



Yearly Status Report - 2017-2018

Part A

Data of the Institution

| | |
|---|--|
| Part A | |
| Data of the Institution | |
| 1. Name of the Institution | GOVT. COLLEGE FOR GIRLS, LUDHIANA |
| Name of the head of the Institution | Mrs. Savita Rani Sharma |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 01612449650 |
| Mobile no. | 9417538326 |
| Registered Email | gcgludhiana@gmail.com |
| Alternate Email | naacgcg@gmail.com |
| Address | Govt. College for Girls Near Rakh Bagh, Civil Lines, Ludhiana |
| City/Town | Ludhiana |
| State/UT | Punjab |
| Pincode | 141001 |

| | |
|--|-----------------------|
| 2. Institutional Status | |
| Affiliated / Constituent | Affiliated |
| Type of Institution | Women |
| Location | Urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Dr. Pritam Kaur |
| Phone no/Alternate Phone no. | 01612449650 |
| Mobile no. | 9872933225 |
| Registered Email | gcgludhiana@gmail.com |
| Alternate Email | pritamgcg@gmail.com |

| | |
|--|---|
| 3. Website Address | |
| Web-link of the AQAR: (Previous Academic Year) | https://gcqldh.org/media/ixgfaudj/ssr_2012-16.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://gcqldh.org/media/vejaibiy/academic-calendar-2017-18.pdf |

5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|-------|-------|-------|----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 1 | B++ | 80.45 | 2004 | 08-Jan-2004 | 07-Jan-2009 |
| 2 | A | 3.02 | 2017 | 30-Oct-2017 | 29-Oct-2022 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 16-Sep-2006 |
|---|-------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| | | |

| | | |
|---|------------------|------|
| organised a FDP on the topic- Importance of research publications and online resources by Dr. Tarun Thind, Assistant Professor, GCG, Ludhiana | 02-Sep-2017 1 | 116 |
| Green Diwali Celebrations to promote environmental sustainability | 17-Oct-2017 1 | 2000 |
| Organised a national seminar on Bio diversity Conservation in A Mega diverse Country: Issues, Challenges & Solutions | 16-Feb-2018 1 | 116 |
| No Files Uploaded !!! | | |

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/ Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| No Data Entered/Not Applicable!!! | | | | |
| No Files Uploaded !!! | | | | |

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

? Organized the NAAC 2d cycle Reaccreditation process. The college was awarded Grade A. ? Facilitated the NAAC Peer Team visit to the college on 18 and 19 September, 2017 ? Organized meetings with various stakeholders to disseminate information and effective management of the Peer Team visit ? Formed and assigned responsibilities to multiple 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 and 2019 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 ? The faculty was motivated to hold more programs of an interdisciplinary nature ? Planned for the augmentation of existing infrastructure and learning resources

No Files Uploaded !!!

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

| Plan of Action | Achivements/Outcomes |
|---|---|
| To purchase of new furniture for rooms, Auditorium and hostel Mess | Furniture worth Rs.588773/ (PTA, HEIS, Hostel fund, RUSAEquity fund, Community College fund) was purchased |
| New flooring of classrooms | Rs.669875/- (PTA, hostel and Community college fund)spent on flooring of class rooms |
| Repair of washrooms | Rs. 39053/- (PTA and hostel fund) spent for repair of washrooms |
| Repair of ceiling of sports store and hostel mess | Pending |
| Increase of height of boundary wall of the campus and increasing security of the wall | In progress |
| To cover more bird nesting area and increase feeding zones | Complete |
| To apply for advance diploma in Beauty and Wellness under UGC community college scheme. | Applied |
| Provision of record room for the administrative office | provided |
| Expansion of car and scooter parking area | Rs. 254442/- was from PTA fund for extension of parking area with interlocking tiles |
| View File | |

14. Whether AQAR was placed before statutory body ?

No

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

Yes

Date of Visit

17-Sep-2017

| | |
|---|-------------|
| 16. Whether institutional data submitted to AISHE: | Yes |
| Year of Submission | 2018 |
| Date of Submission | 19-Feb-2018 |
| 17. Does the Institution have Management Information System ? | No |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution provides a range of subject options to the students of different streams viz. Humanities, Science, Commerce, Computer Sciences and Management. Various skill oriented courses relevant to regional and global trends viz. Computer Based Accounting, Journalism, Post Graduate Diploma in Computer Applications, Post Graduate Diploma in Nutrition and Dietetics, Finishing School and Community College are also running successfully. The curriculum for Under Graduate and Post Graduate courses is designed and revised from time to time by Panjab University, Chandigarh during the meetings of Board of Studies of which many of our faculty members are part of. The institution is autonomously running diploma in beauty and wellness programme being run under community college granted under UGC Skill Development Scheme and has the authority to frame and modify syllabi. The key to the effective implementation of curriculum is efficient planning. The college follows academic calendar issued by Panjab University, Chandigarh. At the beginning of the session, college also prepared a proposed institutional activity calendar which is uploaded on the college website along with academic calendar. The college time table is also uploaded on the website for the convenience of the students. Orientation programme is organised for the fresh students on the first day of the beginning of the session where they are sensitized about their academic schedule and different extension activities. All the departments also conduct induction sessions and familiarise the students with the curriculum of their subject. Unitization of syllabus and strict adherence to it leads to commendable performance by the students. The teachers are encouraged to take initiatives and innovation in their teaching methodology. Effective curriculum delivery is also done through ICT. The institution provides teachers with the necessary resources both in print and e- content form. The students have been involved in outreach activities like visit to the universities with fully furnished labs, excursions and field projects. Various seminars, extension lectures and workshops are organised in the college by the departments in order to provide a platform for interdisciplinary interaction among students and staff. Tutorials are held to engage students in meaningful discussions on moral, ethical and social issues. Post-Graduate students are specially trained in handling the assignments, projects, data collection etc. to prepare them for the research work in the near future. Delivery analysis is done from time to time through class room tests. MSTs are introduced in the even semester in this session to identify the areas that need to be strengthened. Remedial classes are taken for the weak students to improve their academic score. The parents of the wards are also informed about their performances in MSTs through SMS so

