



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVT. COLLEGE FOR GIRLS, LUDHIANA
Name of the head of the Institution		Dr. Manju Sahni
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01612449650
Mobile no.		9872486287
Registered Email		gcgludhiana@gmail.com
Alternate Email		naacgcgludhiana@gmail.com
Address		Civil Lines, Rakh Bagh, 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	naacgcgludhiana@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gcgldh.org/media/rrzlxsak/aqar-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcgldh.org/media/vpvjehol/academic_calendar_2018-19.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC	16-Sep-2006
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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
No Data Entered/Not Applicable!!!		

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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
Institution	Upgradation of existing colleges to Model Degree College	RUSA	2018 210	1250000

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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 :

4

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)

1. Organised FDPs to enhance teaching learning process. 2. Plan to modify the website to enhance its efficiency. 3. Designed feedback performas for all stakeholders. 4. Created Departmental email ID's for smooth and efficient communication among various departments. 5. To improve quality culture through students participation in various activities.

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	Achievements/Outcomes
No Data Entered/Not Applicable!!!	

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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 ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	30-Sep-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

1. 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 UG and PG 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 and advanced 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. 2. 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. 3. 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. 4. 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. 5. 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. 6. 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 MST are submitted to the examination registrar of the college. Subject wise result analysis is also done by the teachers and HOD's. 7. 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
-	Beauty and Wellness Advanced Diploma	20/09/2018	4	Both	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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
Nill	Nil	Nill

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

	Certificate	Diploma Course
Number of Students	Nil	35

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
Beauty and Wellness Advanced Diploma	20/09/2018	35
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	No

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

Feedback Obtained

1. Student's 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 analysed by the IQAC and forwarded to the faculty. This helps the teachers to take quality measures and make further improvements in their teaching methodology. From 2019-20 SSS proformas will be uploaded on the website. 2. Student's Grievances Redressal Committee also receives feedbacks 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. 3. Teachers give their feedback and suggestions during staff meetings being conducted regularly from time to time for more effective running of the college. 4. Parents' feedback is taken during PTA meetings. Relevant issues are discussed freely in order to improve the institutional credibility. 5. 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.

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
No Data Entered/Not Applicable !!!				
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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
2018	2962	402	107	10	20

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
117	85	13	Nil	33	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.

- 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.
- 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.
- 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
- Teachers maintain interaction with students through individual meetings and networking mediums.
- 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.
- 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
3364	117	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	89	Nil	7	16

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
2018	Dr. Sukhwinder Kaur	Associate Professor	Education Award for Excellence, 2018, conferred by CEE, New Delhi.
2018	Dr. Sukhwinder	Associate	Punjab Heritage

	Kaur	Professor	Award, 2018 by Punjab Culture Promotion Council
2018	Dr. Madhvi Vashishth	Assistant Professor	Appointed member of State Bio Diversity Management and Technical support Group for 5 years
2018	Ms. Kamlesh Kaur	Assistant Professor	Bharat Jyoti Puraskar, 2018 Best Citizen Publishing House Recognized body.
2019	Dr. Sukhwinder Kaur	Associate Professor	Women Excellence Award, 2019, conferred by EK AAS, NGO (Regd) at Ishmeet Academy, Ludhiana, Punjab
2019	Dr. Sukhwinder Kaur	Associate Professor	Award of Leadership, conferred by Bajaj College, Ludhiana, at Leadership Summit .
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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
No Data Entered/Not Applicable !!!				
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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 2018-19 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)

<http://gcgldh.org/programme-outcomes>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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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)

<http://www.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
Nill	Nill	Nil	Nill	Nill
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
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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
NIL	NIL	NIL

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

Name of the Department	Number of PhD's Awarded
No	Nil

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)
National	Home Science	1	0.45
National	Music	3	5.16
National	Management	2	2.43
International	Physics	1	2.01
International	Sociology	1	5.2
International	Home Science	1	5.2
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
Computer Science	89
Sociology	2
Philosophy	1
History	3
Punjabi	7
Economics	6
Maths	4
No file uploaded.	

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 !!!						
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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
Effect of asymmetrical peripheral Substitution of Sulfonic acid group on the geometric and electronic Structures and vibrations of Copper phthalocyanine studied by Computational and experimental techniques	Sukhwinder Singh	Journal of Molecular structure 1175: (314-334)	2019	7	3	Govt. College for Girls, Ludhiana
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	11	2	8
Presented papers	7	10	Nill	Nill
Resource persons	1	9	Nill	Nill
No file uploaded.				

