Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVT. COLLEGE FOR GIRLS, LUDHIANA**
Name of the head of the Institution	**Dr. Sukhwinder Kaur**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01612449650**
Mobile no.	**9501600237**
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://www.gcgldh.org/media/iarf3pww/aqar-2018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.gcgldh.org/media/s31o1hsb/academic_calendar_2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

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
Extension lecture by Brahmakumaris	**26-Jul-2019** **2**	**150**

Happiness Market organised by Student council to promote mental health	01-Oct-2019 5	1200
Student Development Programme on Time Management	28-Jan-2020 3	95
Faculty Development Programme on course Model for holistic teaching	28-Jan-2020 3	92
Faculty Development Programme on LMS	06-Jun-2020 3	95
Faculty Development Programme on Designing effective lessons	20-Jun-2020 2	95
Faculty Development Programme onHow to create a rubric for student evaluation	01-Jul-2020 1	93
Faculty Development Programme on Creating Teaching portfolio	01-Jul-2020 1	95
[View File]()		

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	Equity Fund	RUSA	2019 60	31260
Institution	Vocationalisation of Higher Education	RUSA	2019 60	158338
[View File]()				

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)

• Started B.Voc program in Global Professional in Beauty and Aesthetics • Organised FDPs focusing on digital teaching training and pedagogical skills • Promoting holistic health through Happiness market and various other sessions in online and offline mode • Effective planning for upgradation of infrastructure • Increasing social media presence of the Institution through various platforms like GCG YouTube channel , Facebook etc.

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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
To enhance focus on holistic health of the students	Happiness market and various other sessions were organized in online and offline mode
To work for increased industry-academia linkages	Guest lectures and expert talks have been organized in various departments
To formulate department wise academic calendar	Formulated academic calendars
To introduce innovative value added skill based courses (B.Voc).	Started B.Voc program in Global professional in Beauty & Aesthetics
To create respective department Id's for better and faster communication	Uniform E-mail ids' for all departments has been created
To initiate preparation of E-Content by different faculties	Process started
To plan for air conditioning of the college auditorium.	Pending
To re-carpet the flooring of the auditorium stage.	Completed
To complete renovation of auditorium roof	Completed
To initiate digitalisation of plants in campus	Pending
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	No

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2020**
Date of Submission	**01-Feb-2020**
17. Does the Institution have Management Information System ?	**No**

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Part B

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CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution provides a range of subject options to the students of different streams humanities, science, technology, commerce and management. In addition various skill oriented courses like Computer Based Accounting, Journalism, Post Graduate Diploma in Computer Applications, Post Graduate Diploma in Nutrition and Dietetics, Finishing School and Community College relevant to regional and global trends have also been running successfully. The curriculum for these courses is designed and revised from time to time by Punjab University, Chandigarh during the meetings of Board of Studies. The institution is autonomous in running diploma and advanced diploma in beauty and wellness being run under community college granted under UGC skill development scheme and has the authority to frame and modify syllabi for the same. The key to the effective implementation of curriculum is efficient planning. The college follows academic calendar issued by Punjab University, Chandigarh. The college time table has been framed strictly according to university norms. To ensure regularity in attending classes, 75% is the precondition to be eligible to appear in semester examination. Every teacher maintains one's own attendance register. Unitization of syllabus and strict adherence to it leads to commendable performance by students. Daily dairy is maintained by every teacher to keep record of day today academic and other activities. Semester activities include audio video classroom presentations, seminars, talks, assignments, weblinks, webinars etc. Tutorials are held to engage students in meaningful discussions on moral, ethical and social issues. The students are 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. The institution provides teachers with the necessary resources both in print and e-book form. The teachers are also given freedom to use their capacity for initiative and innovation in the way they want to teach. Delivery analysis has been done from time to time within classrooms and also in the form of mid semester tests. From the feedback on performance of students in MSTs teachers workout in the form of remedial classes and outside classroom guidance to improve their academic score and get maximum output. The hard copies of the MST award lists have been submitted to the examination department of the college. In the even semester due to unexpected covid-19 situation teachers strived hard and learnt new tools to be continuously in touch with their students through

whatsapp groups, zoom classes, google meet etc. and monitor their studies and preparedness for examination. The semester results declared by the university have been analysed in the form of classwise %age, its comparison with university %age and number of university position holders etc. by the examination department. The subject wise results have been analysed by the concerned teachers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Global Professional in Beauty & Aesthetics	30/07/2019
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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	Nil

