

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



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

#### 1. Details of the Institution

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

Name of the IQAC Co-ordinator:

Dr. Pritam Kaur

Mobile:

098729-33225

IQAC e-mail address:

kaur.pritam@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

January 8, 2004

1.5 Website address:

www.gcgl dh.org

Web-link of the AQAR:

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2006

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

2012-2013

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

1.12 Name of the Affiliating University (*for the Colleges*)

Panjab University, Chandigarh

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

-

UGC-COP Programmes

NO

## 2. IQAC Composition and Activities

2.1 No. of Teachers

14

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

3

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and  
community representatives

-

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

18

2.10 No. of IQAC meetings held

2

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• Furniture for the next session.</li> <li>• Keeping in mind the strength of the student more Aquaguard is needed.</li> <li>• Need for the submersible pump for watering of plants and trees.</li> <li>• Generator for the girls hostel.</li> <li>• Demand from the Music department to purchase Sound System, Shoe-Rack and looking</li> </ul>	<ul style="list-style-type: none"> <li>• Furniture has been purchased from PTA fund.</li> <li>• Aquaguard have been purchased from the PTA Fund.</li> <li>• Submersible Pump worth Rs. 41,580 has been purchased from PTA Fund.</li> <li>• Generator for the hostel worth Rs. 4,18,338/- from hostel &amp; UGC fund.</li> <li>• Sound System for the Music Department</li> </ul>

<p>glass was discussed and finalised to purchase the same in the next session.</p> <ul style="list-style-type: none"> <li>• LCD Projector for the Auditorium.</li> <li>• More computers to be purchased.</li> </ul>	<p>worth Rs. 1,00,000/- from UGC fund.</p> <ul style="list-style-type: none"> <li>• LCD Projector for the auditorium worth Rs. 1,74,564/- from UGC &amp; youth service fund.</li> <li>• 5 New computers has been purchased for the computer lab.</li> </ul>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

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

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

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



(ii) Pattern of programmes:

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

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

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

\*Please provide an analysis of the feedback in the Annexure

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

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

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

MA -Fine-Arts :-Examination system changed from annual to semester.

M Com:- Introduction of IT Workshops

BA- Geography Subject:- Addition of new topics in theory as well as practical paper

BCA-I & BCA-III :-Some new topics are added in personal computing software subject and Entrepreneurship Development Programme in BCA-I & BCA-III respectively.

BA-I , BAII &BA-III :- The subjects of Yogdarshan and Jyotishdarshan introduce in the year 2010 were replaced by the subject of Sanskrit practical vocabulary.

1.5 Bachelor of Business Administration (BBA) :- A UG Program started in the year(2012-2013)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Part-Timers
52	3	35	2	12

2.2 No. of permanent faculty with Ph.D.

15

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
33	1							33	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

33

21

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	3	12	3
Presented papers	3	7	3
Resource Persons			1

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

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

2.7 Total No. of actual teaching days during this academic year 170 Days

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

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

2.10 Average percentage of attendance of students Minimum 75% attendance of Students is required to appear for annual university examination

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA-I	557	1.69	62.83	23.77	1.9	95.15
BA-II	563	0.90	54.71	20.29	2.17	98.04
BAIII	491	1.24	64.52	19.09	1.25	98.16
BSc-I	280	1.88	84.15	15.19	0.76	94.64
BSc-II	227	0.90	78.18	20.46	1.36	96.91
BSc-III	201	2.01	81.41	17.59	1	99.04
BCOM-I	138	11.59	82.61	83.69	1.44	100
BCOM-II	147	7.48	83.67	6.8	2.72	100
BCOM-III	135	20.74	96.3	2.22	1.48	100
BCA-I	42	3.03	100	-	-	78.57
BCA-II	35	3.22	100	-	-	100
BCA-III	43	10.52	100	-	-	100
MA-Pbi 2nd sem	-	-	-	-	-	-
MA-Pbi 4th sem	52	5.76	100	-	-	100
MA- Fine Arts 2nd sem	29	13.79	100	-	-	100

