

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

1. Details of the Institution

1.1 Name of the Institution	Government College For Girls, Ludhiana
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@gcgldh.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. MHC0GN 18879)

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)

1.5 Website address:

www.gcgl dh.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

2006

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

2011-2012

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 (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

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

2.10 No. of IQAC meetings held

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"> • To purchase furniture for the class-room • Upgradation of computer center • Proposal to introduce BBA-course • Requirements of Generators • Need for Aquaguard for the benefit of students. • Sound system & electrical lighting equipments for the Auditorium. 	<ul style="list-style-type: none"> • New furniture and fixture are bought • 11 computers are purchased • Proposal for the same is submitted to university. • Two generators worth Rs. 7,67,813/- are purchased from the general fund and the old student association fund. • It has been purchased. • The sound system worth Rs. 4,94,173 & electrical lighting equipment worth Rs. 49,050 from PTA fund has been

<ul style="list-style-type: none"> • • Beautification of campus 	<p>purchased.</p> <ul style="list-style-type: none"> • Grass cutting machine and Gamla stands and are bought.
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** 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

1. 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	5	-	1(BCA)	2(BCOM,BCA)
PG Diploma	1	-	-	-
Advanced Diploma	2	-	-	2(CBA,JSM)
Diploma	2	-	-	2(CBA,JSM)
Certificate	2	-	-	2(CBA,JSM)
Others	-	-	-	-
Total	15		1	8
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-5-(BA, BCA, BCOM, BSc(N.M.), BSc(Med) 6-(CBA(3), JSM(3), PGDIP-1

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

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 reveal the following facts

- Majority of students and parents are unhappy with the adequacy of the syllabi taught by the university/College.
- 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, Multiple choice questions.
- 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.
- 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.
- 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.

NO

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
57	4	39	-	12

2.2 No. of permanent faculty with Ph.D.

16

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
28	1	-	-	-	-	-	-	28	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

28

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	13	10	17
Presented papers	8	7	7
Resource Persons			4

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

170 Days

during this academic year

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 Panjab 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

4

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	586	0.17	54.7	28.95	4.97	96.075
BA-II	508	0.19	94	4.78	1.19	98.8
BAIII	515	0.78	85	13.11	0.58	99.22
BSc-I	253	2.14	72.96	24.03	0.85	99.095
BSc-II	210	0.48	74.4	21.18	2.96	97.61
BSc-III	199	1.005	82.91	15.07	2.01	100
BCOM-I	150	1.34	87	2.68		99.33
BCOM-II	144	2.85	81.42	7.14		97.2
BCOM-III	140	5	97.86	5.71		100
BCA-I	39	3.22	90.32	9.67		79.48
BCA-II	41	-	77.14	22.85		85.36
BCA-III	35	2.85	85.71	5.71	5.71	100
MA-I Punjabi 2 nd sem	23	13.04	100			100
MA-II Punjabi 4 th sem	23	8.69	100			100

MA-I Fine Arts 2 nd sem	53	5.66	94.33			100
MA-II Fine Arts 4 th sem	60	3.33	93.33			100
MA-I Music 2 nd sem	7	28.57	100			100
MA-II Music 4 th sem	7	14.28	100			100
PGDip	21	6.25	87.5	6.25		76.19

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

- Students feedback Performa to evaluate the teachers performance.
- Periodically different depts. 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	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
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	1	5
Technical Staff	18	16	-	16

Criterion – III

3. Research, Consultancy and Extension

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

No significant contribution of IQAC in sensitizing/promoting research climate in the institution can be enlisted. However, certain schemes of research grants launched by UGC from time to time such as Major Research Projects, Minor Research Projects etc. are circulated among the staff members for their information.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications: **Impact Factor Information Not 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	Nil	-	-	-
Minor Projects	Nil	-	-	-
Interdisciplinary Projects	Nil	-	-	-
Industry sponsored	Nil	-	-	-
Projects sponsored by the University/ College	Nil	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	Nil	-	-	-
Any other(Specify)	Nil	-	-	-
Total	Nil	-	-	-