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
File attached	Nill	Nill
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	File attached	Nill
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Student Satisfaction Survey Report or in other words Feedback process of the institute is a significant process of developing appropriate need based inputs with expert groups, based on the feedback from stakeholders. Adequacy , accessibility and quality of teaching learning resources are the major criteria to access the satisfaction level of students on their experience in Govt. College for Girls. We believe that student feedback is one of the most powerful instruments available that makes a teacher student relationship two ways. Students are encouraged to give their feedback throughout the semester informally during classes and tutorials .In Session 2019-2020 a new format is adopted based on Likert Scale where responses are recorded on scale of 1 to 5 and the mean score is calculated for different parameters. Due to COVID-19 pandemic survey was conducted online. Feedback is collected on 14 points about various aspects of teaching. Evaluation parameters include various questionnaires like Regularity in conducting classes, Maintenance of discipline in the class, Punctuality in the class, Knowledge about the subject being taught and many more. Students from UG and PG courses were selected randomly for the survey. The given questionnaire was filled online by 2579 students out of which 2345 UG and 234 PG students submitted their responses. After the survey, the mean score for each question has been calculated and then overall mean score has been arrived. The interpretations laid from the analytic and graphic representations indicate that the average score for each parameter is 4.2 or more. This clearly indicates that our teacher's performance is excellent in all parameters. However we should always be keen learners and explore our knowledge to enlarge our domain to do better. Parents feedback emphasises on the 7 parameters that include ambience, career oriented environment, conducive environment of college, approachable authorities, hostel facilities and many more. Overall analysis of parents feedback influences the authorities to strive for improvement. Parents can also give suggestions through representatives of PTA for the improvement to provide quality education to their wards. Feedback about infrastructure, analysed infrastructural facilities provided to the students by the college. Parameters for this criteria included classrooms, library, hostel, administration office, canteen, photostat facility, computer labs and other labs. Analytic parameters indicate that infrastructure needs improvement and each possible measure would be taken to improve it. As one of the criteria, that should be considered is access to online and offline journals and magazines. This is the need of an hour and college authorities are keenly looking forward about this. Student's feedback survey regarding clubs and societies shows a satisfactory score which implements that clubs and societies in college are doing great jobs in terms of organising co-curricular activities and academic functions in the college. But our aim is to achieve better score in the next session. The performance report of individual teacher is been forwarded to them so that each and every one should analyse the progression . However they always strive for improvement and are determined to do better.

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
Nill	File Attached	Nill	Nill	Nill
[View File](#)				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3113	312	104	8	18

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	Numberof smart classrooms	E-resources and techniques used
112	85	33	33	33	33

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)

Mentoring plays a very important role for overall development and performance enhancement of students. It is done at the institution/ college level, as well at the department level. To facilitate the student-teacher interactions, the tutorial system is made effective so as to handle the emotional, academic or personal issues of the students. Although, the students face many emotional, behavioural, language barriers, however, the competent faculty of the college regularly mentor them to tide over tough situations and to be confident. The tutorial meetings are held regularly and teachers also hold one on one interaction in case the student needs special care for any issue. At the department level, the mentoring is specifically focused on the subjects, effective classroom teaching and need-based remedial classes. The teachers are available outside the classroom also to help the students in their free lectures. Departments keep records of student attendance and the tests are taken in offline or online mode. 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. Mentoring through clubs/ societies enhance the capability of students to organize various activities- on stage, off stage to polish extra-curricular skills. Alumni are also invited for the extension lectures which further motivate the students. The mentoring had been a challenge, particularly during the ongoing COVID 19 pandemic, which prevailed during the entire reporting period. Online teaching and evaluation were the prime mode of education for mentoring the students. The faculty was in touch with students via various electronic modes such as Emails, WhatsApp and Google classroom etc. Teachers provided emotional support to the students during these testing times.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3425	112	1:31

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	Nill	1	23

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	Designation	Name of the award,