MA- Fine Arts 4th sem	23	13.04	100	-	-	100
MA-2 <sup>nd</sup> sem Music Instrument	5	20	100	-	-	100
MA-4 <sup>th</sup> sem Music Instrument	7	28.57	100	-	-	100
PGDND	17	8.33	75	16.66	-	70.58

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

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Students feedback Performa to evaluate the teachers performance.</li> <li>• Periodically different depts. Are being asked for their needs and requirements regarding equipments.</li> </ul> |
|--|

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

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

## Criterion – III

### 3. Research, Consultancy and Extension

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

No substantial initiatives of the IQAC in sensitizing/promoting research climate in the institution can be documented

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	1	-	5
Non-Peer Review Journals	-	3	-
e-Journals	-	-	-
Conference proceedings	-	-	3

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

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

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year

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

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

1
1

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

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

JRF	-	SRF	-	Project Fellows	-	Any other	-
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3.21 No. of students Participated in NSS events: **No of students enrolled in NSS: 383**

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

3.22 No. of students participated in NCC events:

University level	-	State level	1
National level	6	International level	-

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum		College forum	5		
NCC	2	NSS	6	Any other	3



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

- Tree plantation carried out.
- Conducted a survey of various problems faced by people living in slum areas.
- Aids awareness drive was carried out.
- An awareness drive regarding menace of child labour was carried out.
- An awareness rally was carried out against various social evils.
- Community service was carried out at 10, Railway Colony Ludhiana.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45acres	-	-	45 acres
Class rooms	29	2		31
Laboratories	32	-	-	32
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	3	3	UGC, Hostel fund, Youth services fund	6
Value of the equipment purchased during the year (Rs. in Lakhs)	12.44lakhs	6.93 lakhs	-	19.37 lakhs
Others	-	-	-	-

#### 4.2 Computerization of administration and library

From this year salary bills and other govt. and treasury transactions are being made through internet.

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

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	65978	-	1023	2,65,655	67001	-
Reference Books	5886	-	112	-	5998	-
e-Books	-	-	-	-	-	-
Journals	12	9040	-	-	12	9040
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	81	3	1	-	-	1	1	-
Added	5	-	-	-	-	-	-	-
Total	86	3	1	-	-	1	1	-

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

Internet access to students is available.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.00940
ii) Campus Infrastructure and facilities	3.32570
iii) Equipments	0.03845
iv) Others	-
<b>Total :</b>	<b>3.37355</b>

Criterion – V

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Feedback from students</li> <li>2. very efficient student council</li> <li>3. Grievance Redressal Mechanism</li> <li>4. Suggestion box</li> <li>5. regular tutorials</li> </ol> |
|---|

5.2 Efforts made by the institution for tracking the progression

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Evaluation is used continuously to track the progression made by student The college compiles the student progress twice a year and communicates to the students to help them understand their position and facilitate remedial step for overall development on regular basis</li> <li>• The college regularly conducts the parent teacher association’s meetings to cover the gap among teachers, parents and students in all perspectives.</li> <li>• The college has a very effective old students’ association. Alumni meetings are conducted on regular basis</li> </ul> |
|--|

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2939	192	---	---

(b) No. of students outside the state

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(c) No. of international students

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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1704	979	--	350	10	3043	1793	958	--	366	14	3131

Men	No	%	Women	No	%
	--	--		100	%

No	%
100	%

Demand ratio	Application Received: Students Admitted:	Dropout % 5%
	100 : 38	

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

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

No. of students beneficiaries 900

5.5 No. of students qualified in these examinations

NET 5    SET/SLET     GATE     CAT   
 IAS/IPS etc     State PSC     UPSC     Others

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

5.6 Details of student counselling and career guidance

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

- the lectures of the faculties to create awareness about job opportunities available in various fields e.g. aviation, air force, computers, SAT,GRE, MBA, Medical Support Services
- training for Competitive examinations,
- Books in the library
- information regarding avenues of employment