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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
No Data Entered/Not Applicable !!!			
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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
Blood Donation Services by rotaractors on 23rd September, 2018.	Certificate of Appreciation for voluntary services in Blood Donation was given to Rotaract Club of our college.	American oncology institute DMCH, Ludhiana.	40
Hunar-e-Jashan an event by Rotaract club held on 29th September, 2018.	Award of Appreciation for Voluntary Services to Rotarct club of our college.	Armaan Group Ludhiana (N.G.O.)	40
Rotaract South Asia Summit 2018 named SEARIC Summit 2018 held on 30th September, 2018 at Ram Nagar Uttrakhand.	Miss SEARIC SUMMIT 2018 award was given to Rtr. Amisha Budhiraja ,student of B.C.A.II of our college	SEARIC Multi District Information Organisation	1
She-Ek-Udaan an event to mark the important role of women in society held on 6th October,2018.	Award for Yuva Samaj Sevika was given to Harsimran Kaur,student of B.A.II of our college.	Helping Hands Club (N.G.O.)	1
Rotaract District Conference Award cum Function on 30th June,2019 at Banga	Growth Oriented Leadership Awards- Award of Appreciation for Rotaract Club of our college.	Rotaract District Organisation 3070	40
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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
No Data Entered/Not Applicable !!!				
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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
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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
No Data Entered/Not Applicable !!!					
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	Nil
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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
6	5.79

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Classrooms with LCD facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
No file uploaded.	

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
No Data Entered/Not Applicable !!!			
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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
Nil	Nil	Nil	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	136	6	4	6	0	1	1	10	0
Added	4	0	0	0	0	0	0	90	0
Total	140	6	4	6	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
PowerPoint presentations prepared by faculty	http://gcgldh.org/e-content

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
4.5	4.09	4	3.47

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, upgradation 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 by the H.O.D's, campus committee, H.E.I.S committee and feedback from different stakeholders are taken into the consideration for procurement of the new and maintenance of existing infrastructure. 1. Infrastructure:- The construction, maintenance and repairing of physical infrastructure of Govt. College for Girls 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. 2. Laboratory:- Laboratories are upgraded and maintained by utilizing funds available in the departments periodically.. SLA and JLA prepare record of stock, consumption and write off the recurring and non-recurring material under the supervision of concerned HOD's. Lab attendants take care of appropriate disposal of chemical, hazardous waste and electronic waste. Annual stock verification is done by the concerned committee. 3. Library:- In the library, books are arranged in user-friendly manner so as to help the user to locate the books easily. Information regarding the arrival of new books, magazines, journals etc is displayed on the notice board of library. In order to provide speedy and efficient service, library cards are issued to students in the beginning of the session. There is also a facility of N-list program under Inflibnet, where the faculty and students can access all the reference materials online. Also there is a Braille Corner for visually-challenged students. 4. Sports Complex:- Head of the Physical Education Department looks after the sports facilities. 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 every now and then by utilizing sports funds especially maintained for this purpose. 5. Computers:- Recognizing the importance of IT as complementary process in education, the college is committed to upgrade the IT infrastructure and associated facilities on regular basis. The purchase of hardware and up gradation of software is need based. The college administration, in co-ordination with HEIS committee of the college, makes plans and decides strategies regarding this matter. 6. Classrooms:- Classrooms are assigned in the time-table according to class strength by time-table incharge. Head of the Departments take care of effective teaching in the classrooms and its infrastructure. Special emphasis is given on allotment of ICT enabled classrooms for regular use by all departments.

<http://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
No Data Entered/Not Applicable !!!			
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 implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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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
2018	1. Guest Lectures 2. Seminars 3. Placement Drives	900	900	31	21
No file uploaded.					

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
2	2	10

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
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

