650

Mobile:

9417538326

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

PBCOGN10517

1.4 NAAC Executive Committee No. &Date:

EC (SC)/28/A&A/73.2 October 30, 2017

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	A	3.02	2017	5 Years
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

2017-2018

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR2004-05 submitted to NAAC on 10-12-2005

- ii. AQAR 2006-07 submitted to NAAC on 11-10-2007
- iii. AQAR 2007-08 submitted to NAAC on 22-05-2009
- iv. AQAR 2008-09 submitted to NAAC on 04-09-2010
- v. AQAR 2009-10 submitted to NAAC on Dec 2013
- vi. AQAR 2010-11 submitted to NAAC on Feb 2013
- vii. AQAR 2011-12 submitted to NAAC on 23-12-2014
- viii. AQAR 2012-13 submitted to NAAC on 23-12-2014
- ix. AQAR 2013-14 submitted to NAAC on 23-12-2014
- x. AQAR 2014-15 submitted to NAAC on 23-12-2014

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 (Computer Based Accounting, Journalism) , PG Diploma in Nutrition & Dietectis , Msc(IT), PGDCA

1.12 Name of the Affiliating University

Panjab University, Chandigarh

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

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	14
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	03
2.4 No. of Management representatives	-
2.5 No. of Alumni	3
2. 6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	-
2.9 Total No. of members	25
2.10 No. of IQAC meetings held	02
2.11 No. of meetings with various stakeholders	No. 20

Faculty	Non-Teaching Staff	Students	Alumni	Others
<input type="text" value="8"/>	<input type="text" value="2"/>	<input type="text" value="6"/>	<input type="text" value="2"/>	<input type="text" value="2"/>

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

- Organized the NAAC 2d cycle Re-accreditation process. The college was awarded Grade A.
- Facilitated the NAAC Peer Team visit to the college from 18-19 September, 2017
- Organized meetings with various stakeholders for disseminating information and effective management of the Peer Team visit
- Formed and assigned responsibilities to various committees for smooth conduct of Peer Team visit such as: Secretarial Assistance, Documentation, Technical, Finance, Media, Travel, Hospitality, Cultural Programme, etc.
- Perspective Plan of development for 2018-19 was prepared
- Monitored timely implementation of the perspective Plan for the session
- Organized Faculty Development Program
- Feedback from parents, students and alumni was obtained
- Planned to strengthen the ICT infrastructure in the college
- Faculty was motivated to hold more programs of an interdisciplinary nature
- Planned for the augmentation of existing infrastructure and learning resources

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 *

S. No	Plan of Action	Achievement
1	To purchase of new furniture for rooms, Auditorium and hostel Mess	Furniture worth Rs.588773/- (PTA, HEIS, Hostel fund, RUSA-Equity fund, Community College fund) was purchased
2	New flooring of classrooms	Rs.669875/- (PTA, hostel and Community college fund)spent on flooring of class rooms
3	Repair of washrooms	Rs. 39053/- (PTA and hostel fund) spent for repair of washrooms
4	Repair of ceiling of sports store and hostel mess	Pending
5	Increase of height of boundary wall of the campus and increasing security of the wall	In progress
6	To cover more bird nesting area and increase feeding zones	Complete
7	To apply for advance diploma in Beauty and Wellness under UGC community college scheme.	Applied
8	Provision of record room for the administrative office	provided
9	Expansion of car and scooter parking area	Rs. 254442/- was from PTA fund for extension of parking area with interlocking tiles
10	Extension of Library	PG Reading Room created and furnished

Academic Calendar (See Annexure 1)

2.15 Whether the AQAR was placed in statutory body

Yes

☐

No

☐

Management

☐

Syndicate

☐

Any other body

IQAC committees,
College Council &
Principal

Provide the details of the action taken

AQAR is reviewed by the members of IQAC Committee under the chairmanship of the Principal. It is then forwarded to the office of DPI Colleges.

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	5 MA-Punjabi, Fine Arts, Music Instrumental M.COM M.Sc(IT)	1 M.Sc. Botany	3 M.COM M.Sc(IT) M.Sc(Botany)	3 M.COM, M.Sc(IT) M.Sc(Botany)
UG	6 BA B.Sc(NM) B.Sc(M) B.COM BBA BCA		2 BCA BBA	3 B.COM BCA BBA
PG Diploma	2 PG Diploma Nutrition Dietetics PGDCA		-	2
Advanced Diploma	2	-	-	2 Computer Based Accounting (CBA) Journalism (JSM)
Diploma	2	-	-	2 CBA JSM
Certificate	2	-	-	2 CBA JSM)
Community College	1 Diploma in Beauty & Wellness	-	-	-
Total	20	1	5	14

Interdisciplinary	Journalism			
Innovative				

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

Panjab University to which the college is affiliated offers flexibility in curriculum in the classes as mentioned below:-

- Students of BA-I are allowed to choose three elective subjects, one each from five groups 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 out of Botany, Bio-Chemistry and Zoology along with study of one compulsory subject.
- Students of BSc (N-Med) are allowed to choose one optional subject out of Chemistry & Computer Science along with study of two compulsory subjects.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	PG-06 UG-06 PG-DIPLOMA-02 ADVANCE DIPLOMA-02 DIPLOMA-02 CERTIFICATE-02

1.3 Feedback from stakeholders*

Alumni ☒ Parents ☒

(On all aspects)

Employers ☒ Students ☒

Mode of feedback : Online ☐ Manual ☒

An analysis of feedback

Feedback is received from the Alumni through Student Progression Proformas at the time of convocation. Students Feedback regarding teachers is collected at the end of the session. The same is analyzed to extract useful information which helps enhance the teaching learning process.

- Student Progression Feedback Performa helps us to analyse progression of the students for higher education, Professional Courses, Drop Outs and Employment Rates NET & Job States.
- During these feedback sessions, most of the students were of the view that more of the career oriented courses should be started, keeping in mind the demands of industry instead of traditional courses.
- There must be frequent revision of the prescribed course work by the University and it must include some skill enhancement content.
- Few of the courses suggested by the students include Travel & Tourism, Bank management & insurance management, Animation and Graphics, Photography, Cartooning Graphics, Commercial Arts, Fashion Technology, Media, Cinema
- Feedback given by the students regarding the teaching learning process helps the teachers to improve upon their teaching skills and methodology.

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

Revision/update of the existing syllabi was carried out in the following courses:

BCA 2nd : Web Programming

BCA 4th : Operating System and Linux

MSC(IT) 3rd: Theory of Computation

Note: In BCA and MSC (IT) subjects are interchanged between various semesters.

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

PG Department of Botany

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Part-timers
37	2	24	2	09

2.2 No. of permanent faculty with Ph.D.

15

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
-	49	-	-	-	-	-	-	-	49

* Permanent recruitments are carried out by Punjab Public Service Commission. However Guest faculty teachers are recruited at the college level. 49 vacant posts have been filled with Guest Faculty lecturers at the college level.