No. of students benefitted 800

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	500	110	2

## 5.8 Details of gender sensitization programmes

As we know women empowerment plays a crucial role in development of any nation. The college has a women cell to spread awareness among students and to foster the qualities of leadership among women through seminars, presentations and skits etc. Apart from women cell, the college has a legal literacy cell to empower the girls by making them aware of their constitutional rights. The legal literacy cell regularly organizes lectures of renowned judges and lawyers.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

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

Sports : State/ University level  National level  International level

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

Cultural: State/ University level  National level  International level

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

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	---	---
Financial support from government	The financial support from the Govt. is directly deposited in the student's account.	
Financial support from other sources	106	496000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

19

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

- In the year 2012-2013 the Rotractors of the college visited Sarabha Nagar Bal Bhawan and celebrated senior citizens day on oct 1<sup>st</sup>. The uttrakhand victims were given monetary help.
- The NSS volunteers conducted a survey of the problems of the urban slum areas, organised drives for AIDS awareness, Tree Plantation and spread awareness against the menace of child labour.
- The students under the Eco Club celebrated Vanmahautsav and took out a plantation drive and emphasized the importance of trees.
- The Red Cross society organised lectures by specialist on Eye care and Breast Cancer. A play on the importance of Blood Donation was held.
- The NCC cadets organized a Tree Plantation Drive and Rally against Social Evils was carried out.
- The Legal Literacy Club organized a lecture about the awareness of legal rights.

5.13 Major grievances of students (if any) redressed:

The College has a set mechanism of personalized student teacher interaction in the form of tutorials. The students meet their tutors regularly once a week and the issues related to them are discussed and conveyed to senior tutor and in turn to the principal. It was by realizing the needs of the students though these interactions that many efforts towards proving better facilities according to their need have been made. Some of these are listed below:

- New furniture items were bought for the Department. Of Punjabi
- Water Coolers with water purifiers were installed to safeguard the health of students.
- Four Public Address systems and sound systems were installed in classrooms.
- Nine projectors were bought for the benefit of the students.
- A LED TV was purchased for the department of music (vocal).
- New computers, Printers and scanners were also purchased.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

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

Vision- Our institution lays emphasis on knowledge, society, informative society and learning society- in emerging global trends with far reaching implication for growth and development of the society. A constant research and review activity is there and it also looks forward to having a positive attitude towards technology because it increases the efficiency and effectiveness of the governance.

Mission- The goal and objective of the institution is to uplift the poor students and impart education irrespective of class, colour, caste or creed. This institution has rich traditions of imparting education to degree classes as well as higher education in three streams Music, Fine Arts and Punjabi. There are certain healthy traditions and amenities such as labs, sports ground, library facilities, hostel facilities, gym, computer labs, green belt, canteen, auditorium, NCC, NSS, youth club, Rotract club, red cross society, women cell, anti-ragging cell, student council as well as senior teachers council and placement cell etc.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

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

##### 6.3.2 Teaching and Learning

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



### 6.3.3 Examination and Evaluation

The examination branch holds September, December and annual exams in April. Evaluation of the papers is done by the concerned teachers.

### 6.3.4 Research and Development

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

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

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

2012-13	Existing	Value	New	Value	Total Number	Value
Books	65978	---	1023	2,65,655	67001	---
Journals	12	9040	----	----	12	9040
Magazines	50	29031	----	----	50	29031
Newspapers	15	21803	2	280	17	22803
Any other	----	----	----	----	----	----

### 6.3.6 Human Resource Management

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

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration

No

### 6.3.9 Admission of Students

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

### 6.4 Welfare schemes for

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

### 6.5 Total corpus fund generated

7,40,00,000

Uni Fund	PTA Fund	OSA Fund	+2 Fund (self-finance)	BBA Fund (self-finance)	BCA Fund (self-finance)	PLA Fund
96,15,166	36,31,300	2,94,189	5,50,200	7,21,900	10,58,883	22,99,962

6.6 Whether annual financial audit has been done    Yes  No

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

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

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

For UG Programmes    Yes  No

For PG Programmes    Yes  No

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

N.A.