that they can also contribute significantly to improve their overall performance. The hard copies of award lists of the MSTs are submitted to the examination registrar of the college. Subject wise result analysis is also done by the teachers and HOD's. Student Satisfaction Survey is conducted by the IQAC to improve the teaching-learning process of each.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| 0 | 0 | Nil | 0 | 0 | 0 |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | 0 | Nil |
| No file uploaded. | | |

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--------------------------|---|
| Nil | 0 | Nil |

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 0 | 0 |

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|---------------------|----------------------|-----------------------------|
| 0 | Nil | 0 |
| No file uploaded. | | |

1.3.2 – Field Projects / Internships undertaken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|-------------------------|---|---|
| BA | Field Survey of Govt Primary School by Geography students at Basti Jodhewal Ludhiana | 24 |
| MSc | 6 months training on major projects by IT students on web-site development, Mobile Applications | 15 |
| BBA | Research projects on Management, Finance and HR by students of Business Management Department | 38 |

| | | |
|---------------------------|---|----|
| MCom | Summer Training projects in various Industrial Undertakings, Retail Sector Organizations, Banking And Financial Services Institutions to study a particular problem by M.Com students | 41 |
| BSc | Insect collection by Zoology students | 94 |
| PG Diploma | Internship by PGDND students at DMC, CMC& Fortis Hospital, Ludhiana | 20 |
| View File | | |

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | No |
| Employers | No |
| Alumni | Yes |
| Parents | Yes |

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

| |
|--|
| Feedback Obtained |
| <p>Students Satisfaction Survey is conducted by the IQAC on the structured feedback proforma. The Performas are distributed and collected in the classrooms by the Student Council. These proformas are then analyzed by the IQAC and forwarded to the faculty. This helps the teachers to take quality measures and make further improvements in their teaching methodology. Student's Grievances Redressal Committee also receives feedback from the students through the suggestion boxes installed at different places (auditorium, library and PCO). Necessary measures are taken upon the grievances (if any). Students are also encouraged to give their reviews in the tutorials. Relevant suggestions are forwarded informally to different committees for taking up the necessary actions. Teachers share their feedback and suggestions during staff meetings being conducted regularly from time to time for more effective running of the college. Parents' feedback is taken during PTA meetings. Relevant issues are discussed freely in order to improve institutional credibility. Alumni Feedback is done during convocation on structured Student Progression proforma. Old Students' Association also gives recommendations and suggestions during Executive meetings and Annual Meet.</p> |

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA | General | 1440 | 2815 | 1494 |

| | | | | |
|------------|---|-----|------|-----|
| BCA | Computer | 120 | 570 | 119 |
| BBA | Management | 120 | 560 | 118 |
| BCom | Commerce | 420 | 1465 | 448 |
| BSc | Medical & Non Medical | 840 | 1355 | 770 |
| MCom | Commerce | 80 | 245 | 84 |
| MA | Punjabi, Music (I), Fine Arts | 280 | 127 | 132 |
| MSc | Botany, IT | 160 | 87 | 69 |
| PGDCA | Computer Application | 40 | 45 | 32 |
| PG Diploma | Nutrition & Dietetics, Beauty & Wellness | 20 | 21 | 17 |

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2017 | 2998 | 334 | 88 | 12 | 15 |

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 115 | 82 | 136 | 32 | 32 | 7 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The academic institutions are recognized by the performance of its enrolled students in various activities at National and International level. The placement of graduated students is equally important for recognition of an institute. Institute admits students from rural and urban areas having varied socio-economic backgrounds. When they come to the college, students face many emotional, behavioural, language barriers, thus they need mentors to help them to tide over these situations and be confident. Mentoring plays a very important role for overall development and performance of students during enrolment and after passing out from an institution. It is important to increase the two way interaction between students and teachers formally and informally. This enables the teachers to identify the slow learners and helps them to perform better in all aspects. It also helps to inculcate interest of students towards studies and thus reduces the dropout rate. The students are trained according to their calibre for various competitive exams and mentoring also helps in grooming their personality.

1. To achieve this objective, each and every department individually organizes orientation in the beginning of the

session and makes them aware about rules and regulations of the college. The students are made aware of different societies, extracurricular activities, crash courses like finishing school (Personality Grooming, Computer Classes , Skills orientation and many more) and Add-On courses. 2. Faculty of various departments take the initiative to inculcate skills and involve in the mentoring process. All necessary information related to the student such as the contact numbers, emails are initially collected by the faculty members through the students. 3. Departments maintain the records of mid semester tests, attendance, seminars and class tests. Result analysis is done by the teachers. Weak students are identified and remedial/extra classes are taken to improve their grades for the end semester exams 4. Teachers maintain interaction with students through individual meetings and networking mediums. 5. To facilitate the student-teacher interactions, the tutorial system is running effectively wherein teachers act as tutors to a group of students (1:30) to handle their emotional, academic or personal issues. 6. Subject faculty members help in solving the list of difficult questions provided by the students while preparing for competitive examinations. The senior students are also encouraged to be the mentors of their juniors.