2.4 No. of Guest and Visiting faculty and Temporary faculty

49

24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	97	2
Presented papers	16	80	2
Resource Persons			7

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

- Assignments are given to students to help them in their skills, creativity, in-depth knowledge of the topic along with the art of research methodology.
- PPT presentation
- Group Discussion
- Quiz
- Role Playing

- Current affairs discussion
- Teaching with audio-visual aids.
- Surprise tests
- Senior students in the hostel help the junior students in studies and act as mentors.
- Motivational Lectures
- Peer Learning
- Bright students adopt weak students and help them to improve.

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

195

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

Examination evaluation methodology of Panjab University is followed. However at the institutional level Open book examination, oral tests, self evaluation by the students, class quiz etc are used during internal tests

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

Member of Board of Study

8

2.10 Average percentage of attendance of students

Minimum 75% attendance of Students is required to appear for annual/semester 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 %
B.A 1 Sem	542	31	39.58	26.39	6.88	78.78
2 Sem	518	110	45.44	9.90	0.97	77.67
3 Sem	463	35	45.39	26.10	8.33	87.50
4 Sem	459	190	43.14	5.66	0.65	90.85

5 Sem	493	37	46.75	22.97	3.46	80.69
6 Sem	492	22	53.16	10.59	19.96	88.19
B.Sc 1 Sem	287	26	40.52	23.79	13.38	87.36
2 Sem	269	201	8.68	0.00	0.00	91.74
3 Sem	266	9	55.30	31.06	6.06	95.83
4 Sem	265	220	10.19	0.00	0.00	93.21
5 Sem	252	0	13.49	44.44	37.70	95.63
6 Sem	252	99	52.78	1.98	5.56	99.60
B.COM 1 Sem	155	14	62.58	12.90	0.00	84.52
2 Sem	149	25	67.11	2.01	0.00	85.91
3 Sem	149	33	67.11	6.04	0.67	95.97
4 Sem	150	50	50.00	8.67	0.00	92.00
5 Sem	135	35	68.89	3.70	0.00	98.52
6 Sem	135	35	65.93	5.19	0.00	97.04
BCA 1 Sem	41	23	31.58	2.63	0.00	94.74
2 Sem	40	12	57.89	5.26	0.00	94.74
3 Sem	37	0	29.73	35.14	0.00	64.86
4 Sem	37	1	52.78	27.78	2.78	86.11
5 Sem	35	9	45.71	5.71	0.00	77.14
6 Sem	35	6	34.29	2.86	20.00	74.29
BBA1 Sem	40	1	35.14	5.41	0.00	43.24
2 Sem	40	5	68.57	17.14	0.00	100.00
3 Sem	39	3	69.23	12.82	0.00	89.74
4 Sem	39	3	65.79	7.89	0.00	81.58
5 Sem	35	6	82.86	0.00	0.00	100.00
6 Sem	35	6	82.86	0.00	0.00	100.00
M.A Punjabi1 Sem	47	0	82.98	8.51	0.00	91.49

2 Sem	47	0	48.94	46.81	2.13	97.87
3 Sem	52	1	71.15	25.00	1.92	100.00
4 Sem	54	0	57.41	33.33	9.26	100.00
M.A Fine Arts 1 Sem	22	12	20.00	0.00	0.00	80.00
2 Sem	16	11	18.75	0.00	0.00	87.50
3 Sem	27	25	3.70	0.00	0.00	96.30
4 Sem	27	25	3.70	0.00	0.00	96.30
M.A Inst. 1 Sem	8	3	33.33	0.00	0.00	83.33
2 Sem	7	3	42.86	0.00	0.00	85.71
3 Sem	10	7	20.00	10.00	0.00	100.00
4 Sem	10	6	40.00	0.00	0.00	100.00
M.COM 1 Sem	44	13	64.29	2.38	0.00	97.62
2 Sem	41	18	51.22	0.00	0.00	95.12
3 Sem	50	13	74.00	0.00	0.00	100.00
4 Sem	50	10	78.00	0.00	0.00	98.00
M.Sc IT 1 Sem	16	8	31.25	0.00	0.00	81.25
2 Sem	15	9	33.33	0.00	0.00	93.33
3 Sem	16	14	6.25	0.00	0.00	93.75
4 Sem	16	14	12.50	0.00	0.00	100.00
PGDCA 1 Sem	46	26	2.17	0.00	0.00	58.70
2 Sem	44	24	40.91	0.00	0.00	95.45

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

The following activities were carried out by the IQAC to enhance the teaching learning process:

- IQAC makes arrangement for eliciting feedback from students regarding the methodology of teaching and the quality of teaching learning process. This feedback is used for enhancing the effectiveness of teaching.

- Information regarding needs of Lab equipments and other requirements is collected by the IQAC, which is reviewed and shared with the head of institution for further necessary action.
- IQAC also encourages faculty members to attend programs like workshops, seminars and conferences on new and emerging technologies.
- The IQAC also plans and conducts Faculty Development Programmes for the benefits of teachers.
- IQAC holds regular meetings with various stake holders as a part of academic review activity.
- Educational tours organized to make teaching more effective.
- By making teaching-learning more student-centric

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
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: FDP at the institutional level	116

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	4	5	1	4
Technical Staff	14	17	0	17

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC has motivated the teachers to formulate projects, attend conferences/workshops etc. and write research papers for journals with high impact factor. Our institute has a research committee to monitor and address the issues of research. To sensitize and encourage the faculty as well as students for research, interactions with eminent researchers from various fields are held frequently. Faculty members are sensitized and encouraged to secure research grants and projects and carry out those projects. Students are also guided to initiate research related activities.

Mrs. Prabhjot Kaur, an alumnus and former principal of the college provided an amount of Rs. 20,000/- as seed money for the promotion of research 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	5	-
Non-Peer Review Journals	2	1	-
e-Journals	-	-	-
Conference proceedings	-	10	-

3.5 Details on Impact factor of publications:

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 (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	College Development Council, Panjab University, Chandigarh	-	-	-

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
1	-	1	-	-	-	-

3.18 No. of faculty from the Institution

who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level 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 International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

S. No.	Date	Activity
1	17-08-2017	Van-Mahautsav was celebrated and Plantation Drive was undertaken in college.
2	20-08-2017	Dept. of Zoology celebrated "World Mosquito Day"
3	08-09-2017	Students of Legal Literacy Cell of the College visited Bal Bhawan, Sarabha