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

N.A.

#### 6.11 Activities and support from the Alumni Association

- Scholarships are given by the alumni to the needy students of the college.
- Every year Old Student Day is celebrated in the college, in which some eminent old students who have excelled in their chosen fields are honoured.

#### 6.12 Activities and support from the Parent – Teacher Association

PTA is actively associated with the working and administration of the college lending financial assistance to the various activities held in our college. It spends liberally on cultural activities.

Particulars	Amount(Rs.)
Furniture & Fixtures	14,287/-
Aquaguard	7,990/-
Submersible Pump	41,580/-
Looking \Mirrors	13,420/-
Shoe-Rack	4947/-
Carpets	42,001/-

#### 6.13 Development programmes for support staff

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

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

Plantation drive/Vanmahaotsava was celebrated. Different plant saplings were planted in the college campus. Students were made aware of the importance of growing plants to save environment.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Innovation in Curriculum Aspects:-

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

2. Teaching and Learning

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

3. Research , Consultancy and Extension

- Faculty members are encouraged to take up research activities.

4. Infrastructure and Learning Sources

- Added new classrooms, Renovated, CCTV cameras fitted, Smart class rooms, New equipments, furniture, Van, Play Grounds, Canteen, Hostel , Eco-friendly environment.

5. Student Support Service:

- Very active student council, an apex students' body and an extended arm of the college faculty is installed every academic year. The college council organizes various events ( Teej , Fresher and Thanks giving function, Farewell function) under the dynamic leadership of the Principal, Vice- Principal and the council incharge as a guiding force. The idea behind forming student's council is to provide opportunity for the students to develop leadership skills. The student council helps in maintaining discipline and cleanliness with in the institution. Young students are very energetic and creative and they need a proper platform to manifest their creativity. This way their youthful energy is channelized in a constructive manner.
- Edu-Sat Programme is mainly intended to meet the demand for an interactive satellite based distinct education system.
- The college renders various community services through its different departments and clubs i.e. Rotract club , Legal literacy cell ,NSS,NCC, Red Cross, Women cell where students take number of initiative for the benefit of society.
- Other responsibilities to the staff for discipline of the wings.

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

- Furniture has been purchased from PTA fund.
- Aquaguard have been purchased from the PTA Fund.
- Submersible Pump worth Rs. 41,580 has been purchased from PTA Fund.
- Generator for the hostel worth Rs. 4,18,338/- from hostel & UGC fund.
- Sound System for the Music Department worth Rs. 1,00,000/- from UGC fund.
  
- LCD Projector for the auditorium worth Rs. 1,74,564/- from UGC & youth service fund.
- 5 New computers has been purchased for the computer lab.

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

- Career counselling and placement cell

The placement cell has been taking rapid strides in the field of career counselling. The activities undertaken during the session 2012-2013:

- The installation ceremony of career counselling and placement cell was held.
- IBM Daksh team visited the college campus twice during this session and 60 students were selected by the members of the team.
- The students visited Frankfinn institute to know about the opportunities available in Air Force.
- A written test was also conducted by NIIT( National Institute of Information Technology).
- A seminar on awareness about competitive exams(IAS, PCS, PO) and other government jobs

- Women Empowerment:

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

The activities undertaken during the session 2012-2013:

- An international women day was celebrated and the students expressed their views on the occasion.
- A rally was flagged off on women safety by NSS volunteers.
- A seminar on 'Protection of Girl Child and Women against Sexual Harassment and Techniques of Self-Defence' was organised in collaboration with District Legal authorities. Nilambri Vijay Jagdile(IPS) illuminated the students about the role of police in their protection.