| | | |
|--|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 3332 | 115 | 1 : 29 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 89 | 37 | 52 | 0 | 15 |

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|-------------------|---|-------------|--|
| 2017 | DR. MOHINDERPAL KAUR GREWAL | Principal | 1 |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|----------------|----------------|-----------------------|--|---|
| BBA | BBA | I,II,III,IV,V ,VI Sem | 24/05/2018 | 03/07/2018 |
| BCA | BCA | I,II,III,IV,V ,VI Sem | 16/05/2018 | 29/06/2018 |
| BSc | BSc | I,II,III,IV,V ,VI Sem | 02/06/2018 | 09/07/2018 |
| BCom | BCom | I,II,III,IV,V ,VI Sem | 30/05/2018 | 05/07/2018 |
| BA | BA | I,II,III,IV,V ,VI Sem | 06/02/2018 | 07/12/2018 |
| PGDCA | PGDCA | I,II Sem | 18/05/2018 | 07/09/2018 |

| | | | | |
|---------------------------|-----------|-----------------------|------------|------------|
| MCom | MCom | I, II, III, IV Sem | 28/05/2018 | 21/08/2018 |
| MSc | Botany | I, II Sem | 06/02/2018 | 29/08/2018 |
| MSc | IT | I, II, III, IV Sem | 06/02/2018 | 25/06/2018 |
| MA | Fine Arts | I, II, III, IV Sem | 06/02/2018 | 21/08/2018 |
| View File | | | | |

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

A well planned Continuous Internal Evaluation (CIE) system with multiple spokes exists in the college. Mid-Semester Test, group discussion, Quiz competitions coupled with need based counselling are integral part of CIE system of the college which sharpen the minds of students and help to inculcate the habit of healthy competition. Surprise tests orally or short question based keeps students on toes and apprise the students about their readiness towards the subjects. Surprise tests also let the faculty know about the communication skills and make students more confident. In the year 2017-18 mid semester test have also been introduced in the college. Unlike surprise test, these mid semester test carry weightage and appraise students about their scholastic performance in the class. The teacher discuss with students their shortcomings and achievements. Slow learners are identified. These students get help by Remedial classes. Assignments and projects are also given to broaden the subject understanding among the students. Externals experts are often invited to interact and share their knowledge with students and faculty members. Their inputs are taken into account for further planning and developments. Apart from this, all departments have a mechanism of internal assessment of students learning process. This includes MST, Assignments/Projects/GD's and Attendance (with a weightage in the ratio of 5:3:2). Hence tests, assignments, quiz, essay competition, poster and seminar presentation etc. are the key areas for the student appraisal.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

To maintain the regularity with respect to the different academic activities of the institute the academic calendar holds a great significance. The institution follows the academic calendar of its parent university. Keeping in view the interest of students as well as academic requirements the college plans and prepares different activities in the beginning of the each session. Examinations are conducted at the end of each semester by the University. University notices and circulars related to the examinations from time to time are put on student notice boards, departmental notice boards, college website and also verbally communicated by the faculty members through tutorials. As per the instructions mentioned in the syllabi internal assessment of students is prepared based on mid semester exams, attendance, assignments or projects and students are informed by the particular subject incharge about their performance. The identified slow learners attend remedial classes for better results.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://gcgldh.org/media/m0vf1zky/sss-report-2017-18.pdf>

2.6.2 – Pass percentage of students

| Programme | Programme | Programme | Number of | Number of | Pass Percentage |
|-----------|-----------|-----------|-----------|-----------|-----------------|
|-----------|-----------|-----------|-----------|-----------|-----------------|

| Code | Name | Specialization | students appeared in the final year examination | students passed in final year examination | |
|---------------------------|------|----------------|---|---|-------|
| BA | BA | Nil | 432 | 411 | 95.14 |
| BSC | BSc | Nil | 258 | 253 | 98.06 |
| BCA | BCA | Nil | 36 | 32 | 88.89 |
| BBA | BBA | Nil | 38 | 38 | 100 |
| BCOM | BCom | Nil | 149 | 149 | 100 |
| MSC (IT) | MSc | IT | 15 | 15 | 100 |
| MA | MA | PUNJABI | 47 | 46 | 97.9 |
| MA | MA | MI | 6 | 6 | 100 |
| MA | MA | FINE ARTS | 17 | 17 | 100 |
| MCOM | MCom | Nil | 42 | 42 | 100 |
| View File | | | | | |

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://gcgldh.org/sssr>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | nil | 0 | 0 |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
| Nil | Nil | |

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | |

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| Nil | 0 |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|-------------------|------------|-----------------------|--------------------------------|
| Nil | NIL | 0 | 0 |
| No file uploaded. | | | |

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

| Department | Number of Publication |
|---------------------------|-----------------------|
| Music | 4 |
| Maths | 1 |
| Computer | 68 |
| View File | |

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|------------------------------------|----------------|------------------|---------------------|----------------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| View File | | | | | | |

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| Nil | Nil | Nil | Nil | 0 | 0 | NIL |
| No file uploaded. | | | | | | |

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

| Number of Faculty | International | National | State | Local |
|------------------------------------|---------------|----------|-------|-------|
| No Data Entered/Not Applicable !!! | | | | |
| View File | | | | |