		Nagar, Ludhiana and educated children about Child Education, Domestic Violence, Self Discipline and Self Employment.
4	15-09-2017	World Ozone Day was celebrated
5	23-09-2017 to 25-09-2017	As per National Commission of Women directions, Essay writing, Poster making and quiz competitions were organized.
6	17-10-2017	Green Diwali celebrated in college campus.
7	18-10-2017	Rotaract Club celebrated Senior Citizens Day, World Food Day, International Women day
8	24-10-2017	UNO Day Celebrated
9	11-11-2017	“National Education Day” celebrated to commemorate Birth Anniversary of ‘Maulana Abdul Kalaam Azad’.
10	13-11-2017	Dept. of Philosophy celebrated Children day with students of Jeet Foundation School
11	25.01.2018	National Voters Day celebrated.
12	05-02-2018	Dr. Surjit Singh Bhatti delivered extension lecture to M.A. (Punjabi) students
13	08-02-2018	Dept. of Economics organized Inter-college Quiz competition
14	16-02-2018	“Biodiversity Conservation in Megadiverse Country” National Seminar sponsored by College Development Council, Panjab University, Chandigarh.
15	28-02-2018	Dept. of Music (Vocal) organized a workshop on Music by Dr. C.L. Verma (Prof. & Chairperson Dept. of Music, HPU, Shimla)
16	06-03-2018	Inter-college cultural quiz organized by PG Dept. of Punjabi
17	06-03-2018	Inter-college Fine Arts competition.
18	06-03-2018	Inter-college competition organized by Dept. of Home Science.
19	09-03-2018	Dept. of Music (Vocal) organized Paper Reading competition.
20	09-03-2018	Dept. of Public Administration organized competition on Budget, E-governance and Electoral Process.
21	12-03-2018	Dept. of Music (Vocal) organized Indian Classical competition.
22	22-03-2018	Dept. of History organized Extension Lecture by Dr. Daljit Singh Ahluwalia (Prof. Punjabi University, Patiala).
23	27-03-2018	Dept. of Psychology organized an extension lecture by Dr. Santha Kumari (Prof., Dept. of Social Sciences, Thapar Institute of Engineering & Technology, Patiala)

24	28-03-2018	“Giani Ditt Singh Memorial Punjabi Teacher Award” presented to Prof. Jatinderbir Singh Nanda.
25	07-04-2018	Dr. Raunki Ram gave Extension Lecture (Prof. Panjab University, Chandigarh) on topic ‘Understanding the Society & Culture: Exploring Critical Paradigms of Social Sciences’.
26	07-04-2018	Students of Psychology visited Thapar Institute of Engineering & Technology, Patiala and participated in Inter-college Quiz competition.

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(including 6 lecture theatres)	47	-	-	47
Laboratories	33	-	-	33
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	4	-	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	20,64,694	PTA, HEIS, Univ A/c, Community College fund	-
Others	-	-	-	-

4.2 Computerization of administration and library

- The administrative functioning of the college is fully computerised.
- The functioning of the Library is automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	70370	-	113	50301	70483	-
Reference Books	6133	-	07	20322	6140	-
e-Books	-	-	N-List	5,725	N-List	5,725
Journals	-	-	32	25,428	32	25428
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	24	720	24	720
Newspapers	-	-	20	40532	20	40532

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	133	6	3	-	-	1	1	-
Added	3	-	-	-	-	-	-	-
Total	136	6	3	-	-	1	1	-

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

- Internet access to students is available for teachers, clerical staff & students.
- Lectures were organized by Department of Computer Science for students on latest topics of technology upgradation such as how to build a network, Cyber security etc.
- Dr Tarunpreet Singh Thind, Assistant Professor, Post Graduate Department of Botany delivered lecture on the topic “Importance of Research Publications and Online Resources during Faculty Development Programme organized by Internal Quality Assurance Cell (IQAC), GCG Ludhiana on 2nd September 2017. He talked about various aspects of research in context to publishing the research findings. He also laid emphasis on the use of online resources for updating the latest knowledge and also using these resources to make classroom teaching interesting.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.69032
ii) Campus Infrastructure and facilities	12.94347
iii) Equipments	1.75257
iv) Others	0.59617
Total :	16.98253

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC advises all departments to organise Student enrichment/career development programmes and ensure that the information regarding the programmes reaches all the students.
- Teachers are directed to assist students in mentoring and counselling during tutorial sessions and classroom interactions.
- Buddy system has been introduced and students were made aware about the menace of drug addiction and to abstain from drugs.
- IQAC organizes FDPs for the faculty so that students can benefit out of it.
- IQAC makes necessary arrangements to ensure that information regarding student support programmes reaches the concerned students and the students are benefitted out of it.

5.2 Efforts made by the institution for tracking the progression

- Feedback is collected from the pass out students regarding their progression on Progression Forms during Convocation.
- Informal contacts with teachers.
- Students sharing their progression on social networking platforms of the institution.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3000	333	Nil	50

(b) No. of Students Outside The State

5

(c) No. of International Students

Nil

Men

No	%
-	-

Women

No	%
3383	100

2016-17				
General	SC	BC/OBC	Physically Challenged	Total
1669	1133	509	25	3336

2017-18				
General	SC	BC/OBC	Physically Challenged	Total
1770	987	558	18	3333

Demand Ratio

1: 2.30

Dropout %

3.6

5.4 Details of student support mechanism for coaching for competitive examinations

Month/ Year	Activity	No. of students Benefitted
September 2017	A Team of official from IBT Company explained in details about Jobs in banking sector and guided the students about how to prepare for different sections of question paper and then for interview, apart from how write impressive and factual CV	>300 students of different streams and different classes
January 2018	“Entrance test” for admission in IITs, IIMs, central and other state universities and the job status were explained by expert from Informat company. Also students were apprised about time management.	>100 students of BA,BSC,BCA,BBA
Feb 2018	“How To Crack The Civil Services Examinations As Well As Other Competitive Examinations ?” systematic preparations and how the concentration could be achieved was explained by Mr.	200 students attended lecture >70 attended classes

	Jagdev Singh (retired) scientist from BARC. He also conducted free classes for two hours per week in the college	
Feb 2018	Student attended interview for jobs in Infosys and in Wipro at S.V.I.E.T, Banur and Chitkara University. The students from music department, community colleges, home science department got good jobs as teachers, entrepreneurs in beauty parlors and as dieticians or consultants etc.	3 students placed in Infosys and 3 in Wipro

5.5 No of students qualifying in NET and other competitive exams

NET

18

5.6 Details of Student Counselling And Career Guidance

S.No	Date/ month	Activity	No of students benefited
1	July 2017	During a Career orientation programme, convener of the placement cell stressed upon the need for early setting of aim/goal, importance of selecting roles models, discipline, dedication, decision making, concentration, hard working and finally to be humane, a fully developed persona is the requirement.	App. 900 Students of 1 st Year from all streams
2	September 2017	A Poster Making Competition on the topic , “Career option for women in the age of Globalization “ was organized.	35 participants, 100 visitors
3	September 2017	A Team of official from IBT Company explained in detail about Jobs in banking sector and guided the students about how	More than 300 students of different streams and different classes

		to prepare for different section of question paper and then for interview, apart from how to prepare impressive but factual CV.	
4	September 2017	Special Guidance session cum English Language improvement classes were held for final year B.A. students of SC/ST categories.	20 students
5	October 2017	A Workshop on “Networking in Computer” By Ansh info. Tech. was held to provide hands on training to the students	More than 70 students of BCA/M.Sc. IT, PGDCA were benefitted
6	2 nd November 2017	To inculcate the moral values and the importance of honesty in every profession, Oriental Insurance Company sponsored programme was organized. Student participated in Essay writing and declamation contest on the topic “Corruption Free India- My Vision”. Students questions on jobs in insurance sector were answered by expert of the company. Students took Oath to work with honesty when they will join career.	Audience 200, Participants 30, Prizes 6
7	January 2018	An interactive session on “The Role Of A Developed Personality And Career Success And How To Attain These”. The resource person was Assistant Professor Mr. Davinder Singh Of G.C.I Khanna.	App. 80 students of final Year BBA and BCA
8	January 2018	“Entrance test” for admission in IITs, IIMs, central and other state universities and the job status were explained by expert from Informat company. Also students were apprised about time management tests.	App.100 students of BA,BSC,BCA,BBA