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	-	-	UGC Sponsored	-	

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	-	-	-	-	-	-

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

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:

University level Nil State level Nil

National level 1 International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level 1

National level 4 International level 1

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level 1 International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level 3 International level Nil

3.25 No. of Extension activities organized

University forum - College forum 2

NCC 4 NSS 4 Any other 3

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

- Tree Plantation and Sanitation Drive within the college
- Pulse Polio Drive in the city
- Awareness Regarding Importance of Physical Activity
- Drive against Drug Addiction and Alcoholism
- Community Service in Railway Colony and a village named 'Jhaande'

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	45acres	-	-	45 acres
Class rooms	29	-	-	29
Laboratories	32	-	-	32
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	3	-	3
Value of the equipment purchased during the year (Rs. in Lakhs)	-	12.44 lakhs	Generator fund,old student fund,PTA	12.44
Others	-	-	-	-

4.2 Computerization of administration and library

<p>Six computers have been installed in administrative department to enable the staff to maintain data on computers.</p> <p>In the library whole data is already computerised in SOUL software and new purchase is added in the system.</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65579	-	399	74576	65978	-
Reference Books	5865	-	21	-	5886	-
e-Books	-	-	-	-	-	-
Journals	12	9040	-	-	12	9040
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	70	3	Yes, 1	-	-	1	1	-
Added	11	-	-	-	-	-	-	-
Total	81	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	0.01511
ii) Campus Infrastructure and facilities	0.87521
iii) Equipments	0.13144
iv) Others	-
Total :	1.02176

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- | |
|---|
| <ol style="list-style-type: none"> 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

- | |
|--|
| <ul style="list-style-type: none"> • 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
2847	196	---	---

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1	0.0328%		3042	99.967%

Last Year (2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1875	781	--	260	9	2925	1704	979	--	350	10	3043

Demand ratio

Application Received: Students Admitted:
100 : 52

Dropout % 4.18%

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

Career Counselling Cell conducts seminars to motivate the students towards goal setting & higher achievements. It 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

800

5.5 No. of students qualified in these examinations

NET	<input type="text" value="4"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

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
- training for Competitive examinations,
- Books in the library
- information regarding avenues of employment

No. of students benefitted

700

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
	320	51	

5.8 Details of gender sensitization programmes

The college has a women cell under the leadership senior woman teachers and students to spread awareness among students and to foster the qualities of leadership among women through seminars, presentations and skits etc.

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.

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 -zonal youth festivals and other state level competitions

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	125	161000
Financial support from government	1074	2602618
Financial support from other sources	47	194000
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

(The College organized the prestigious State level heritage fair Mela dhian da for the third consecutive year in 2011)

5.12 No. of social initiatives undertaken by the students

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.

- Many social initiative were undertaken by the students under the Rotract Club such as Tree Plantation, Pulse Polio Campaign, Visit to Old Age Home and orphanage and eye donation camp
- The NSS volunteers participated in Tree Plantation, Sanitation Drive, Pulse Polio Drive in Villages .They Spread awareness against Drug addiction.They adopted 10,railway colony Ludhiana and did Community service.
- The Students under the aegis of Eco Club celebrated the Vanmahautsav and took out a plantation drive and emphasized the importance of tree.
- The NCC Cadets organized a Tree Plantation Drive and a Rally against social evils

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. Some of these are listed below:

- Water purifiers are installed to safeguard the health of students.
- To avoid any obstruction in the studies and other related functions the college has provided two generators.
- New Geysers and RO Purifier are installed

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 Panjab 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. Evaluation of the papers is done by the concerned teachers.

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. Library has 2 computers, 1 printer, 1 scanner.