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	28
CAT	1
Any Other	2
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students Council, an apex students' body and an extended arm of the college faculty is installed every academic year. The idea behind forming student council is to provide opportunity to the students to develop leadership skills. It is a multifaceted organization performing such varied tasks as organizing various functions throughout the year, maintaining discipline in the college, helping to make the campus neat and clean, and acting as a link between the students and the administration, to help solve their problems. The team works with a virtue "To spark a desire in all the students to become active in everything that college life and education has to offer". This vision acts as a motivating force for students to accomplish the mission of: 1. To inculcate the spirit of leadership, unity, fellow feelings in the students 2. To mediate gap between students and administration 3. To empower students and make them independent 4. To Utilise students' academic, physical social potential 5. To realize the vision of human and democratic society The selection procedure involves recruitment of neutral candidates based on a panel interview and other specific post bearer on basis of nomination and election Its composition is as follows:- 1. The Principal is the Ex-officio Chairperson. She convenes the meetings and presides over the same. 2. Three members from the staff are nominated by the Principal who look after the activities of the council and guide students. 3. The Head Girl, the Deputy Head Girl, the Secretary and the Joint Secretary are selected through an interview conducted by the Principal and staff council and student council incharges of the college. 4. Elections are held for the posts of Class Representatives. 5. Other members in the council are: Hostel Head Girl, Toppers in the university examinations, editors of various sections of the college magazine, representative of social and cultural societies, Presidents of NSS, NCC, various societies and clubs like Rotaract Club, Red Cross Society, Women Forum, Legal Literacy Cell, Anti-Ragging Cell, Anti-Drug Cell and Women Safety Cell. • There are approx. 70 students in the council. Activities: GCG's Student Council (SSC) representatives actively participate in various activities. They help in coordinating all the events related to academics and other co-curricular Extra-curricular activities, as per the directives of teaching faculty. The members of the council are on their toes all through the year organizing various functions and activities. Some of these are: 1. Elections of class representatives 2. Installation Ceremony of the council 3. Welcome Function 4. Thanksgiving Function 5. Teej Celebration 6. Van Mahotsava 7. Lohri Celebration 8. Extensions Lectures / Seminars 9. Rallies 10. Visit to old people home for social services 11. Managing Assembly of students from time to time 12. Farewell Function 13. Various other social and cultural and academic activities 14. Convocation/ Old Students' Association Day /Sports Day 15. Checking I-Cards and Uniform on a regular basis. Funding: Funds for the activities of the Student Council are generated through festivals, fetes, fines etc.

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 for 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. The Association contributes towards the development of the Alma Mater and its students in following ways: 1. 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. 2. The institution collaborates with the alumni by meeting once a year for celebrating the Annual Old Students' Day in the College. 3. Eminent students are honoured every year by the Association. 4. 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. The Old Students' Association networks basically by framing a hierarchy of authority. Two functional committees have also been formed for the association to work efficiently and effectively: 1. Executive Committee: Office Bearers (6 nos.) 2. Managing Committee: 14 Members Committee (6 Members of the Present Staff, 6 Members of former faculty, 1 Student Representative, 2 Co-opted members). Regular meetings of the executive committee are held to plan yearly activities. The primary network is established by subscribing membership of two types: 3. Life Membership: Rs.300/- 4. Ordinary Membership:

5.4.2 – No. of enrolled Alumni:

1082

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

306180

5.4.4 – Meetings/activities organized by Alumni Association :

02/05/2018:-Session 2018-19 being celebrated as the Platinum Jubilee Year of the institution, the Old students' Day was celebrated with great fervour and aplomb. The function was presided over by the Principal and President of the OSA, Mrs Savita Rani Sharma. On this occasion, Dr Inderjeet Gill Vashisht, Mrs. Prabhjot Kaur and Prof. Dr. Mohinder Kaur Grewal, former Principals of the college, along with Dr. Vanita Malhotra, former student of the college were invited and honoured for their untiring services to the institution. The students presented a cultural fiesta on the occasion. 18/01/19:- Following decisions were taken during the meeting: 1. The Executive Committee of the college proposed to celebrate Old Students' Day in February every year and organize an event in the college, where the former students/faculty of GCG Ludhiana are invited. Also, this will enable alumni living abroad to be a part of this celebration well in advance. 2. The scholarships extended by the organisation to the needy students was raised from Rs 1500/- to Rs. 2500/- Rs 4000/-. 3. It was decided to provide material aid, in the form of furniture needed for upgradation of any of the lecture rooms. 16/02/19:- A general body meeting was held in which around 120 old students were present. New executive Committee was constituted in their presence. Below are the names of the elected members: President- Mrs Savita Rani Sharma, Principal, GCG, Ludhiana Vice-President- Mrs Manjeet Kaur Sodhia Secretary: Miss Sharanjit Parmar Additional Secretary: Mrs Baljeet Kaur Executive secretary: Miss Balbir Bajaj Treasurer: Mrs Sarita Ex Secretary: Dr Pritam Kaur Executive members from staff (Old

students) 1. Mrs Varinder Kaur 2. Mrs Maninder Kaur 3. Ms Namita Sharma 4. Mrs Gurvinder Kaur 5. Mrs Mandeep Kaur 6. Mrs Paramjeet Kaur 7. Mrs Satvir Kaur
 Executive member from outside: 1. Mrs Khushpal Kaur 2. Prof. Mohinder Kaur Grewal 3. Dr Sarabjot Kaur 4. Mrs Kirandeep Kaur (Principal, MTS College) 5. Mrs Rashmi Grover 6. Mrs Neelam Kapoor 7. Ms Pooja Chatley Co-opted members: 1. Mrs Harinder Kaur (Staff Secretary) 2. Dr Sukhwinder Kaur (Incharge, Student Council) Student Members: Japneet Kaur(Head Girl) Arshia (From PG Dept)