9	Feb. 2018	D-2 Global Group For Education And Immigration encouraged the weak students to improve their Spoken English and grammar and offered them free classes on Saturday. Student were also told about how to crack IELTS and such other tests.	80 students attended the lecture and 15 students were converted for free class offer.
10	Feb 2018	Workshop by NRI, US citizen Mrs. Priya Shenaj about comparative studies on working women in india and in US and the value system” was organized. IBT team lead by Mr. Kiran Karwadaey taught the basic principles of management, about PM’s new start up programme “Enterprising in INDIA , how to start.”	250 students of B.COM, BA ,BSC streams
11	Feb 2018	“How To Crack The Civil Services Examinations As Well As Other Competitive Examinations ?” systematic preparations and how the concentration could be achieved was explained by Mr. Jagdev Singh (Retired) scientist from BARC. He also conducted free classes for two hours per week in the college	200 students attended lecture 70 students attended classes
12	Feb 2018	Student attended interview for jobs in Infosys and in Wipro at S.V.I.E.T, Banur and Chitkara university.	3 students placed in Infosys and 3 in Wipro

5.7 Details of Campus Placement

ON CAMPUS			OFF CAMPUS
Number of Organizations visited	Number of Student Participated	Number of Student Placed	Number of Student Placed
2	25	6	38

5.8 Details of Gender Sensitization Programmes

- National Commission for Women organised an Essay Writing and Poster making competition for students from October 23 to October 25, 2017.
- International Women's Day was celebrated at Civil Hospital, Ludhiana by Rotaract Club of the college on March 8, 2018.
- During tutorial Groups and teacher student interaction in the classrooms, teachers talk on women empowerment and gender sensitization in order to empower the girl students of the institution.

5.9 Students Activities

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

	Number of Students Participated			
Game	State Level	Inter-College	Inter-University	National
Basketball	05	12	04	01
Hockey	---	18	02	01
Hockey 5s	---	11	01	---
Weightlifting	03	03	---	---
Power lifting	05	07	01	01
Taekwondo	---	04	---	02
Chess	---	05	---	---
Athletics	01	08	---	---
Kabaddi	---	12	---	01
Badminton	01	---	01	01
Total	15	80	09	07

	Number Of Medals Won By Students		
Game	State Level	Inter-College	Inter-University/ National
Basketball	1 Gold Medal	1 Bronze Medal	Participation
Hockey	---	1 Bronze Medal	Participation
Weightlifting	3 Gold Medal	2 Silver Medal	Participation
Power Lifting	---	3 Silver Medals 1 Bronze Medal	Participation
Hockey5s	----	1 Bronze Medal	Participation
Boxing	---	1 Silver Medal	---
Athletics	1 Silver Medal	Participation	---
Chess	---	1 Bronze Medal	---
Kabaddi	---	1 Bronze Medal	1 Silver Medal
Badminton	1 Silver Medal	---	Participation
Total	Gold: 4 Silver: 2	Silver: 6 Bronze: 6	Silver: 1

No. of students participated in cultural events

Achievements in Panjab University Youth and Heritage Festivals during session 2017-18:

Our students represented the college at Zonal as well as Inter Zonal Competitions in the last session and bagged medals and trophies in various events on the basis of their disciplined & dedicated efforts and continuous support and motivation of teachers.

ZONAL YOUTH AND HERITAGE FESTIVAL (ZONE LDH-B)**A.S.COLLEGE FOR WOMEN, KHANNA (26-09-2017 to 29-09-2017)**

S.NO	ITEM	PRIZE	INDIVIDUAL PRIZE
1	Geet/Gazal	I	–
2	Group Shabad	III	–
3	Group Song	III	II
4	Classical Music Vocal	I	–
5	Instrumental Music (Percussion)	I	–
6	Instrumental Music (Non Percussion)	II	–
7	Indian Orchestra	II	II
8	Gidha	I	I
9	Group Dance(General)	III	II
10	Skit	–	II
11	Mimicry	II	–
12	Elocution	II	–
13	Quiz	II	–
14	Creative Writing-Poem	I	–
15	Creative Writing-Essay	I	–
16	Photography	I	–
17	Still Life Drawing	II	–
18	Installation	II	–
19	Poster Making	I	–

20	Ladies Traditional Song & Ritualistic Song	II	–
21	Kavishri	III	II
22	Vaar Singing	I	
23	Kali Singing	III	II
24	Folk Dances	III	III
25	Heritage Quiz	I	
26	Khiddo Making	I	
27	Peedhi Making	CONSOLATION	
28	Rassa Making	II	
29	Eennu Making	I	
30	Pakhi Designing	III	
31	Crochet Work	I	
32	Knitting	III	

TEAM POSITIONS:

FIRST POSITION- 13 SECOND POSITION -9 THIRD POSITION -8

Total- 30

INDIVIDUAL POSITIONS:

FIRST POSITION—1 SECOND POSITIONS—6 THIRD POSITIONS --1

TOTAL- 8

OVERALL POSITION: FIRST

INTER ZONAL YOUTH AND HERITAGE FESTIVAL

POSITIONS:

FIRST POSITION- 02 SECOND POSITION -03 THIRD POSITION -02

5.10 Scholarships and Financial Support

Scholarships/Freeships disbursed during the session 2017-18 are:

Non-Government Scholarships:

Sr. No.	Scholarship Agency	No. Of Students Benefitted	Amount
1	Nehru Sidhant Kendra	20	1,08,000
2	Senior Citizen Enclave	09	27000
3	Guru Nanak Seva Mission	20	19500
4	Old Student Association	52	96000
5	Retired Teachers Association	05	10000
6	Nishkam Welfare Council SHDF USA	23	4,20,500
7	Financial Aid by Donors	15	44900
8	Bharat Vikas Prasad	16	25800
9	Sanjeevani Welfare Society	08	28084
10	Samund Singh Education Trust	01	6000
	Total Students	169	7,85,784

Government Scholarships:

Sr. No.	Scholarship Agency	No. Of Students Benefitted	Amount	
1	Central Scholarship scheme	123	Direct transfer to student's account	@ Rs 10,000 123*10,000= 12,30,000
2	Central Scholarship scheme	40	Direct transfer due	@ Rs 10,000 40*10,000= 4,00,000
3	SC	468	Not received so far	
4	State merit scholarship	118	Not received so far	
5	Minority scholarship	175	Direct transfer to student's account	@ Rs 10,000 175* 10,000=

				1,75,0000
6	University scholarship	04	Not received so far	@ Rs 900 4* 900= 3600
7	DCDC Panjab University Chd.	33	Not received so far	
8	Inspire scholarship for SC students	22	Direct transfer to student's account	@ Rs 60,000 22*60,000= 13,20,000
9	Rashtriya Sanskrit Sansthan(HRD)	32	Not received So far	@ Rs 4000 32*4000= 1,28,000
10	Punjab Labour Welfare Board	01	Direct transfer to student's account	@ Rs 30,000 30,000
11	Punjab Building and other construction board	33	Credited directly To account	@ Rs 30,000 33* 30,000 9,90,000
	Total	1049		

5.11 Student organized initiatives/Enrichment programmes

A plethora of activities aimed at student enrichment were organized by students from various clubs and societies during session 2017-18.

Department	Date	Activities
Punjabi	31-07-2017	Dedication to Shaheed Udham Singh Ji on his martyrdom day.
	30-08-2017	Celebrated 156 th birthday of Bhai Kaan Singh Nabha Ji in which students presented his life and writings and views.
	06-09-2017	Creative competitions like essay,poem, story,short story,calligraphy etc.
	05-02-2018	Debate competition was organized from PG department for MA Punjabi students in which Dr.Surjit Singh Bhatti came as a speaker and shared his views on Marxist criticism.
	21-02-2018	International Language Day was celebrated on behalf

		of Punjabi Department in which Dr.Sohan singh (Ast Professor GHG Khalsa college , Gurusur sudhar ,Ludhiana) came as a speaker.
	23-10-2017 to 25-10-2017	National Commission For Women organised essay writing, poster making competition.
Rotaract Club	22-12-2017 to 24-12-2017	Rotaract team/club participated for the Rotary Youth Leadership Award which was held in C.T. Group Of Industries,Shahpur,Kangra During Rotractary Youth Leadership Award , college Rotaract Team won first Runner Up Trophy in overall competitions.
	08-03-2018	International Women's Day was celebrated Civil Hospital,Ludhiana
Anti Drug Cell	17/08/2017	Declamation Contest on "Drug De-addiction"

5.12 Social Initiatives undertaken by students

Date	Activities
07-08-2017	College's Rotaract Team organized Rakhi Festival at Missionaries of Charity.
08-09-2017	Students of Legal Literacy Society visited Bhal Bhawan Sarabha Nagar,Ludhiana where orphan students were made aware of their rights like child education,Domestic violence, self dependence and self employment
01-10-2017	Senior Citizen Day was celebrated in which rally was organized.
17-10-2017	World Food Day was celebrated on behalf of college Rotaract Club and free meals were distributed.
13-19, 10-2017	The club organized Diwali Devas for the elderly and the children .
25-11-2017	A Blood Donation Camp was organised at Spring Dales Senior Secondary School on behalf of Rotaract Club.
26-01-2018	Students of Legal Literacy Society visited Bright Public School, Pavitar Nagar , Haibowal, Ludhiana, students of our college made the school students aware about their rights and distributed stationary items and sweets.

5.13 Major grievances of students (if any) redressed:

No major grievances reported.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college lays emphasis on providing quality education to girls of urban as well as rural class of the state and from the other parts of the country. It strongly believes in empowering the women in social and economic fields as well as takes care of the cultural developments of the students. The Vision and Mission of the college reflect in its motto “Learn to Serve”, which aims at preparing the women to serve the society and the nation by transforming themselves into a complete person.

Vision- The College strives to become the standard of excellence in providing education by fostering creativity and intellect in student community. The vision of the college is enumerated as follows:

- To lay emphasis on knowledge society, information society and learning society in emerging global trends with far reaching implications for the growth and development of the society.
- Becoming more aware to the needs of the society and thus sharpen the skills with help of intuition, intellect, insight and innovation.
- To have positive attitude towards technology to improve the efficiency and effectiveness of governance.

Mission- To provide high quality, affordable and accessible education to the women, irrespective of their class, colour, caste or creed by maintaining a perfect balance between tradition and modernity.

- To enhance the strength of students through vocational programs and degrees in the state of the art campus so that they become employable or fit for higher education.
- To empower women through need based futuristic courses with entrepreneurial skills.
- To make Teaching- Learning process more effective.

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

The college follows curriculum designed by Panjab University, Chandigarh. However, suggestions of the members of Board of Studies are considered while developing curriculum for any of the courses. Our college enjoys the privilege of having a good number of its faculty as the representatives of Board of Studies (both UG and PG) and added members of different faculties. The principal of the college is the member of academic council and admission guidelines committee of Panjab University. The Board of Management and Board of Study has the authority to design and modify the curriculum of UGC Community College Diploma Beauty and Wellness. (See Annexure)

6.3.2 Teaching and Learning

- The review of the academic result and the mutual sharing amongst the faculty members of the department prompts the Head of department to plan strategic measures to improve and strengthen the quality.
- The regular feedback from the students enables the teachers to keep improving their teaching strategies. New methods are developed to make learning more interesting and stimulating.
- A close watch is kept at the learner's progress through monthly class tests, oral tests and group discussions etc. Prize distribution function is held annually to encourage the students who have performed well, thus keeping the spirit of healthy competitiveness alive among the students.
- Many departments use the techniques of 'Learn with fun' where students try to find and explore their latent talents.
- It also lays emphasis on peer learning.
- The college has a rich library and facility of INFLIBNET has been introduced.

6.3.3 Examination and Evaluation

The examination pattern followed by the college is semester system. The college evaluation system is divided into two segments i.e., internal and external. Internals are based on class room evaluations by course instructors on the basis of class room participation in the form of assignments, project work, presentations and monthly tests evaluations. The Principal and the Heads of the various Departments monitor the performance of the students by making a thorough analysis after every internal test and end semester examination. For External evaluations, Panjab University has established three examination centres in the college and an evaluation centre of the university was also established.

6.3.4 Research and Development

For research and development, college has established dedicated R&D committee of teachers. The committee keeps track of various conferences being organised in region and promotes research by encouraging teaching faculty and students to participate in seminars, conferences and refresher courses etc. The research committee along with IQAC has organised a Faculty Development Programme to sensitize faculty about research ethics such as curbing plagiarism and for further publishing the research Papers in high Impact Factor journals. The college has equipped library with many e-journals, access of which is shared by teaching faculty and students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has full-fledged library in which we have a rich collection of books, journals, magazines, news papers etc. There is also facility of **N-List programme** under **INFLIBNET** where faculty and students can access all the reference material online. Near about 500 students visit the library daily. Bar-coding of the books has also been done. A Brail corner has been established for the help of visually challenged students. Special set up has been created with the help of career and placement cell for the students aiming at various competitive examinations. (Pl. refer criteria 4)

6.3.6 Human Resource Management

The college encourages the faculty members to enhance their professional skills and upgrade themselves by providing different learning opportunities to them.