2011-12	Existing	Value	New	Value	Total Number	Value
Books	65579	---	399	74576	65978	---
Journals	12	9040	----	----	12	9040
Magazines	50	28921	----	----	50	28921
Newspapers	15	21446	-----	----	15	21446
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

7,40,00,000

Uni Fund	PTA Fund	OSA Fund	+2 Fund (self-finance)	BBA Fund (self-finance)	BCA Fund (self-finance)	PLA Fund
78,89,272	38,51,896	3,67,370	7,69,386	7,56,270	23,82,289	21,36,287

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	No		Yes	Principal
Administrative	No		Yes	Principal

6.8 Does the University/ Autonomous College declares 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

- Scholarships are given by the alumni to the needy students of the college.
- One generator was purchased worth Rs. 3,12,813/- and installed near Chemistry Block.
- 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.

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.

Particulars	Amount(Rs.)
Furniture	2,11,912/-
Aquaguard	22,750/-
Water- Cooler	37,250/-
Grass- Cutting Machine	31,500/-
Sound System	4,94,173/-
Electrical- Lighting Equipment	49,050/-
Gamla stands	3,460/-
Printer	9706/-

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.

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 , 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.

4. Infrastructure and Learning Sources

- Added new furniture, water purifier, mowing machine, upgradation of Auditorium with sound system,electrical lighting equipment and generators.

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

- New furniture and fixture are bought
- 11 computers are purchased
- Proposal for the same is submitted to university.
- Two generators worth Rs. 7,67,813/- are purchased from the general fund and the old student association fund.
- Water Purifier has been purchased.
- The sound system worth Rs. 4,94,173 & electrical lighting equipment worth Rs. 49,050 from PTA fund has been purchased.
- Grass cutting machine , Gamla stands are bought.

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 2011-2012:

- The installation ceremony of career counselling and placement cell was held.
- A seminar on 'Opportunities in Health related institutions' was organised.
- IBM DAKSH team visited the college campus and 51 students were selected.

- 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 building 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 focused on this aspect under the aegis of "Women Forum" and "Legal Literacy Cell."

The activities undertaken during the session 2011-2012:

- An international women day was celebrated and the students expressed their views on the occasion.
- To spread awareness and foster the quality of leadership amongst young girls, a very prestigious state level heritage community fair 'Mela dhiyan Da' by the government of Punjab was organised by the college in the month of October. The young girls were sensitised regarding existing social evils e.g. female foeticide and Dowry deaths etc.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

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

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- Furniture for the next session.
- Keeping in mind the strength of the student more Aquaguard is needed.
- Need for the submersible pump for watering of plants and trees.
- Generator for the girls hostel.
- Demand from the Music department to purchase Sound System, Shoe-Rack and looking glass was discussed and finalised to purchase the same in the next session.
- LCD Projector for the Auditorium.
- More computers to be purchased.

Name _____
_____*Dr.Pritam Kaur*_____

Name _____
Mrs. Gurminder Kaur(Principal)

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____


Annexures

**PTA, Govt. College for Women
Ludhiana**

Balance Sheet as on 31.03.2012

Liabilities	Amount(Rs.)	Assets	Amount(Rs.)
Fund Balance		Fixed Assets	
Opening balance	9816951.44	As per Schedule 'A'	7022816.00
Add Surplus (deficit) during the year	<u>(141366.00)</u>	Cash & Bank Balances	
	9675585.44	Cash in hand	17566.00
Sundry Payables		State Bank of India	2369415.44
Dimple Video Vision	75000.00	Advances	
Cheques Outstanding		Alishan Sanitations	479.00
Less than six months old	396641.00	Electricity Bills Recoverable	189200.00
More than six months old	<u>19965.00</u>	Telephone Bills Recoverable	5481.00
	416606.00	Bhupinder Singh	2403.00
		Maninder Kaur	1000.00
		Parveen Kumar	2000.00
		India Paint Store	1128.00
		Rani Harinder Kaur Librarian	100000.00
		Sharanjit Kaur	15994.00
		Mohinder Kaur	15000.00
		Manoj Kumar	5831.00
		Gurpreet Singh (Clerk)	94383.00
		Balbir Kumar	52795.00
		Advance Against Building Construct	250000.00
		Scholarship Fund (Loan)	<u>16700.00</u>
			752394.00
		Suspense	5000.00
	<u>10167191.44</u>		<u>10167191.44</u>