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 decentralized functioning of the college, the following measures are taken upon: 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 convenors 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 2018-19 • Admission Committee • Research Committee • On-Line Attendance Committee • Youth Club • Scholarship Cell • Building Committee • Purchase Committee • Library Committee • Hostel Committee • Website Committee • HEIS. Apart from these there also existed other committees constituted according to government policies • Grievance Redressal Cell • Anti Ragging Committee • Anti Drug Committee • Student Counselling Centre • Career Counselling and Placement Cell 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 organisation 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. Participative Management :- The institution also promotes the culture of participative 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 extra curricular 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
<p style="text-align: center;">Admission of Students</p>	<p>The admission process is strictly in line with university guidelines and is formalised so as to ensure smoothness and transparency to the applicants. Highlights of same are: 1. Dedicated web page to ensure greater convenience and information dissemination to the applicants. 2. Admission by specially formed admission committee. 3. Strict observance of government rules for the reserve category. 4. Specific time slots for formalising the admissions so as to ensure smooth conduct of admission into different courses. 5. Admissions to all courses are strictly done according to merit.</p>
<p style="text-align: center;">Industry Interaction / Collaboration</p>	<p>In order to prepare students to take up any future challenges, industrial interactions and collaborations are being strengthened. The college has ensured building long term mutually beneficial ties with collaborating institutions. Under this 1. Regular Industry Academia interface programmes are held to strengthen relations with industry. Community College is successfully running Beauty and Wellness programmes in collaboration with Shahnaz Hussains Herbal Skin and Hair Saloon, Orane Institute and VLCC Institute since 2015. 2. Industry based research projects were taken by Business Management as part of their course curriculum. 3. Guest speakers from industry are invited on regular basis to promote interactions with students and faculty members. 4. Special consumer based researches by students of management and commerce departments. 5. Summer internships programmes for students</p>
<p style="text-align: center;">Human Resource Management</p>	<p>Few of quality improvement strategies aiming at attracting, developing, and retaining its human resource are mentioned below 1. Regular formal and informal meetings by Principal with staff members and extension lectures. 2. The decentralization of decision-making at institutional and department level 3. Awareness programmes on socially relevant issues 4. Training and skill development programmes for teaching and non-teaching members. 5. Deployment of teachers as</p>

tutors/mentors for handling students' issues at academic, emotional and personal level. 6. Students counselling and grievance cell for effective redressal of grievances 7. Career Guidance and Placement Cell for training and placement of students

Library, ICT and Physical Infrastructure / Instrumentation

1. Full fledged library with rich collection of Books, magazines, journals, newspapers etc. 2. Book banks at department level. 3. New software for online maintenance of attendance 4. Introduction of departmental e-mail ids for smooth flow of information 5. Linkage to INFLIBNET, N-List programme of UGC 6. Online processing of scholarships for post matric students. 7. Internet access is given to teachers and administrative staff in college campus. Also access is made available to students in computer labs for academic purposes. 8. Upgradation of basic amenities at college and hostel level (Plz refer Criteria-4) 9. Institution has spent more than 20 lacs on up gradation and instrumentation of college labs (Plz refer criteria -4) 10. Upgradation of Beauty and Wellness labs

Research and Development

In order to bring college at par excellence, quality improvement strategies focus on encouraging and promoting high quality research in the institute as explained below: 1. Support for research and development like sanctioning of duty leave, encouraging faculty to interact with faculty from other institutions. 2. Research activities, FDPs, workshops, seminars are organised at college and department levels. 3. An active and dedicated research committee in the college. 4. College is also linked to INFLIBNET, N-List programme of UGC that broadens the knowledge and research resources available to faculty members and students.