- The college principal holds regular formal and informal staff meetings, extension lectures and motivates the employees for sincerely performing their duties and responsibilities and doing justice to their jobs.
- The faculty is encouraged to undergo training programmes and skill development programmes organized by the Government, Universities and other agencies.
- The decentralization of decision-making at institutional as well as at department level also helps in motivating employees.
- The institution regularly organizes seminars, conferences and workshops at department level which helps the staff to update themselves on the new developments and advancements in their fields.(Pl. refer criteria 3)
- Duty leave is given to the staff to attend conference/ workshops etc.
- The college provides latest infrastructural facilities to the staff members like computers, smart class rooms, latest software and LCD projectors etc.

6.3.7 Faculty and Staff recruitment

The institution follows the guidelines laid down by Panjab University for faculty and staff recruitment. Selection of permanent staff is done by P.P.S.C. Part-time faculty is recruited through advertisements and interview as per rules and regulations laid down by Govt. of Punjab. The salary of the guest faculty is paid through PTA fund round the year. Teachers of self financing courses are paid through funds generated by the course fees.

6.3.8 Industry Interaction / Collaboration

In order to make our students more industry ready, various departments of the college organised industrial/field visits that provided the students requisite practical knowledge. This year the students of department of business management visited GS Autos and gained insights into real business world. Also the students of department of zoology went in for various field visits to PAU & College Campus studying in depth about the fauna. The institution is still working with previously signed MOUs with industrial partners. Alongwith this, various eminent personalities like Mrs. Ripi Chatwal from Shahnaz Herbal Institute, Miss. Rozy from VLCC, Mrs.Rachna from KRYOLAN were invited for students of beauty and wellness to help them understand and learn from the real life experiences.

6.3.9 Admission of Students

The college has resorted to online admission system for all the courses and the Admission criteria is duly followed as per University guidelines . Admission of students is purely on merit basis. Separate Admission committee is constituted every year to look 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, C.P.F, Gratuity, Pension
Students	Scholarships from Govt. And Non-govt. sponsored

6.5 Total corpus fund generated

Rs.36504114.03

Name of Fund	Receipts(2017-18)	Expenditure(2017-18)	Balance as on 31.3.18
State Govt. Budget	91500, 000	81228930	Nil
Students' fund	2154170	1114752	18643499.50
PTA	17679205	14789901	9116286.54
Self finance Fund	13479877.66	8816508	8651975.14
RUSA	Nil	79023	92352.85
UGC	Nil	Nil	NA

6.6 Whether annual financial audit has been done Yes ☒ No ☐

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

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

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

For UG Programmes Yes ☒ No ☐

For PG Programmes 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

College has GCG Old students Association which is a valuable body supporting the college in many ways. The association supported the education of many students by distributing scholarships other needs of the institution were also catered by the association eg. New Generators and furniture were purchased with the help of alumni association.

Expenditure	Amount
Lab repairs – Home Sc & others	Rs. 105616
Scholarship	Rs. 95000
Platinum Jubilee celebration	Rs.33680
Miscellaneous	Rs. 69296
Total	Rs. 303592

6.12 Activities and support from the Parent – Teacher Association

The institution has an active PTA (Parent Teacher Association) which involves students and their parents through PTA meets. The association is a valuable asset and is instrumental in suggesting the solutions for the institutional challenges. PTA is associated with the working and administration of the college lending financial assistance to the various activities held in our college. During session 2017-18, PTA has spent in total an amount of Rs.99,03,422/- in meeting up various institutional requirements like salaries of teachers and class IV employees, organisation of college functions, improving infrastructure and many more.

Expenditure	Amount
Salaries of teachers and Class IV employees	7643706
Youth Festival	402284
Prize Distribution	51955
Sports student support	171165
Sports Function	112467
Furniture and fixtures	159449
Repair(Furniture, CCTV, Gas pipe fitting, gym machine	107908
Department constructions(Chemistry and Maths deptt)	149868
Flooring and Tiling	580380
Miscellaneous expense	524240
Total	9903422

6.13 Development programmes for support staff

To encourage and motivate support staff, efforts is made to acknowledge their contribution in smooth running of college. They participate in many activities like sports day, Independence Day celebration and during camps organised in the premises etc.

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

The college has taken positive steps towards making the campus eco-friendly. Few of the initiatives taken by the college are as follows:

- Towards creating a Zero Waste Campus, compost pits and vermicompost pits have been constructed.
- To offset carbon foot print the college has started making use of solar energy along with conventional energy sources.
- Rich diversity of flora and fauna is being nurtured

- This year more area was covered for the nesting of birds and bird feeding zones were also increased.
- The use of incinerators to help in maintaining hygienic premises.
- installation of rain water harvesting unit for conservation of water
- In our commitment to further the cause of spreading awareness about environmental sanitation, the college continued the tradition of tree plantation drives, celebrating green Diwali , organised lectures and street plays and carried out robust cleanliness drives etc.

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.

As a proactive Institution, the following innovations created a positive impact in the functioning of the College:

I. Academic Innovations:

a. **Academia-industry Interface:** In order to make our students more industry ready, various departments of the college organised industrial/field visits that provided the students requisite practical knowledge. This year the students of **department of business management** visited **GS Autos** and gained insights into real business world. Also the students of **department of zoology** went in for various **field visits** to **PAU & College Campus** studying in depth the fauna. Moreover various eminent personalities from diverse fields were invited to help students understand and learn from the real life experiences. Students from **journalism** visited **FM Radio** to have hands on training in radio transmission system.

b. **Remedial Classes:** Regular doubts clearing sessions/remedial classes are taken by all the faculty members for their respective classes/subjects in order to fulfil additional problem solving needs of the students.

c. **Nukkad Nataks(Street Play):** Taking cognizance of the issues that are impacting the society at large and youth specifically, the college has started this new initiative wherein the students from different departments perform nukkad nataks on sensitive issues, the report of which is sent to the principal of college.

II. Research Innovations:

a. **Seminar/Conference:** The IQAC cell of college encourages the organisation of regular workshops/symposia/seminars to inculcate a research environment and provide a platform for faculty members to develop their research potential. The College organised a **national seminar on Bio diversity Conservation in A Mega diverse Country: Issues, Challenges & Solutions** wherein prominent speakers came and shared their views. Also the IQAC cell of the college organised a FDP. The details of FDP are mentioned as following:

b. **Research Block:** The College has a dedicated research block in its library wherein numerous refereed journals are available to meet the research needs of faculty as well helping the students in future research needs.

c. **Workshops:** To impart practical knowledge to the students in their respective subject, various workshops are organised at departmental levels, where in experts are invited to enhance the knowledge of the students. This year workshops on topics ranging from digital marketing, legal hacking, digital India, How to prepare for an Interview, PCOS and shaping your mind were conducted.