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such | Number of students participated in such |
|-------------------------|--|---|---|
|-------------------------|--|---|---|

| | | | |
|-----------------------------|--------------------------|------------|------------|
| | | activities | activities |
| Extension activities | NSS/NCC/Red Cross | 50 | 300 |
| View File | | | |

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|--------------------------|-------------------|-----------------|------------------------------|
| Nil | Nil | Nil | 0 |
| No file uploaded. | | | |

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--|--|--|--|--|
| National commission of Women Act, 1990. | Women Safety cell in collaboration with National Commission of Women. | An essay writing , poster making and Quiz competition was organised on different themes of women empowerment from 23-9-2017 to 25-9-2017. | 10 | 100 |
| View File | | | | |

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------------|-------------|-----------------------------|----------|
| Nil | Nil | Nil | 0 |
| No file uploaded. | | | |

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|---------------------------|----------------------|---|-------------------|-------------------|-------------|
| Internship | Internship | Industry/Institute | 01/01/2018 | 31/05/2018 | 10 |
| View File | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers |
|--------------|--------------------|--------------------|-----------------------------|
|--------------|--------------------|--------------------|-----------------------------|

| | | | |
|-------------------|-----|-----|-------------------------|
| | | | participated under MoUs |
| Nil | Nil | nil | 0 |
| No file uploaded. | | | |

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

| | |
|--|--|
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
| 36 | 35.82 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| | |
|--|-------------------------|
| Facilities | Existing or Newly Added |
| Class rooms | Existing |
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Existing |
| Campus Area | Existing |
| View File | |

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| | | | |
|---------------------------|--|---------|--------------------|
| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
| SOUL 2.0 | Partially | 2.0 | 2003 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|------------|-------|-------------|-------|-------|-------|
| | Text Books | 70370 | 1785197 | 113 | 50301 | 70483 |
| Reference Books | 6134 | 66292 | 7 | 20322 | 6141 | 86614 |
| e-Books | 0 | 0 | Nil | 5725 | 0 | 5725 |
| Journals | 11 | 11130 | 21 | 14298 | 32 | 25428 |
| CD & Video | 0 | 0 | 24 | 720 | 24 | 720 |
| Others(s pecify) | 20 | 37123 | 0 | 3409 | 20 | 40532 |
| Others(s pecify) | 45 | 37783 | 0 | 0 | 45 | 37783 |
| View File | | | | | | |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| | | | |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|

| | | | |
|-------------------|----|----|-----|
| NA | NA | NA | Nil |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth (MBPS/ GBPS) | Others |
|--------------|-----------------|--------------|----------|------------------|------------------|----------|-------------|----------------------------------|----------|
| Existing | 133 | 6 | 3 | 0 | 0 | 1 | 1 | 100 | 0 |
| Added | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 136 | 6 | 3 | 0 | 0 | 1 | 1 | 100 | 0 |

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

| |
|----------------|
| 100 MBPS/ GBPS |
|----------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|---|--|
| Power point presentations prepared by faculty | Nil |
| E-content is developed by faculty members independently | Nil |

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 4 | 3.45 | 16 | 15.44 |

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has standard procedure for augmentation, up gradation and maintenance of the infrastructure for physical, academic and administrative facilities. Various committees give recommendation regarding purchase, repair and upkeep of infrastructure. The policy covers infrastructure and facilities in laboratory, library, sports complex, computers and classrooms. The policy focuses on procuring best services and products on comparatively low market rates. Procedure for utilization Requirements submitted and feedback from different stakeholders is taken into the consideration for procurement of the new and the maintenance of existing infrastructure. 1. Infrastructure GCG has a well established infrastructure and proactively keeps on improvising it in line with its academic growth. It has a large academic block, hosting big and spacious classrooms and laboratories. The construction, maintenance and repairing of physical infrastructure of the College is done by PWD Civil works, PWD Sanitation, PWD electricity, Govt of Punjab. Whenever a grant is received, the funds are transferred to PWD and infrastructure is developed and maintained accordingly. Routine repair work is done by utilizing funds in the college. Laboratory are well equipped with necessary experimental facilities and are

upgraded annually with the addition of equipments and other related materials. SLA and JLA prepare record of stock, consumption and write off the recurring and non-recurring material under the supervision of concerned HOD's. To minimize the hazards and to provide a safe working environment, appropriate disposal of chemical, hazardous waste and electronic waste is done by laboratory personnel. Annual stock verification is done by the concerned committee. Library To provide comprehensive resources and services of the research, teaching and learning needs of institution community, a well stocked two storied book space with a well equipped and an extended reading lounge is established keeping in view the mandate of the library , that no bonafide reader should be deprived of its rich resources. The library has more than 70,000 books and subscription to 24 journals. Besides, it receives 21 newspapers and 37 magazines. There is facility of N- LIST program under INFLIBNET to access all the reference material online. There is separate Braille Corner for visually-challenged students. The Library Committee, after assessing the need of books and other ICT tools in the library, arranges for its purchase and ensures its maintenance on regular basis. Sports Complex A well maintained Basketball court, Hockey ground, Volleyball, kho-kho, kabaddi, Power lifting/Weightlifting platform and gymnasium is established for the Students who regularly use the sports facilities for recreation, physical development and preparing for Sport Competitions. There are provisions for providing sports equipments, kit and dresses to participant students and they are replenished regularly for ensuring best of the facility to students. Rules, recommendations and facilities for sportsperson are decided and implemented by HOD after discussion with principal. The requirements of equipments for playground, gymnasium and sports are upgraded and maintained by utilizing sports funds especially maintained for this purpose.