Examination and Evaluation

Examination and evaluation system is carried out as per Panjab University guidelines. Internal evaluation schedule is prepared and the dates are communicated well in advance to the students to ensure enough time for the preparation. To make internal assessments more effective, class tests have been replaced by Mid Semester Tests. Also, continuous evaluations are

	<p>carried out throughout the semester at the individual class level via tests, projects, presentations, assignments, quiz etc. As a part of quality improvement strategy the college also focuses on maintaining the proper and transparent assessment framework that promotes the growth of the students.</p>
Teaching and Learning	<p>The college focus on making its teaching pedagogy to be more engaging, goal and practical oriented. As a part of quality improvement, few of these strategies are mentioned below: 1. Institutional Calendar 2. Conduct of induction programme at institutional and departmental level 3. Freedom to choose elective courses by students 4. Regular FDPs for faculty 4. Functioning of tutorial system and remedial coaching 4. Assignments, seminars, peer teaching, invited talks etc. 5. Functioning of feedback system for students 6. Use of smart boards, departmental library, field study, internship and ICT enabled teaching 7. Student counselling centre for handling students' academic and non-academic issues.</p>
Curriculum Development	<p>As an affiliated college of Panjab University, Chandigarh, we at GCG Ludhiana, follow the curriculum developed by the University. Many teachers from the college are instrumental in upgradation of existing syllabi as Board of Study Members. To ensure quality improvement and for better and successful implementation of the course, faculty at GCG keep on adding industry based projects and assignments.</p>

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

E-governance area	Details
Planning and Development	<p>The college electronic database and information system works effectively for collection and dissemination of information. 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. To add upon this, college has also initiated online attendance system. Decisions taken during IQAC meetings are uploaded on college website in the form of minutes of Meeting and are</p>

	<p>available to all stakeholders. General procedures and processes regarding augmentation of infrastructure and instrumentation are uploaded on the website.</p>
Administration	<p>For streamlining and enhancing effectiveness of college administration, the college authorities have initiated the digitization of all database and records. Notices and other correspondence with regard to administration are communicated via e-channels to respective stakeholders. All the relevant information is also available at college website.</p>
Finance and Accounts	<p>The College has fully 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 the software designed by IT experts as per the needs of institution. Also the accounts department accepts only online fee payments from college students.</p>
Student Admission and Support	<p>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-2018-19" was created on college website accommodating guidelines and all relevant information for the applicants. E-Prospectus was also made available on this webpage. All the students who had to apply under various courses in the college had to buy prospectus which has specific code on it. After filling up the code, the student register themselves online. After registration, student can apply for various courses, after which, 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.</p>

Examination	<p>Although the schedule of semester examinations is regulated majorly by university but conduct of MSTs 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 e-portal of University.</p>
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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
Nill	Nil	Nil	Nil	Nill
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)
2018	<p>Session on "Teaching Strategies for Net Generation" by Mr. Jatinder Ahuja, Professional Manager and Business consultant based in New Delhi, organised by IQAC</p>	NIL	27/11/2018	27/11/2018	92	Nill

2019	Session on Various Govt. insurance and welfare schemes by Mr. Gunjan, SBI Bank Manager	Session on Various Govt. insurance and welfare schemes by Mr. Gunjan, SBI Bank Manager	01/03/2019	01/03/2019	7	60
2019	Workshop on Micro Greens By Ms. Juhi Bakshi, Senior Manager, Technocare Nursery and garden	Workshop on Micro Greens By Ms. Juhi Bakshi, Senior Manager, Technocare Nursery and garden	19/03/2019	19/03/2019	48	20
2019	Workshop on Organic Farming by Dr. Rakesh Joshi Assistant Professor, DAV College, Amritsar	Workshop on Organic Farming by Dr. Rakesh Joshi Assistant Professor, DAV College, Amritsar	19/03/2019	19/03/2019	48	20

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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
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	63	38	43

6.3.5 – Welfare schemes for

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

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 AG office of 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
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

49289618.13

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Panjab University, Chandigarh	Yes	IQAC
Administrative	Yes	Higher Education Punjab Govt., DPI, Punjab Govt	Yes	Teaching -Principal and Staff Council Non- Teaching- Principal and Office Superintendent

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 regular 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 2018-19, PTA has spent in total an amount of Rs. 96,94,018/- details of which are mentioned below: 1. Financial Assistance - Salaries of Guest Faculty, fees for sports students, advertisements, Health Insurance for daily wagers on sanctioned posts etc. 2. Infrastructure development - Repair and maintenance of campus buildings, purchase and repair of college furniture, internet rentals etc. 3. Socio-Cultural Activities - Youth festival, sports, convocation and prize distribution, inter college competitions

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

1. Health and Fitness Fest was organised on 29th January, 2019 wherein support staff was also invited. Dietician from DMC and CMC and other experts conducted diet counselling session. Also Anaemia screening was organised with the help of health department. 2. Session on various government insurance schemes was organised wherein SBI Bank Manager Mr. Gunjan gave insight to the support staff on 1st March, 2019 3. Workshop on Micro Greens and Organic farming was

organised by Ms. Juhi Bakshi, Senior Manager from Technocare Nursery and Gardens and Dr. Rakesh Joshi, Assistant Professor from DAV college, Amritsaron 19th March, 2019 4. "Happiness market" was organised wherein support staff also participated in various activities that aimed at improving mental and physical health like Yoga, Aerobics, one minute games, free hugs, big smiles and laughters and many more.