7.4 Contribution to environmental awareness / protection

The college organizes the Tree Plantation Programs. Different plants saplings are planted in the college campus. The students are made aware of importance of growing plants to save environment. Poster making/ Slogan Writing Competition were organized on the theme of Save Environment. Cleanliness drive was undertaken by the executive members of environment society to make college campus litter and pollution free. Various Environment related days were also celebrated

7.5 Whether environmental audit was conducted? Yes  No

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

8. Plans of institution for next year

- Requirement of ceiling fans for the class-rooms.
- More furniture is needed for chemistry and commerce block.
- For the maintenance of the campus electrical equipments are needed.
- Installation of CCTVs cameras for security purpose.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_*Dr. Pritam Kaur*\_\_\_\_\_

\_\_\_\_\_*Mrs. Gurminder Kaur*\_\_\_\_\_

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\*\*\_\_\_\_\_

# Annexures



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

**Income & Expenditure account for the year ended 31.03.2013**

Particulars	Amount	Particulars	Amount
To Advertisement	7590.00	By PTA Collections	1681600.00
To Annual Sports Function Exp	61863.00	By Direct Collections	1160800.00
To Bank Charges	2307.00	By Other Fees	1600.00
To Building Repairs & Maintenance	4330.00	By Rent	1193500.00
To Exp.on Sports Students	139290.00	By Bank Interest	141234.00
To General Exp.	21349.00	By Grant from DC, Ldh (Ground Repai	142000.00
To General Repairs	25891.00		
To Guest Faculty Salaries	1631731.00		
To Van Insurance	4385.00		
To Legal Exp.	5000.00		
To Petrol	18300.00		
To Printing & Stationery	390.00		
To Prize Distribution Exp.	41174.00		
To Professional Charges	28154.00		
To Refund of Security	5000.00		
To Refreshment	5980.00		
To Salaries	1214077.00		
To Sanitary & Cleaning Exp.	4916.00		
To Sumptuary	31755.00		
To Travelling Exp.	23043.00		
To Van/Car Exp	2900.00		
To Website Exp	4300.00		
To Youth Festival Exp.	78724.00		
To Surplus (Deficit)	958285.00		
	<u>4320734.00</u>		<u>4320734.00</u>

President

Treasurer

PTA Clerk

Subject to our compilation report of even date

For V S Mahajan & Co

Place: Ludhiana  
Dated: 14.12.2013



Partner

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

**Schedule 'A'  
Detail of Fixed Assets for the year ending 31.03.2013**

Sr. No.	Particulars	Balance as on 01.04.2012	Additions during the year	Sale	Balance as on 31.03.2013
1	Steel Almirahs	107731.00	0.00	0.00	107731.00
2	Books	23838.00	0.00	0.00	23838.00
3	Chemistry Lab (LPG Gas Pipe Fitting)	151204.00	0.00	0.00	151204.00
4	Common Room Building	993633.00	0.00	0.00	993633.00
5	Electricity Fitting	185374.00	0.00	0.00	185374.00
6	Furniture & Fixture	762552.00	14287.00	0.00	776839.00
7	Gates & Grills	117145.00	0.00	0.00	117145.00
8	Generators	183968.00	0.00	0.00	183968.00
9	Roads	91201.00	0.00	0.00	91201.00
10	Buildings	72581.00	0.00	0.00	72581.00
11	Canteen Extension	169605.00	0.00	0.00	169605.00
12	Car Parking	1272664.00	0.00	0.00	1272664.00
13	Car Shed (Kothi)	7401.00	0.00	0.00	7401.00
14	Ceiling, Walls & Exhaust Fans	312234.00	0.00	0.00	312234.00
15	Aluminium Ladders	6350.00	0.00	0.00	6350.00
16	Battery	13975.00	0.00	0.00	13975.00
17	Battery Chargers	1100.00	0.00	0.00	1100.00
18	Computers	686801.00	0.00	0.00	686801.00
19	Curtains	7632.00	0.00	0.00	7632.00
20	Dustbins	35400.00	0.00	0.00	35400.00
21	Flower Pots	1350.00	0.00	0.00	1350.00
22	Fans (Govt. College Halls)	52070.00	0.00	0.00	52070.00
23	Carpets	9512.00	42001.00	0.00	51513.00
24	Renovation of Computer Lab	790750.00	0.00	0.00	790750.00
25	Aquaguard (Water Filter)	29840.00	7990.00	0.00	37830.00
26	Tubewell (Submersible Pump)	92841.00	41580.00	0.00	134421.00
27	Water Cooler & Stabilizer	69600.00	0.00	0.00	69600.00
28	Lawn Mover Machine	4992.00	0.00	0.00	4992.00
29	Fake Currency Detective Machine	1687.00	0.00	0.00	1687.00
30	Grass Cutting Machine	41796.00	0.00	0.00	41796.00
31	Rehri	7530.00	0.00	0.00	7530.00
32	Cycle	2200.00	0.00	0.00	2200.00
33	Garden Benches	107514.00	0.00	0.00	107514.00
34	Currency Counting Machine	6188.00	0.00	0.00	6188.00
35	Fire Cyclinders	43168.00	0.00	0.00	43168.00
36	Room Heater (Principal Office)	3000.00	0.00	0.00	3000.00
37	Sound System	494173.00	1175.00	0.00	495348.00
38	Printer	9706.00	0.00	0.00	9706.00
39	Electricity Lighting Equipments	49050.00	0.00	0.00	49050.00
39	Gamla Stand	3460.00	0.00	0.00	3460.00
40	Heater Blower	0.00	925.00	0.00	925.00
41	Looking Mirrors	0.00	13420.00	0.00	13420.00
42	Shoe Rack	0.00	4947.00	0.00	4947.00
<b>Gross</b>		<b>7022816.00</b>	<b>126325.00</b>	<b>0.00</b>	<b>7149141.00</b>