<https://gcgldh.org/process-and-procedures/#>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--|--------------------|------------------|
| Financial Support from institution | Nehru Sidhant Kendra, Senior Citizen Enclave, Guru Nanak Seva Mission, Old Student Assn, Financial Aid by Donors,, Retired Teachers Assn, | 169 | 785784 |
| Financial Support from Other Sources | | | |
| a) National | Central Scholarship scheme, Rashtriya Sanskrit Sansthan (HRD), Inspire scholarship for SC students, University scholarship, DCDC Panjab University Chd., Minority scholarship, State | 1049 | 5851600 |

| | | | |
|---------------------------|---|-----|-----|
| | merit scholarship, Punjab Building and other construction board | | |
| b) International | Nil | Nil | Nil |
| View File | | | |

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|------------------------|-----------------------------|-----------------------|
| Soft Skill Development | 15/10/2015 | 2049 | Finishing School |
| Language Lab | 10/07/1996 | 83 | Department of English |
| Personal Counselling and Mentoring | 24/08/2017 | 3332 | Tutorial Groups |
| No file uploaded. | | | |

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|---------------------------------|--|--|--|---------------------------|
| 2017 | Career Counselling and Guidance | 600 | 1765 | 18 | 44 |
| View File | | | | | |

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 0 | 0 | 0 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| S.V.I.E.T, Banur and Chitkara university. | 25 | 6 | various organisations | 25 | 38 |
| View File | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|-------------------|--|--------------------------|---------------------------|--|---|
| 2018 | 203 | Bachelor of Arts | Arts | SCD College for Boys, Ludhiana, Panjab University Chandigarh, Panjabi University Patiala, MSDC, Swami dayanand College of Education, USOL Chandigarh, KCW Ludhiana, Arya College Ludhiana, Malwa College of Education Ludhiana, Delhi University, LPU, Kam | MA English, MA Economics, MA Punjabi, MA Music Ins trumental, MA Psychology, MA Political Science, MA Fine Arts, MBA, LLB, Diploma in Mass Comm unication, Co pa, MSC Maths, PGDCA, DCA, B ED, BSC Fashion Designing, Diploma in Beauty and Wellness, stenograp |
| No file uploaded. | | | | | |

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | Number of students selected/ qualifying |
|-------------------|---|
| NET | 18 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|-------------------|------------------|------------------------|
| SPORTS | INTER-COLLEGE | 80 |
| SPORTS | INTER-UNIVERSITY | 9 |
| SPORTS | STATE | 15 |
| SPORTS | NATIONAL | 7 |
| No file uploaded. | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
|------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|

| | | | | | | |
|-------------------|-------------------------|----------|---|-----|-----|-----|
| 2017 | Silver Medal in Kabbadi | National | 1 | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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

Student Council: An apex students' body and an extended arm of the college faculty, the Student Council is installed every academic year. The motive behind its formation is to provide opportunity to the students to hone their leadership skills. This democratically elected students' body comprises of the representatives of a range of clubs, cells and societies such as class representatives who are toppers in university examination, editors of various sections of college magazines, representatives of social and cultural activities, presidents of NSS, NCC, Rotaract Club, Red Cross Society, Women Forum, Legal Literacy Cell, Anti-drug Cell, Anti Ragging Cell Women Safety Cell. It is a multifaceted organization that conducts a wide range of functions and activities such as Welcome function for freshers, Teej Celebration, Yoga Day, Independence Day, Republic Day, Van Mahotsav, Extension Lectures, Seminars, Rallies, Lohri function, Farewell function, Convocation, Old Students' Association Day, Sports Day, Community Reach Programs like visits to old age homes and orphanages. It also maintains discipline in the campus. The Student Council also helps in keeping the campus clean and tidy. It also acts as a link between students and administration to help resolve their problems.

IQAC: Head girl and Deputy Head Girl represent students in the IQAC. The needs and suggestions of the students are put up in the house during the meetings. The relevant suggestions are considered and actions are planned accordingly, for further quality improvement at the institutional level.

Old Students' Association: Two students' representatives are included in the executive body of the association. Their valuable suggestions help the association in taking care of the required needs of the students to support them in cash or kind.

Clubs and Societies: Each club, society and department have their own students' body which is involved in organizing various academic activities such as quizzes, seminars, mentorship, exhibitions etc. The students represent themselves administratively through various clubs, societies, cells, committees by holding the posts of office bearers and executive members. The main motive behind all the students' organizations is to instill leadership and management skills and build confidence among students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni association named as 'Old Students' Association' under Societies Registration Act 1860. The Old Students Association (OSA) has been functioning since 1957 as a nodal agency for maintaining liaison with Alumni all over the world and to involve them with the development of the Institute. It focuses on the continuing development of the Institute's academic, research, and off-campus programs, expansion and renewal of its facilities, and providing scholarships and financial aid to students through annual fundraising campaigns. All the activities and events are student-oriented and aimed at maintaining a fellow feeling among former students of Govt. College for Girls and establishing friendship between the old students and the new. The institution collaborates with the alumni by meeting once a year for celebrating the Annual Old Students' Day in the College. Eminent students are honoured every year by the Association. Monetary help is provided to the needy students by the Association. The departments make earnest efforts

to keep in touch with its Alumni. Former faculty members continue to closely associate themselves with the college through the departmental activities as well as college get togethers in which they are special invitees.