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

1. Industry Academia Interface to be put in place :- Increased industrial interactions in the form of Guest lectures, visits to industries, educational tours were stressed upon in session 2018-19 2. Consultancy in area of Core Competency of Faculty:- Diet Clinic is being run by PG Diploma Nutrition and Dietetics students under the guidance of faculty members 3. New UG and PG Courses to be introduced:- Initiatives for adding more skill based course like B.Voc has been taken. 4. Innovative courses like baby care, fashion designing to be introduced. Started advanced diploma in Beauty and Wellness in current academic session 5. Actively Promote the role of alumni in planning, placement, research and development:- Increased participation of alumni as resource inputs in organising FDPs, Extension lectures, conducting placement drives etc. Their valuable inputs during IQAC meetings are also incorporated in planning and decision making.

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	No

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
No Data Entered/Not Applicable !!!					
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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
Marshal Arts Training By Mr Raj Kumar (Black Belt)	25/07/2018	30/04/2019	50	Nil
Seminar on Women Safety by Police Inspector Mr Ranjit Singh Girls were made aware about Shakti App	02/08/2018	02/08/2018	500	Nil

Daughter Dairy	13/10/2018	13/10/2018	200	Null
Meditation Session	27/10/2018	27/10/2018	100	Null
Walkathon -Save The Girl Child	02/01/2019	02/01/2019	15	Null
A Seminar was conducted on the topic 'Crime against Women'	16/01/2019	16/01/2019	200	Null
Lecture on Opportunities in Banking Sector	18/01/2019	18/01/2019	250	Null
Seminar on Competitive Exams	29/01/2019	29/01/2019	250	Null
Workshop on Complaints regarding eve-teasing and drugs	08/02/2019	08/02/2019	80	Null
Nukkad Natak On 'Mehfooz Nahi Mahilayein' at Sarabha Nagar Market	27/03/2019	27/03/2019	10	Null

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
1. The college has solar panels installed on the roof of the hostel with a capacity of 20KW that has helped in reducing the electricity bills by 40 percent (approx.) despite increasing electricity charges. 2. To conserve energy old bulbs and tube lights have been replaced with LED lights reducing power consumption

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	17
Ramp/Rails	Yes	17
Braille Software/facilities	Yes	4
Rest Rooms	Yes	13
Scribes for examination	Yes	4
Any other similar facility	Yes	2
Provision for lift	No	Null

Special skill development for differently abled students	No	Nil
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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
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No Data Entered/Not Applicable !!!

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

Title	Date of publication	Follow up(max 100 words)
Panjab University Academic Calendar	30/03/2018	Released by Panjab University both offline and of lately online it enlists the academic calendar of the university alongside rules and regulations that the faculty and the students need to follow covering all the necessary aspects.
College Prospectus	01/06/2018	Every year the prospectus issued by the college contains in detail the code of conduct in terms of Do's and Don'ts that the student should be well aware of and must follow diligently.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

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

- Water Management and Conservation:- 1. Rain water harvesting units 2. As the college has huge green spaces/parks so it automatically leads to ground water recharging.
- Energy Management and Conservation:- 1. Use of solar panels 2. Use of energy efficient and rated electrical equipments to conserve energy. 3. Proactive monitoring of lights and fans left switched on.
- Waste Management:- 1. Installation of color-coded dustbins to facilitate segregation of waste. 2. Waste management through proper segregation and disposal of waste. 3. Incinerators for disposal of sanitary napkins in the hostel.
- Increasing