III. Administrative Functioning Innovations:

a. **Connection with Stakeholders:** The College through its website and various other modes endeavours to increase its connection with its stakeholders viz parents, students, and society. The college website is continuously updated with latest content according to needs of stakeholders/users.

IV. Student Development and Progression Innovations:

a. **Formal Progression Mechanism:** In order to maintain the connect with its alumni , the college conducts a formal progression mechanism every year along with evaluating the learning outcomes. This is done through structured feedback perfomas filled by the recent pass out students.

b. **Psychologist service:** This year the college appointed a well qualified female Psychologist **Ms Harsh (Refocus Organisation, Ludhiana)** to help the students in handling stressful situations that are part and parcel of today's fast paced life.

c. **Self Defence:** Acknowledging the indispensable need of self defence skills specifically among females, the college runs regular **Karate classes** in the morning at the campus for its students.

d. **Anti Drug:** The College in congruence with the vision of achieving drug free society conducted the **Buddy Programme** wherein the college students were divided into different groups and were made aware about the ill consequences of drugs. Also the student groups were asked to provide suggestions to eradicate this menace.

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

Please refer to part A

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

Based on its critical analysis, the College has identified the following two as its best practices*:

- Best Practice I: Fostering Leadership
- Best Practice II : Community Service outreach

See Annexure 2 & 3

7.4 Contribution to environmental awareness/protection:

The college is dedicated towards not only increasing the awareness regarding environment protection but also contributing to this indispensable goal. The college this year in February organized a plantation drive in which more than 200 trees were planted along side main boundary wall. The environment society of the college organised plantation drives, seminars etc on special days like Van Mahotsav signifying the need for protection our environment and going for sustainable development.

The College has taken various measures towards environmental protection. These include:

- Setting up of Rainwater harvesting units.
- Use of solar panels to generate energy.
- Use of energy efficient and rated electrical equipments to conserve energy.
- Controlling energy consumption through systematic monitoring.

7.5 Whether environmental audit was conducted? Yes ☒ No ☐

7.6 Any other relevant information the institution wishes to add.

SWOC Analysis

Strengths:

- A sprawling eco-friendly and centrally located campus.
- The teaching staff is highly competent, qualified and is adaptable, flexible and open to innovative teaching. The institution nurtures a robust work culture.
- Enhanced teaching/learning experience through latest ICT facilities.
- A strong culture of sports, co-curricular and extracurricular activities for students' holistic growth.
- 32 smart classrooms, 11 Science labs, 6 computer labs with Wi-Fi facility and 22 other labs make life at GCG an enriching experience.

SWOC Analysis

Weaknesses:

- Shortage of infrastructure facilities like classrooms, further expansion of library etc.
- Ad hoc or contractual faculty working on many of the sanctioned posts. Over dependence on government grants makes it difficult to plan and implement ambitious development programme.

Opportunities:

- Opportunities for enhanced participation of private sector and local industry.
- More jobs oriented and skill development courses can be introduced.
- Possibilities of international collaboration and exchange programmes can be explored as per the modalities worked by the government.

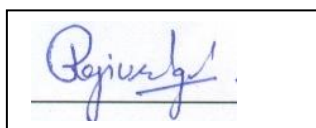
Challenges:

- Need to cope up with financial constraints.
- Stiff competition from smartly managed private institutions with plenty of resources and aggressive marketing by them.
- Managing teaching in PG classes being run under the self financing schemes with contractual faculty.

8. Plans of institution for next year

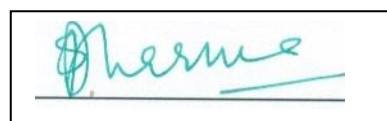
- After the tremendous response to Skill oriented Diploma Course in Beauty and Wellness, which is being run under UGC Community College Scheme, the institute proposes to start Advance Diploma Course in Beauty & Wellness from the next academic session.
- During rainy season, Room No. 44 which houses the IQAC of the college, starts leaking. Plugging of seepage with the help of Public Works Department is on the plans for next session.
- More garbage bins will be installed to give a spic and span look to the campus.
- More Faculty Development Programmes will be organized to inculcate a sense of professionalism in the teaching faculty.
- A seed money of Rs. 50,000/- is being proposed to promote research activities among teachers as well as students.
- Website of the college will be upgraded to make it more mobile- friendly as more and more people access the internet using smart-phones and tablets. Content posted on the college website will also be enriched to benefit the users.
- Timely completion of the seminar room which is being constructed by PWD authorities with RUSA grant will be ensured by actively engaging with the officials concerned.
- To optimize the mental faculties of both students as well as teachers more emphasis will be put on organizing yoga and meditation sessions.
- Industry academia interface will be enhanced to make the ongoing courses more relevant as per industry needs.
- Augmentation and up-gradation of science lab equipments will be ensured by arranging grants from Govt. agencies.
- Repair and renovation of hostel mess is also on the plans for the next session.
- Purchase of more furniture for hostel and classrooms will also be carried out.
- There is a proposal to replace the existing monthly class test evaluation system with more effective Mid Semester Tests.

Name: Dr. Pritam Kaur



Signature of the Coordinator, IQAC

Name: Mrs. Savita Rani Sharma



Signature of the Chairperson, IQAC

Annexure 1

PANJAB UNIVERSITY, CHANDIGARH

Academic Calendar for the session 2017-18 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-

<u>Summer Vacation</u>	01-06-17 Thursday	To	09-07-17 Sunday	(39 days)
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Academic Calendar

Colleges Open on and normal Admission for ongoing Classes	10-07-17 Monday			
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Admission Schedule

Normal Admission for ongoing and new classes (except for those classes in which admission is through PU-CET (P.G))	10-07-17 Monday	To	22-07-17 Saturday	(12 days)
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Late Admission for, ongoing classes and new classes) to be allowed by the Principal of the College with late fee of Rs.560/- per student.	24-07-17 Monday	To	31-07-17 Thursday	(07 days)
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Commencement of Teaching

(i) For ongoing classes	22-07-17 Saturday			
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(ii) For new admission classes (those admitted through PU-CET (P.G)) tentative	Schedule to be provided by dean Science			
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Late admission in Panjab University, affiliated Colleges to be allowed by the Vice-Chancellor with fee of Rs. 2040/-per student	01-08-17 Tuesday	To	14-08-17 Monday	(12 days)
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Academic Term-I (a) Odd semesters	22-07-17 Saturday	To	29-09-17 Friday	(57 Teaching days)
Autumn Break	30-09-17 Saturday	To	09-10-17 Monday	(10 days)
Academic Term-I(b)	10-10-17 Tuesday	To	01-12-17 Friday	(42 Teaching days)