5.4.2 – No. of enrolled Alumni:

1278

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

303592

5.4.4 – Meetings/activities organized by Alumni Association :

The Executive members of OSA held a meeting under the chairmanship of Principal Dr. M.K Grewal. The Principal expressed gratitude towards all retired teachers and ex-students of the college who participated in the meeting with the NAAC PEER team to ensure smooth conduct of NAAC Inspection. A discussion to plan celebrations of the colleges 75 Platinum Jubilee also took place. A discussion was also held on sanctioning Research seed money to support and promote research among teachers. A proposal was put by GCG Alumna Dr. Pooja Chatley to provide every possible support to organise Research Workshop by IBS.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

DECENTRALIZATION:- In order to ensure decentralization, the following measures have been taken: 1. At Principal Level: Principal as the head of Institution and the chairperson of IQAC, forms different functioning committees in consultation with senior staff council. All related academic, operational and administrative policies are based on the decisions taken collectively with the senior staff council, IQAC and conveners of different committees. 2. Faculty Level: The faculty members are appointed as members of different societies/Cells/Committees according to their professional capabilities. They are given powers to make decisions according to the policies of government and the institution. Every year the duties are circulated amongst the faculty members in order to inculcate fresh and innovative ideas in the working of different functioning bodies. Following important committees were constituted in the session 2017-18 • Admission Committee • Research Committee • Youth Club • Scholarship Cell • Building Committee • Purchase Committee • Library Committee • Hostel Committee • HEIS Apart from these there also existed other committees instituted according to government policies • Anti ragging Committee • Anti drug committee • Student Counselling Centre • Career Counselling and Placement committee 3. Student Level: Students' participation is also encouraged at various levels in college policy and decision making. There is active alliance of students in student council that helps in coordinating the organization and managerial activities of institution. The student council actively participates in conduct of college affairs and also act as a liaison between college administration and students. Students, being the key stakeholders of the institution, are the part of the IQAC and their suggestions are considered for the quality initiatives taken by the cell. Due Student representation is also given in the Alumni association. 4. Non-teaching level: Non-teaching staff are represented in the IQAC. Suggestions of the non-teaching staff are considered while framing policies and decisions. **PARTICIPATE MANAGEMENT :-** The institution also promotes the culture of participate management at various levels like: 1. Strategic Level - The principal, staff council, IQAC and other committees are involved in defining and framing guidelines, policies and procedures with regard to admission, examination,

discipline, grievance, finance etc. 2. Functional Level - Faculty members share knowledge amongst themselves, students while working for a committee. 3. Operational Level - The principal interacts with government and other external agencies and faculty members on regular basis to make its working more effective. Students and non-teaching staff also join hands for effective execution of different academic, administrative extension and extracurricular activities.

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

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

| Strategy Type | Details |
|----------------------------|--|
| Curriculum Development | 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) |
| Teaching and Learning | Head of department along with faculty members take numerous steps to strengthen teaching processes. • 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. • Monthly class tests, oral tests and group discussions are held on regular basis to keep track of students' performance. Competitive and exceptional students are awarded in Prize Distribution ceremony at end of session. • It also lays emphasis on peer learning. • The college has a rich library and facility of INFLIBNET has been introduced. |
| Examination and Evaluation | College practices examination system as per university guideline. The college evaluation system is divided into two segments ie, 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.

Research and Development

For research and development, college has established dedicated RD committee of teachers. The committee keeps track of various conferences being organized 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.

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)

Human Resource Management

The college encourages the faculty members to enhance their professional skills on consistent basis • The college principal holds regular formal and informal staff meetings, extension lectures and motivates the employees for sincerely performing their duties and responsibilities. • The faculty is encouraged to undergo training

programmes and skill development programmes organized by the external institution. • The decentralization of decision-making at institutional as well as at department level also helps in motivating employees. • The institution organizes various seminars, conferences and workshops at department level thereby helping staff to keep themselves updated • Duty leave is given to the staff to attend conference/ workshops etc.

Industry Interaction / Collaboration

Various departments in college organised industrial 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 made visits to PAU studying in depth about the fauna. The institution is still working with previously signed MOUs with industrial partners. Also, 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 their experiences.

Admission of Students

The college been practising centralized admission system for all the courses and the Admission criteria is practised 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

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

| E-governance area | Details |
|---------------------------------|--|
| <p>Planning and Development</p> | <p>The college administration block has all the centralized information and further distribute same to different departments. The time table and other academic and non-academic communications are uploaded on college website. Also centralized student database is maintained at the office level and available to faculty members. Alos Decisions taken during IQAC meetings are uploaded on college website in the form of minutes of Meeting and are available to all stakeholders. General procedures and</p> |

processes regarding augmentation of infrastructure and instrumentation are uploaded on the website.

Administration

For streamlining and enhancing effectiveness of college administration, the college authorities has initialized the digitization of all database and records. Notices and other correspondence with regard to administration are communicated as written notices to respective stakeholders. All college and student related information is also available at college website.

Finance and Accounts

The College has semi computerized office and accounts section. To ensure the availability of data and long storage of records, accounts department of college is digitising all the records. To make this more convenient, the accounts section is using MS office as per the needs of institution.

Student Admission and Support

The admission process at GCG is majorly guided by rules and regulations of Punjab University, Chandigarh but to make this process more convenient, the college has taken many initiatives to improve the timeliness and spread of information for greater convenience to the applicants. Separate webpage titled "Admission-2017-18" was created on college website accommodating guidelines and all relevant information for the applicants. Students use to register themselves by filling up forms. College also started with e-registration for few courses like B.Com, BBA. All the students had to register themselves online. Once registration is done, student can apply for various courses and then tentative rank list and then final rank list is generated. Based on this rank list students are called for final verification of documents. Further frequent and timely updates were also made available on this webpage to keep applicants informed. Any query regarding admission process was appropriately and timely responded by college admission committee.