awareness regarding Environment 1. Plantation Drive on special occasions 2. The college has a distinct environment society that organises numerous lectures, events etc. for sensitising the students regarding the importance of environment and on how to conserve it for creating a sustainable future.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1st Best Practice : - Holistic Development: Promoting Mental Health:- Goal : Mental health refers to our emotional, psychological, and social well-being. It affects how we think, feel, and act. It also helps to determine how we handle stress, relate to others, and make choices. Mental health is important at every stage of life, from childhood adolescence through adulthood. Context:- Mental health problems can affect a students energy level, concentration, dependability, analytical reasoning abilities, optimism and performance. Research suggests that depression is associated with lower level of performance in every sphere of life and the continued depression and anxiety can further deteriorate the performance levels. College students are one of the most vulnerable groups of people who could be prone to mental health issues. The pressure to get into a good university, coupled with stress to score good grades, parental expectations, immense competition, all result in stress among students. Other issues facing students include relationship problems, family and economic issues, bullying and discrimination which in turn affect their performance negatively and results into poor mental health. According to a study, around 37 percent college students in India are suffering from depression or some form of mental illness. India also has one of the highest student suicide rates in the world, and on an average, one student commits suicide every hour, according to the data presented by the National Crime Records Bureau (NCRB). The college very well understands the gravity of this problem and hence is taking requisite significant steps in this regard. Practice:- The college in its target of enhancing the overall development of the students with specific emphasis on their mental health actively organises activities in this regard. During the year 2018-19, following events were organised: • Participation in Online Ethics and values Exam (August, 2018) The occasion of World Equanimity Day is celebrated every year on 07 September by Satyug Darshan Trust, Faridabad. To mark this occasion an online exam on importance of Ethical Value Education is conducted. This year 500 plus students of the college participated in this exam. • Happiness Market- (09-10-2018) 1. A Happiness market was organized by the students of student counselling cell and student council. Students demonstrated various techniques and ideas to raise the happiness level by setting up different kiosks. • Mental Health Day Celebration- (10-10-2018) 2. Dr. D.J. Singh (Director Refocus), Dr. Amarjot Kaur (Principal Convent School Jagraon) and Dr. Sukhwinder Kaur addressed the students on the importance of Mental Health. 3. Dr. Sukhwinder Kaur spoke on Yoga and Meditation for better physical and mental health. • Meditation Session- (27-10-2018) 4. A meditation session was organized by the spiritual trainers from AYUDH organization, Kerala. A practical meditation session was also organized for teachers and students of the college. • Participation in UNO Exam (2018)- Under the aegis of UN Rio War and Peace decade long programme, thirty students of the college appeared for an online examination. The successful students were given certificates of excellence by the UN. Taranpreet Kaur, BBA final year student became the college ambassador. The college also received certificate from the UN recognising the active participation of its students. • Spiritual Talk by Anandmurti Guru Maa Gurpreet Hariji (20-02-2019) -A spiritual session was undertaken by Guru Maa Gurpreet Hari ji to create awareness about self and rise as confident personalities. The college thrives to enhance mental health among its students so that they can: • Realize their full potential • Cope with the stresses of life • Work productively • Make

meaningful contribution to their communities 2nd Best Practice : -Interactive Teaching Learning Process:- Goal:-The education today seeks 360° development of the student and this can only be achieved through two way teaching process. Through interactive teacher learning, the college aims at developing overall personality of the student in terms of excellence in academics, sports and other curricular activities. Additionally through this practice the institution aims to inculcate the habit of self-development among the students so that they can have an analytical outlook towards different situations they face both personally and professionally. Context:- An institution can be best defined in terms of its teacher learning process. The teacher learning process refers to the combined processes where an educator assesses learning needs, establishes specific learning objectives, develops teaching and learning strategies, implements plan of work and evaluates the outcomes of the instruction. However the current education scenario demands paradigm shift in this process in the view of making it more effective having long lasting impact that too holistically. All this can be achieved by making this process interactive. Interactive teaching is a means of instructing whereby the teachers actively involve the students in their learning process by way of regular teacher-student interaction, student-student interaction, use of audio-visuals, and hands-on demonstrations. The students are constantly encouraged to be active participants The college acknowledges this necessity fully and hence has started adapting to this new process. Practice:- Great teachers are nimble, observant, and responsive, always keeping an open mind about how to best engage their students and get them excited about learning—and that means considering trying out different interactive teaching styles in the classroom. The college has always been upfront in assimilating the changes in education system actively. In its pursuit of making the teacher learning process more effective , the college faculty has adopted the interactive teacher learning process through following steps:

- The college has 33 smart classrooms, 6 computer labs with Wi-Fi, equipped language labs etc. The faculty make judicious use of the technology by showing significant presentations on topics of their curriculum.
- The faculty uses case study methods of teaching where in the students are presented with a problem cases which require practical application of the theoretical concepts they have learned.
- Buzz sessions are conducted where in the students come together in session groups that focus on a single topic. In this every student contributes different ideas and thoughts pertaining to the topic.
- Group Discussions are organised regularly on the topics from in and outside the curriculum so that the student learning is not confined to mere classroom only.
- QA sessions - Before starting any new topic or concept the faculty initiates a significant question and answer session, allowing the students to raise questions while also assessing their awareness about the concept.