President

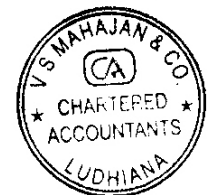
Treasurer

PTA Clerk

Subject to our compilation report of even date

For V S Mahajan & Co

Place: Ludhiana  
Date: 14.12.2013



Partner

5.9.1 No. of students participated in Sports/games and other Events(2012-2013)

Game	State Level	Inter College	Inter -Uni	National
Basket Ball	12 players	12 players	6 players	10 players
Hockey	10 players	18 players	6 players	-
Taekwondo	-	7 players	One player	-
Ath	One player	3 players	-	-
Kho-Kho	4 players	12 players	4 players	One player
Wt. Lifting	2 players	7players	-	--

5.9.2 No of medals won by students in sports/games and other events(2012-2013):

Game	State	Inter College	Inter -Uni	National
Basket Ball	Gold medal	Gold medal	participation	Bronze medal
Note: also won Pb. College League and got Rs. 45000/- cash award				
Hockey	Silver medal	Silver medal	participation	-
Taekwondo	-	1 gold, 1 bronze medal	participation	-
Athletics	-	One bronze Medal	-	-
Wt. Lifting	-	2 Gold Medal	-	-
Kho-Kho	-	Silver Medal	Nzone Silver all India participation	-

# Zonal Youth Festival Awards

In the session 2012-2013 Zonal Youth Festival the college won **first** prize in following items:

1. Quiz
2. Landscape
3. Poster Making
4. Rangoli
5. Shabad/Bhajan
6. Indian Orchestra
7. Sammi (Individual)

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

1. Elocution
2. Creative Writing
3. Still Life
4. Collage Making
5. Phulkari/Bagh
6. Dasuti
7. Vaar Singing
8. Drama( Individual)
9. Group Dance
10. Group Dace(Individual)
11. Giddha(Individual)
12. Mehandi

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

1. Debate

2. Poem Recitation
3. Knitting
4. Crochet
5. Classical(Vocal)
6. Vaar Singing(Individual)
7. Percussion Music
8. Folk Orchestra
9. Drama
10. Gidda

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

1. Rangoli
2. On the spot painting

In the following items of the students won **Third** prize.

1 Quiz

2 Still Life Painting

They won **Second** prize in the prestigious A.C.Bali Essay Reading Contest

In the Intervarsity Youth Festival the College Students won **First** prize in Rangoli and **second** prize in On the Spot Painting Competition