Examination

Although the schedule of examinations is regulated majorly by university but conduct of examination is fairly administered by college examination department. The college proactively

ensures relevant and timely dispersal of information with regard to internal and external examination schedule and guidelines amongst students. Prior notifications such as submission of examination forms, collection of admit cards, seating arrangements are displayed on college website. With regard to internal assessments, all the records are maintained and uploaded on portal of University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------------|-----------------|--|--|-------------------|
| 2017 | Nil | Nil | Nil | 0 |
| 2018 | Nil | Nil | Nil | 0 |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|--|---|------------|------------|---|---|
| 2017 | How to Operate In teractive smart Boards | Nil | 04/09/2017 | 04/09/2017 | 60 | Nil |
| 2017 | Importance of Reserach p ublication s and online resources | Nil | 02/09/2017 | 02/09/2017 | 60 | Nil |
| No file uploaded. | | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|------------|------------|----------|
| Importance of | 60 | 02/09/2017 | 02/09/2017 | 2 |

| | | | | |
|---|----|------------|------------|---|
| Research Publication and online resources | | | | |
| How to operate Interactive and smart Boards | 60 | 04/09/2017 | 04/09/2017 | 2 |
| View File | | | | |

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 37 | 78 | 43 | 45 |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|--|---|
| Dispensary, G.I.S, G.P.F, Gratuity, Pension to permanent employees | Dispensary, G.I.S, G.P.F, Gratuity, Pension to permanent employees | Dispensary, G.I.S, G.P.F, Gratuity, Pension |

6.4 – Financial Management and Resource Mobilization

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

The institution conducts internal financial audits of govt. funds through college bursar and office superintendent. Local audit is done by CAs for non-govt funds such as PTA, OSA etc. The external audit is done by Punjab govt. from time to time.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|----------------------------------|
| PTA, Self Finance, Students fund | 36411761.18 | SALaries, Repair and maintenance |
| View File | | |

6.4.3 – Total corpus fund generated

| |
|-------------|
| 36411761.18 |
|-------------|

6.5 – Internal Quality Assurance System

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

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

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

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.

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

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.

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

1. Post Accreditation Initiative I: Fostering Leadership 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 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. 2. Post Accreditation Initiative II : Community Service outreach 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. 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: • 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 3. Post Accreditation Initiative III : Research and development The IQAC has motivated the teachers to formulate projects, attend conferences/workshops etc. and write research papers for journals with high impact factor. The institute has active 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. IQAC has also conducted FDP in this regard wherein importance of research publication and online resources was conducted by Dr. TARundeep singh Thind.

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | No |
| c) ISO certification | No |

d)NBA or any other quality audit

Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2017 | Importance of Research Publication and online resources | 02/09/2017 | 02/09/2017 | 02/09/2017 | 60 |
| 2017 | How to operate Interactive and smart Boards | 02/09/2017 | 02/09/2017 | 02/09/2017 | 60 |

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period from | Period To | Number of Participants | |
|---|-------------|------------|------------------------|------|
| | | | Female | Male |
| Essay Writing and Poster making competition | 23/10/2017 | 25/10/2017 | 100 | 0 |
| International Women's Day | 08/03/2018 | 08/03/2018 | 60 | 0 |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

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 alongside 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.

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------------------|--------|-------------------------|
| Ramp/Rails | Yes | 12 |
| Physical facilities | Yes | 12 |
| Braille Software/facilities | Yes | 12 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--|--|------------|----------|--|--|--|
| 2017 | Nil | 1 | 07/08/2017 | 1 | College's Rotaract Team organized Rakhi Festival at Missionaries of Charity. | To develop a sense of brotherhood | 60 |
| 2017 | 1 | 1 | 17/08/2017 | 1 | van mahotsav | To increase the green belt | 50 |
| 2017 | Nil | 1 | 08/09/2017 | 1 | Students of Legal Literacy Society visited Bhal Bhawan Sarabha Nagar, Ludhiana | orphan students were made aware of their rights like child education, Domestic violence, self dependence and self employment | 50 |
| 2017 | 1 | Nil | 22/09/2017 | 2 | Tata XL Series Display | NIL | Nil |
| 2017 | Nil | 1 | 01/10/2017 | 1 | Senior Citizen Day was celebrated in which rally was organized. | To appreciate senior citizens for their services and commendable contribution to the society | 45 |
| 2017 | Nil | 1 | 17/10/2017 | 1 | World Food Day | Awareness | 55 |

| | | | | | | | |
|------|-----|-----|------------|----|---|--|-----|
| | | | | | was celebrated on behalf of college Rotaract Club and free meals were distributed | for those who suffer from hunger and to ensure the need for food security | |
| 2017 | Nil | 1 | 25/11/2017 | 1 | A Blood Donation Camp was organised at Spring Dales Senior Secondary School on behalf of Rotaract Club. | To raise awareness of the need for regular blood donations to ensure the quality, safety and availability of blood products for patients in need | 50 |
| 2017 | 1 | Nil | 07/12/2017 | 4 | Off Roding Event | NIL | Nil |
| 2018 | 1 | Nil | 13/01/2018 | 12 | Showmans Exhibition | NIL | Nil |
| 2018 | Nil | 1 | 26/01/2018 | 1 | Students of Legal Literacy Society visited Bright Public School, Pavitar Nagar Haibowal, Ludhiana, and distributed stationary items sweets among school | Students of our college made the school students aware about their rights | 40 |