	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
2019	Dr. Manju Sahni	Principal	Award for outstanding achievements and remarkable role in the field of education at New Delhi on 4th Dec, 2019.
2020	Dr. Manju Sahni	Principal	Sarvotam Mahila Award by Nari Ekta Aasra Sanstha (Retd) Ludhiana on International Women's Day on 8th March, 2020.
2020	Mrs. Kamlesh Kaur	Assistant Professor	Awarded 'Inspirational Women Professor in Philosophy' in the category of Education by India Inspirational Women Award 2020 (IIWA) on 3rd September, 2020
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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
Nill	Nill	File attached	Nill	Nill
[View File](#)				

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

A well planned Continuous Internal Evaluation (CIE) system with multiple spokes exists in the college. Mid-Semester Test, group discussion, Quiz competitions coupled with need based counselling are integral part of CIE system of the college which sharpen the minds of students and help to inculcate the habit of healthy competition. However, the On line mode of evaluation was primarily undertaken during the period under report. The efforts were made to evaluate the students in such as way that even during pandemic, the deserving students get advantage over the others. Surprise tests orally or short question based evaluation kept the students on toes and evaluated their readiness towards the subjects. Surprise tests also let the faculty know about the communication skills and make students more confident. 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. External subject

experts are often invited to participate in Group discussion with students and faculty to enhance knowledge and communication skills of students. Apart from this, all departments have a mechanism of internal assessment of students learning process. The on line tests, assignments were the key measures for the student appraisal during the ongoing period of COVID 19 pandemic.

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 notice boards and also verbally communicated by the faculty members. Such circulars were highlighted on the college website, during the reporting period, as the online mode was the prime mode of education in this year. 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.

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
Nill	Nill	File attached	Nill	Nill	Nill
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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://gcgldh.org/media/tlyla3w5/sss_report_2019-20.pdf

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	

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	Nill	Nill	Nill	Nill
No file uploaded.				

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nill

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)
Nill	File uploaded	Nill	Nill
[View File](#)			

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
File uploaded	Nill
[View File](#)	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
File uploaded	Nill	Nill	Nill	Nill	Nill	Nill
[View File](#)						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as

					excluding self citation	mentioned in the publication
NIL	Nill	Nill	Nill	Nill	Nill	Nill

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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	67	111	9	54
Presented papers	2	5	Nill	Nill
Resource persons	Nill	Nill	Nill	1

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
File uploaded	Nill	Nill	Nill

View File

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
File uploaded	Nill	Nill	Nill

View File

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 activites	Number of students participated in such activites
	File uploaded	Nill	Nill	Nill

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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
Fike uploaded	Nill	Nill	Nill

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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/	Duration From	Duration To	Participant

Nill	Nill	industry /research lab with contact details			
Nill	Nill	File uploaded	Nill	Nill	Nill

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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	Nill	Nill	Nill

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2000000	1732476

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	70704	1933978	209	83009	70913	2016987
Reference Books	6148	113518	10	27424	6158	140942
e-Books	Nill	5900	Nill	Nill	Nill	5900
Journals	13	19310	Nill	Nill	13	19310
CD & Video	24	720	Nill	Nill	24	720
Others(s pecify)	17	36405	Nill	36405	17	72810
Others(s pecify)	37	42979	Nill	Nill	37	42979

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	Nill	Nill	Nill

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	3	0	0	1	1	10	0
Added	4	0	0	0	0	0	0	90	0
Total	140	6	3	0	0	1	1	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Govt. College for Girls	http://www.gcgldh.org/e-content?folder=1104

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 incurredon maintenance of physical facilites
400000	326997	1500000	1424456