President


Treasurer


PTA Clerk

Subject to our compilation report of even date
For V S Mahajan & Co
Chartered Accountants

Place Ludhiana
Date 30.03.2012



**PTA, Govt. College for Women
Ludhiana**

Income & Expenditure account for the year ended 31.03.2012

Particulars	Amount	Particulars	Amount
To Advertisement	33214.00	By PTA Collections	2449900.00
To Annual Sports Function Exp	46880.00	By Donation	11000.00
To Bank Charges	2845.00	By Rent	549010.00
To Building Repairs & Maintenance	41106.00	By Bank Interest	141986.00
To Convocation Exp	10007.00	By Grant (Furniture)	200000.00
To Computer Exp	3400.00	By Grant (Building)	250000.00
To Expen Sports Students	86339.00	By Grant (Dhian Da Mela)	250000.00
To Expen Mela Dhian Da	243231.00		
To Garden Products	12745.00		
To General Exp	48087.00		
To General Repairs	99730.00		
To Van Insurance	11557.00		
To Legal Exp.	10000.00		
To Medical Exp.	10000.00		
To Petrol	26900.00		
To Printing & Stationery	7953.00		
To Prize Distribution Exp.	42652.00		
To Professional Charges	31302.00		
To Rebate	1.00		
To Salaries	2832308.00		
To Sumptuary	27320.00		
To Travelling Exp.	10400.00		
To Van/Car Exp	2000.00		
To White Washing Exp.	32194.00		
To Website Exp	22000.00		
To Youth Festival Exp	299091.00		
To Surplus (Deficit)	(141366.00)		
	<u>3851896.00</u>		<u>3851896.00</u>

[Signature]
President

[Signature]
Treasurer

[Signature]
PTA Clerk

Subject to our compilation report of even date

Place Ludhiana
Dated 28-03-2012

For V.S. Mahajan & Co



**PTA, Govt. College for Women
Ludhiana**

Schedule 'A'

Detail of Fixed Assets for the year ending 31.03.2012

Sr. No.	Particulars	Balance as on 01.04.2011	Additions during the year	Sale	Balance as on 31.03.2012
1	Steel Almirahs	107731.00	0.00	0.00	107731.00
2	Books	23838.00	0.00	0.00	23838.00
3	Chemistry Lab (LPG Gas Pipe Fitting)	151204.00	0.00	0.00	151204.00
4	Common Room Building	993633.00	0.00	0.00	993633.00
5	Electricity Fitting	185374.00	0.00	0.00	185374.00
6	Furniture & Fixture	550640.00	211912.00	0.00	762552.00
7	Gates & Grills	117145.00	0.00	0.00	117145.00
8	Generators	183968.00	0.00	0.00	183968.00
9	Roads	91201.00	0.00	0.00	91201.00
10	Buildings	72581.00	0.00	0.00	72581.00
11	Canteen Extension	169605.00	0.00	0.00	169605.00
12	Car Parking	1272664.00	0.00	0.00	1272664.00
13	Car Shed (Kothi)	7401.00	0.00	0.00	7401.00
14	Ceiling Walls & Exhaust Fans	312234.00	0.00	0.00	312234.00
15	Aluminium Ladders	6350.00	0.00	0.00	6350.00
16	Battery	13975.00	0.00	0.00	13975.00
17	Battery Chargers	1100.00	0.00	0.00	1100.00
18	Computers	686801.00	0.00	0.00	686801.00
19	Curtains	7632.00	0.00	0.00	7632.00
20	Dustbins	8400.00	27000.00	0.00	35400.00
21	Flower Pots	1350.00	0.00	0.00	1350.00
22	Fans (Govt. College Halls)	52070.00	0.00	0.00	52070.00
23	Carpets	9512.00	0.00	0.00	9512.00
24	Renovation of Computer Lab	790750.00	0.00	0.00	790750.00
25	Aquaguard (Water Filter)	7090.00	22750.00	0.00	29840.00
26	Tubewell (Submersible Pump)	92841.00	0.00	0.00	92841.00
27	Water Cooler & Stabilizer	32350.00	37250.00	0.00	69600.00
28	Lawn Mover Machine	4992.00	0.00	0.00	4992.00
29	Fake Currency Detective Machine	1687.00	0.00	0.00	1687.00
30	Grass Cutting Machine	10296.00	31500.00	0.00	41796.00
31	Rehri	7530.00	0.00	0.00	7530.00
32	Cycle	2200.00	0.00	0.00	2200.00
33	Garden Benches	107514.00	0.00	0.00	107514.00
34	Currency Counting Machine	6188.00	0.00	0.00	6188.00
35	Fire Cylinders	43168.00	0.00	0.00	43168.00
36	Room Heater (Principal Office)	3000.00	0.00	0.00	3000.00
37	Sound System	0.00	494173.00	0.00	494173.00
38	Printer	0.00	9706.00	0.00	9706.00
39	Electricity Lighting Equipments	0.00	49050.00	0.00	49050.00
39	Gamma Stand	0.00	3460.00	0.00	3460.00
Gross		6136015.00	886801.00	0.00	7022816.00