Total Teaching days of Academic Term I=57+42= 99 days

End Semester Examinations	02-12-17 Saturday	To	21-12-17 Thursday	(17 days including Saturday)
Semester Vacation (Winter Break)	22-12-17 Friday	To	07-01-18 Sunday	(17 days)
Academic Term-II Even semesters				
Colleges reopens after Semester Examination	08-01-18 Monday	To	10-05-18 Thursday	(96 Teaching days)

Total Teaching days of Academic Term II = 96 days

End Semester Examinations	11-05-18 Friday	To	01-06-18 Friday	(19 days including Saturday)
Summer vacation (tentative)	02-06-18 Saturday	To	08-07-18 Sunday	(37 days)

Total Teaching days of academic term I & II = 99+96 = 195 days

Annexure 2

Title	Fostering Leadership
Goal	The college aims at making its students proactive by fostering leadership qualities in them. The underlying aim of the college is to impart the requisite skills and competencies needed to succeed. The College also focuses on developing abilities of the students to merge their personal development with the social responsibilities.
Context	The most important outcome of every academic institute's teaching-learning process is its students. Therefore it is imperative that the teaching learning process should be anchored to inculcate the requisite skills in the students who can succeed in their chosen careers once they graduate from the College.
Practice	<p>The college boasts of having numerous societies and clubs with their own set of executive body made up of students only. These clubs and societies are active throughout the year contemplating various functions, lectures, seminars etc. alongside other major events like the welcome function, farewell etc organised by the students only. The students while managing these events get a chance to polish their leadership skills. The college follows the practice of appointing a Campus Ambassador and a Gender Champion from among the students. Every year the college students participate in Panjab University's Youth Leadership Camp, wherein they showcase their leadership acumen by winning prizes.</p> <p>Various departments of the college invite distinguish guests to enlighten the students. This year following luminaries visited the college.</p> <ol style="list-style-type: none"> 1. Prof. Dr. Mohinder Kaur Grewal, Former Principal GCG Ludhiana. 2. Dr. Sarabjot kaur, Former HOD Punjabi Dept. 3. Dr. Arundeeep Ahluwalia 4. Dr. Sushma Sharma, HPU

	<p>5. Dr. Saroj Arora, GNDU</p> <p>6. Dr. Munruchi Kaur, Pbi University</p> <p>7. Dr. Rajinder Kaur, GNDU</p> <p>8. Dr. Raj kumar Salar, CDLU</p> <p>9. Savita Uppal, Principal Arya College</p> <p>10. Dr. Chaman Lal, Dean (Retd.) HP University</p> <p>11. Vishal Garg, CA</p> <p>12. Punjab National Bank Representatives</p> <p>13. Ms. Sakshi</p> <p>14. Dr. Gitanjali, Gynaecologist</p> <p>15. Mrs. Prabhjot Kaur, Former Principal GCG Ludhiana</p> <p>16. Dr. Ashwani Bhalla, HOD PG Commerce Dept., SCD College</p> <p>17. Mr. Anshu, Ansh Infotech</p> <p>The students of the college are encouraged to participate in various competitions at distinct levels. The overall outcome of such efforts is that students learn team management, entrepreneurial and communication skills.</p>
Evidence of Success	<p>While the outcome of such practice is oriented in long term, its effects can also be seen in short term. The College is renowned for its recognised alumni. The alumni of the College have gained excellence in the diverse fields. The students have been actively participating in various events showcasing their talents and leadership qualities bringing laurels to the college. The college won overall winner trophy in Zonal Youth and Heritage Festival in 2017-18.</p>
Problems encountered and resources required	<p>This practice in itself is an arduous task and thus requires energy, time & resources. It is imperative to have unbound commitment of student & faculty with continuous motivation. Financial resources and time constraints within the academic calendar are the problems faced in this practice. Although, to overcome time constraints, the teaching staff, non-teaching staff and students work well beyond college timings to succeed in achieving this goal.</p>

Annexure 3

Title	Community Service Outreach
Goal	Community service helps students to mature by developing social skills, doing outreach or public relations tasks. The main goal of this practice is to ensure the cultivation of the spirit of active involvement in service to the community among students, thereby building trust and relationships.
Context	The college being a vital component of the society can harness its academic resources to raise awareness and inculcate hands on experience about the pressing issues prevalent in the society. For the progress of every society it is prodigiously important that its institutions of higher education channelize their focus and expertise towards such issues creating long term tangible feasible solutions.
Practice	<p>The college enrolls its students to be volunteers in various community specialised cells viz. NSS, Rotract Club, Red Cross Society , Anti drug cell, Environment & Swachh college society etc. identifying the needs of the community. The students of the college through the dedicated and specialised clubs/units etc. perform numerous activities ensuring their diligent contribution to the society. This year the community activities performed by students include:</p> <ul style="list-style-type: none"> • Every year on Diwali children from Ek Jot Viklang Bachon ka School put their stalls on the college campus on Karwa Chauth & Diwali occasions. The students of the college encourage them by buying the articles made by these special children. • Tree Plantation Drives • Fund raising for arm operation at CMC Hospital • Celebrating Raksha Bandhan at orphanage • Children Day celebration with Jeet Foundation an NGO. • Blood Donation Camps • Distribution of School Shoes to Dhristri School Students, Ludhiana

	<ul style="list-style-type: none"> • ‘Do what makes your soul smile’ event where in street children were educated not to beg on streets. • Diwali celebration with senior citizens at Old Age Home. • World Food Day celebration near durga mata mandir • Lohri Celebration with Guru Jyoti NGO • Annapurna distribution of food and food items to the needy. • Swadeshi Goods promotion by creating awareness. • International women day at Civil Hospital • MahaDaan with CMC Hospital: highlighting the indispensable importance of donation & charity • Orphanage visits educating the children about personal hygiene and moral values • Digital empowerment seminar. • Medical Camps • Road Safety Day celebration • One day camp organized on Independence Day • Visit to village Jhande: educating the villagers about EK Kadam Swachta Ki aur, Beti Bachao Beti Pado and Health hygiene and sanitation. • National integration Week • 7 Days NSS Camp on Health, Hygiene and Sanitation.
Evidence of Success	<p>Through its continuous efforts the college has been able to do its bit in helping the community by increasing the awareness regarding the pressing social issues in current scenario.</p> <p>The institute has been able to extend financial help to the differently-abled children by buying various articles made by them that are put up on sale on occasions like Karwa Chauth and Diwali. This year during various plantation drives more than 200 trees were planted alongside the main boundary wall of the college. The rain harvesting units at the college have been instrumental in recharging the depleting ground water level.</p>

Problems encountered and resources required	<p>The major roadblock in alleviating the social issues is lack of awareness amongst people with respect to that issue. It has been seen that in case of social issues, the general public including the learned ones also show ignorance to the issues and are indifferent to their causes, effect or consequences. As such, apart from ignorance there is resistance also that in itself perk up the problem.</p> <p>The practice requires the greater support of the community and the perseverance of dedicated team effort. To be able to participate more aggressively in the helping out the community at large, financial resources are needed alongside sensitisation of students to be proactive towards these community services.</p>
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