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title | Date of publication | Follow up(max 100 words) |
|--------------------|---------------------|---|
| College Prospectus | 25/06/2018 | The institution has constituted a disciplinary committee of some teachers and student council members to deal with students who violate discipline and college rules, especially bringing mobile phones / ragging / consuming drugs / misbehaving with student council members. Misbehaving/ uncivilized dress and wearing unnecessary ornaments/ skipping classes at will/ absenting from classes despite attending college/ using inappropriate means in examination/ causing any damage to government property in college campus/ classes Takes very strict disciplinary action regarding making noise in the verandas/neglect of littering outside the canteen etc. |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|---|---------------|-------------|------------------------|
| Tribute was paid to Shaheed Udham Singh Ji on his martyrdom day | 31/07/2017 | 31/07/2017 | 150 |
| Declamation Contest was organised on the topic of "Drug De-addiction" | 17/08/2017 | 17/08/2017 | 40 |
| Celebration of 156th birthday of Bhai Kaan Singh Nabha Ji in which students presented his life, writings and views. | 30/08/2017 | 30/08/2017 | 150 |
| Students of Legal | 08/09/2017 | 08/09/2017 | 50 |

| | | | |
|--|------------|------------|-----|
| 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 | | | |
| Senior Citizen Day was celebrated in which rally was organized | 01/10/2017 | 01/10/2017 | 45 |
| UNO Day Celebrated | 24/10/2017 | 24/10/2017 | 50 |
| "National Education Day" celebrated to commemorate Birth Anniversary of 'Maulana Abdul Kalaam Azad'. | 11/11/2017 | 11/11/2017 | 100 |
| A Blood Donation Camp was organised at Spring Dales Senior Secondary School on behalf of Rotaract Club. | 25/11/2017 | 25/11/2017 | 50 |
| National Voters Day celebrated. | 25/01/2018 | 25/01/2018 | 150 |
| Students of Legal Literacy Society visited Bright Public School, Pavitar Nagar, Haibowal, Ludhiana, to aware the school students about their rights and distributed stationary items and sweets. | 26/01/2018 | 26/01/2018 | 40 |

[View File](#)

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

The college has taken positive steps toward 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 footprint 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 rainwater 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 , organized lectures and street plays and carried out robust cleanliness drives etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the practice 1: Fostering Leadership Objectives of the practice: 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. **The 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. **The Practice:** 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. Various departments of the college invite distinguish guests to enlighten the students. This year following luminaries visited the college. 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 5. Dr. Saroj Arora, GNDU 6. Dr. Munruchi Kaur, Pbi University 7. Dr. Rajinder Kaur , GNDU 8. Dr. Raj kumar Salar, CDLU 9. Savita Uppal, Principal Arya College 10. Dr Chaman Lal , Dean (Retd.) HP University 11. Vishal Garg, CA 12. Punjab National Bank Representatitves 13. Ms. Sakshi 14. Dr Gitanjali, Gynaecologist 15. Mrs Prabhjot kaur, Former Principal GCG Ludhiana 16. Dr. Ashwani Bhalla, HOD PG Commerce Dept., SCD College 17. Mr. Anshu, Ansh Infotech 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. **Evidence of Success:** 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 **Problems encountered and Resources Required:** This practice in itself is 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. **Title of the practice 2: Community Service Outreach Objectives of the practice:** 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. **The 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

The Practice: 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:

- 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
- '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 Padao and Health hygiene and sanitation.
- National integration Week
- 7 Days NSS Camp on Health, Hygiene and Sanitation

Evidence of Success: 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. The institute has been able to extend financial help to the differentlyabled 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.

Problems encountered and Resources Required: 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. 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 sensitization of students to be proactive towards these community services.

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

<https://gcgldh.org/media/ukcj2z0r/best-practices.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Our institution prioritizes Women Empowerment with the following thrust areas:

• "Learn to Serve": Recognizing its privileged position as a premier institute of higher learning, the college adheres to its motto 'Learn to serve' by empowering students in the pursuit of knowledge, values and social responsibility to serve the various sections of the society. • Commutable: The College is readily commutable from city bus stand (1.8 km) and railway station (1.2 km). • Infrastructural upgradation: The grants are judiciously used for upgrading the infrastructure to match global standards. • Reservation Policy: The College follows reservation policy of the government and also caters to the students belonging to different socio-economic strata. • Skill-based courses: Multifarious skill-based courses and Add-on courses are offered to the students. • Expert Lectures: Guest lectures are organized for the development of personality, self-confidence and soft skills for job placement. • Tutorial system: The College practices the tutorial system to identify student's academic strengths and weaknesses along with providing assistance for improvement. • Hostel Facility: The low-cost hostel facility proves lucrative to the students from far-off places.

Provide the weblink of the institution

<https://gcgldh.org/media/vzrhs4ke/7-3-1.pdf>

8.Future Plans of Actions for Next Academic Year

Action Plan for 2018-19 1. To effectively utilize RUSA equity grant 2. To equip CC for starting Advance Diploma in Beauty and Wellness under Community College Scheme of UGC. 3. To submit proposal for B.Voc. in Nutrition and Dietetics and B. Voc. Global professional in Beauty and aesthetics 4. To renovate and upgrade classrooms. 5. To ensure the safety of the college by repair and reinforcement of boundary wall with broken glass chips. 6. To plan and organize FDP's on regular basis. 7. To encourage faculty members for e-learning programmes. 8. To focus more on mental health of students and staff. 9. To improve fee collection facility