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

The institution has standard procedure for augmentation, up gradation and maintenance of the infrastructure for physical, academic and administrative facilities. Various committees give recommendation regarding purchase, repair and upkeep of infrastructure. Items are purchased from GEM Portal either by direct purchase or through bidding depending upon the cost of the item. The policy covers infrastructure and facilities in laboratory, library, sports complex, computers and classrooms. The policy focuses on procuring best services and products on comparatively low market rates. Procedure for Utilization Requirements submitted and feedback from different stakeholders is taken into the consideration for procurement of the new and the maintenance of existing infrastructure. 1.Infrastructure GCG has a well-established

infrastructure and proactively keeps on improvising it in line with its academic growth. It has a large academic block, spacious classrooms and laboratories. The construction, maintenance and repair of physical infrastructure is done by PWD Civil works, PWD Sanitation, PWD electricity, Govt of Punjab. Whenever a grant is received, funds are transferred to PWD and infrastructure is developed and maintained accordingly. 2.Laboratory Laboratories are well equipped and are upgraded annually. SLA and JLA prepare record of stock, consumption and write off the recurring and non-recurring material under the supervision of concerned HOD's. Appropriate disposal of chemical, hazardous waste and electronic waste is done by laboratory personnel. Annual stock verification is done by the concerned committee. 3.Library A well-stocked two storied library is established having more than 70,000 books and subscription to 24 journals, 21 newspapers and 37 magazines. There is facility of N- LIST program under INFLIBNET. There is separate Braille Corner for visually-challenged students. The Library Committee, purchases books and other ICT tools and ensures its maintenance on regular basis. 4.Sports Complex A well maintained Basketball court, Hockey ground, Volleyball, Kho-Kho, Kabaddi, Power lifting/Weightlifting platform and Gymnasium is established for the Students. There is provision for providing sports equipments, kit and dresses to participant students. Rules, recommendations and facilities for sportsperson are decided and implemented by HOD after discussion with the Principal. The requirements of equipments for playground, gymnasium and sports are upgraded and maintained by utilizing sports funds especially maintained for this purpose. 5.Computers The rich infrastructure of Computer Labs and other ICT facilities in the College includes Computer Lab, Computer Science Department Lab, English Language Lab and Computer facilities in different teaching departments. The purchase of hardware and up gradation of software is done on the basis of requirement by college administration, in coordination with HEIS committee. 6.Classrooms The well-spaced classrooms are optimally utilized by students and are up kept regularly. Classrooms are assigned according to class strength by time-table In charge .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
Financial Support from institution	File uploaded	Nill	Nill
Financial Support from Other Sources			
a) National	Nill	Nill	Nill
b)International	Nill	Nill	Nill
[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
File uploaded	Nill	Nill	Nill
[View File](#)			

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 passedin the comp. exam	Number of studentsp placed
Nill	File uploaded	Nill	Nill	Nill	Nill
[View File](#)					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
15	15	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	Nill	File uploaded	Nill	Nill	Nill
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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	5
CAT	1
[View File](#)	

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

Activity	Level	Number of Participants
File uploaded	Nill	Nill
[View File](#)		

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
Nill	File uploaded	Nill	Nill	Nill	Nill	Nill

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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)

Student Council: An apex students' body and an extended arm of the college faculty, the Student Council is installed every academic year. The motive behind its formation is to provide opportunity to the students to hone their leadership skills. This democratically elected students' body comprises of the representatives of a range of clubs, cells and societies such as class representatives who are toppers in university examination, editors of various sections of college magazines, representatives of social and cultural activities, presidents of NSS, NCC, Rotaract Club, Red Cross Society, Women Forum, Legal Literacy Cell, Anti-drug Cell, Anti Ragging Cell Women Safety Cell. It is a multifaceted organization that conducts a wide range of functions and activities such as Welcome function for freshers, Teej Celebration, Yoga Day, Independence Day, Republic Day, Van Mahotsav, Extension Lectures, Seminars, Rallies, Lohri function, Farewell function, Convocation, Old Students' Association Day, Sports Day, Community Reach Programs like visits to old age homes and orphanages. It also maintains discipline in the campus. The Student Council also helps in keeping the campus clean and tidy. It also acts as a link between students and administration to help resolve their problems. IQAC: Head girl and Deputy Head Girl represent students in the IQAC. The needs and suggestions of the students are put up in the house during the meetings. The relevant suggestions are considered and actions are planned accordingly, for further quality improvement at the institutional level. Old Students' Association: Two students' representatives are included in the executive body of the association. Their valuable suggestions help the association in taking care of the required needs of the students to support them in cash or kind. Clubs and Societies: Each club, society and department have their own students' body which is involved in organizing various academic activities such as quizzes, seminars, mentorship, exhibitions etc. The students represent themselves administratively through various clubs, societies, cells, committees by holding the posts of office bearers and executive members. The main motive behind all the students' organizations is to instill leadership and management skills and build confidence among students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The College has a registered Alumni association named as 'Old Students' Association' under Societies Registration Act 1860. The Old Students Association (OSA) has been functioning since 1957 as a nodal agency for maintaining liaison with Alumni all over the world and to involve them with the development of the Institute. It focuses on the continuing development of the Institute's academic, research, and off-campus programs, expansion and renewal of its facilities, and providing scholarships and financial aid to students through annual fundraising campaigns. The Association contributes towards the development of the Alma Mater and its students in following ways: • All the activities and events are student-oriented and aimed at maintaining a fellow