[Signature]
President

[Signature]
Treasurer

[Signature]
PTA Clerk

Subject to our compilation report of even date

For V. S. Mahajan & Co



Place Ludhiana
Date 31.03.2012

5.9.1 No. of students participated in Sports/games and other Events(2011-1012)

Game	State Level	Inter College	Inter - University	National	International
Basket Ball	12 players	12 players	5 players	4 players	
Hockey	16 players	18 players	10 players	-	
Wt. Lifting	-	8 players	2 players	-	
Power Lifting	One player	8 players	One player	Jr's National Participation one player	
Taekwondo	-	7 players	One player	--	
Kho-Kho	3 players	12 players	One player	One player	
Gymnastic	1 player	-	-	-	
Karate	-	-	-		one player

5.9.2 No of Medals won by students in sports/games and other events(2011-12)

Game	State	Inter College	Inter - Uni	National	International
Basket Ball	Gold medal	Gold medal	participation	Bronze Medal	
Hockey	Participation open state Ist	Gold medal	participation	Bronze Medal	
Wt. Lifting	-	2 Gold medal, 1 Silver medal	participation	--	
Power Lifting	-	2 silver, 2 bronze	participation	Jr. national, silver Sr. national participation	
Taekwondo	1 Gold medal, 2 Silver medal	1 gold, 3 bronze	participation	--	
Kho-Kho	Bronze medal	participation	Nzone Bronze all india participation	participation	
Gymnastic	participation	--	--	--	
Karate	-	--	--		Participation at Inter national Tournament

Zonal Youth Festival Awards

In the session 2011-2012 Zonal Youth Festival the college won **first** prize in following items:

1. Debate
2. Clay Modelling
3. Collage making
4. Poster Making
5. Rangoli
6. Dasuti
7. Knitting
8. Mehandi
9. Shabad/Bhajan
10. Geet/Gazal
11. Folk Song
12. Indian Orchestra
13. Classical Dance
14. Still Life

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

1. Elocution
2. Photography
3. Phulkari
4. Vaar Singing
5. Group Dance
6. Pakhi Making

In Zonal Youth Festival the following teams were awarded **Third** prize:

1. Cartooning
2. Classical Dance
3. Non-Percussion Music
4. Drama
5. Skit
6. Folk Orchestra
7. Folk Instrumental

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

1. Indian Orchestra
2. Group song
3. Folk song

In the items of the students won **Second** prize in the following items:

1. Classical dance
2. Poem Recitation

In state level function “Mela Diyan Da” the college students awarded first prize in

1. Di Punjab Di
2. Mehnadi Competition
3. Slogan writing
4. Vaar Gayan
5. Punjabi Rasoi
6. Peedi Bunana

The students were awarded second prize in the following items:

1. poster making
2. Clay Modelling
3. *Gudian patole*
4. long hair
5. *Chulla Chauka*