Evidence of Success:- The result of this practice has prodigiously reflected in the achievements of its students in every field be academic, sports and curricular. In the year 2018-19 the students achieved following :

Academic University positions 2018-19:- First: 06, Second: 09, Third: 08, Fourth: 16, Fifth: 09, Sixth: 12, Seventh: 10, Eight: 11, Ninth: 09, Tenth: 10

Sports achievements:- Level:- National:- Ist: 05, IInd: 03, IIIrd: 01 Total: 09, State:- Ist: 05, IInd: 04, IIIrd: 02 Total: 11, District:- Ist: 01, IInd: 02, IIIrd: 03 Total: 06, Inter University:- Ist: 01, IInd: 04, IIIrd: 02 Total: 07, Inter College:- IInd: 02, IIIrd: 04, IVth: 03 Total: 09, Youth Festival achievements:- Positions:- Zonal: 33, Inter Zonal:04 Every field due to their sheer dedication and diligent efforts of the faculty that focuses on all round student development. Problems encountered and resources required:- In order to enhance the interactive teacher learning process, more courses, smart classrooms and other labs are required, ensuring that maximum numbers of students are benefitted but college being a government institute, financial resources is always a cause of concern.

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

<http://gcgldh.org/best-practices>

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

The college founded with the motto "learn to serve" has endeavoured to produce citizens who are not only academically excellent but are assets to the society also. The college adheres to its vision and mission of being a premier institute ensuring high quality yet affordable education to girl students irrespective of their socio-economic status. The affordable fee structure (No tuition fees) ensures accessibility of education to all additionally the college provides scholarships through various schemes. (For details 5.1.1). The college has more than 40 percent students from rural areas. Also the college is easily commutable from city railway station (1.2 km), bus stand (1.8 km), which makes it convenient for students from distant areas to commute easily, thereby attracting huge number of prospective students that exceedingly outnumber the available seats. The hostel facility, at reasonable cost proves prodigiously beneficial to the students belonging to lower socio economic strata. The college takes pride in being recognised as a Model Degree College by MHRD under RUSA scheme. The grants received under this have been aptly utilised for upgrading the infrastructure to match global standards. The grants received have been significantly utilised to improvise the infrastructure in a phased manner by adding solar panels and incinerators at hostel, state of art seminar hall (to be commissioned in 2019-20), ramps for differently abled students, furniture etc. Additionally the college has proactively adapted to today's technology driven scenario by providing students with facilities of 32 smart classrooms, 6 Wi-Fi enabled labsetc. The college has been selected to set up finishing school on its campus inculcating hard /soft skills and personality development and moving ahead in this direction the college is running successfully various skill based courses [BBA, BCA, Dip. Beauty Wellness, PGDND, PGDCA, M.Sc. IT, M.Com, Add On Course In Journalism Computer Based Accounting, B.Voc (to be started in 2019-20)] alongside offering wider array of electives/specialisation in arts, sciences and other courses. These courses assure bridging the gap among its students due to their educational/socio economic backgrounds preparing them to successfully utilise their acquired skills academically, personally and professionally. The pillars of a strong education system are those disseminating it. The college has 23 Ph.D. and 30 M.Phil. faculty members having more than 70 quality research papers to their credit, mostly published in national and international peer-reviewed journals with more than 50 full research papers in conference proceedings and around 50 as abstracts apart from 165 books to its credit during the past five years. Majority of faculty members are members of Board of Studies and Research Development Committees and paper setters of parent university and other universities. The faculty imbibe interactive teacher learning by regularly including methods such as Buzz Sessions, Group Discussions, Case studies, Q A Sessions along side traditional teaching process resulting in achievement of excellent results in academics, sports and other curricular activities (In 2018-19 the students of the college achieved 100 Top Ten University positions, 42 prizes in National/State/Inter-University/Inter-College sports events and 37 prizes in Zonal/Inter-Zonal Youth Festival).

Provide the weblink of the institution

<http://gcgldh.org/institutional-distinctiveness>

8.Future Plans of Actions for Next Academic Year

1. To initiate Digitalisation of Plants providing critical information to the students. 2. To complete Renovation of Auditorium Roof. 3. To re-carpet the Flooring of the auditorium stage. 4. To plan for Air Conditioning of the college auditorium. 5. To initiate Preparation of E-Content by different faculties. 6. To create of Respective Department Id's for better and faster communication. 7. To Introduce Innovative Value Added Skill Based Courses (B.Voc). 8. To formulate Department wise Academic Calendar. 9. To work for increased Industry-Academia Linkages. 10. To enhance focus on Physical Health of the students. 11. To endeavour increased Research Augmentation. 12. To plan for starting Short term skill based courses like translation and interpretation, yoga and meditation, foreign languages, agro based courses. 13. To conduct Online Ethics and Value Education Exam for entire college.