feeling among former students of Govt. College for Girls and establishing friendship between the old students and the new. • The institution collaborates with the alumni by meeting once a year for celebrating the Annual Old Students' Day in the College. • Eminent students are honoured every year by the Association. • Monetary help is provided to the needy students by the Association. The departments make earnest efforts to keep in touch with its Alumni. Former faculty members continue to closely associate themselves with the college through the departmental activities as well as college get-togethers in which they are special invitees. 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: • Executive Committee: Office Bearers (6 nos.) • Managing Committee: 14 Members Committee (6 Members of the Present Staff, 6 Members of former faculty, 1 Student Representative, 2 Co-opted members). The primary network is established by subscribing membership of two types: • Life Membership: Rs.300/- Ordinary Membership:

5.4.2 – No. of enrolled Alumni:

1395

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

1319133

5.4.4 – Meetings/activities organized by Alumni Association :

6/9/2019 A meeting of all executive members of O.S.A was held Mrs. Manjit Kaur Sodhia, chairperson of O.S.A, expressed her gratitude towards outgoing Principal Mrs. Savita Rani Sharma for rendering her services to the institution. The newly appointed Principal Dr. Manju Sahni was accorded a floral welcome. Many important issues pertaining to the day to day functioning of the institution were discussed. These are as follows: 1-To overcome the problem of water logging on the ground facing Dept. of Music Instrumental, a unanimous decision was taken for laying interlocking tiles on the said place and to get quotation for the same. It was also advised to ensure to safeguard as many trees as possible during the process. 2- A decision was taken to provide a sum of Rs. 1 lac to the poor and the needy at the time of admission. 3- A decision was taken to pay full fees of the poor and able students. It was proposed to form a committee for the same. 4- Towards the end of the meeting, Dr. Pritam Kaur, secretary, O.S.A handed over the charge to the newly appointed secretary Dr. Sharanjit Parmar and appointed Mrs. Baljeet Kaur as joint secretary. Newly formed Executive Committee were announced. 15/1/2020 A Meeting of the executive members of O.S.A was held under the leadership of Principal Dr. Mrs. Manju Sahni. Following decisions were taken during the meeting: 1- It was decided to celebrate O.S.A Day on 20/2/2020, Thursday at 11:00 A.M. It was also proposed to celebrate O.S.A Day on the second Saturday in the month of February. 2- A list of those to be facilitated on the O.S.A was prepared.

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 2019-2020 • 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 instituted according to government policies • Grievance Handling Committee • Anti ragging Committee • Anti drug committee • Student Counselling Centre • Career Counselling and Placement committee 3. Student Level: Students' participation is also encouraged at various levels in college policy and decision making. There is active alliance of students in student council that helps in coordinating the 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. PARTICIPATE MANAGEMENT :- The institution also promotes the culture of participate management at various levels like: 1. Strategic Level – The principal, staff council, IQAC and other committees are involved in defining and framing guidelines, policies and procedures with regard to admission, examination, discipline, grievance, finance etc. 2. Functional Level – Faculty members share knowledge amongst themselves, students while working for a committee. 3. Operational Level - The principal interacts with government and other external agencies and faculty members on regular basis to make its working more effective. Students and non-teaching staff also join hands for effective execution of different academic, administrative extension and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?
No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Nill	? Curriculum Development – GCG, Ludhiana being a constituent college of Punjab University, Chandigarh follows the curriculum developed by the University. Many teachers from the college are instrumental in the up gradation of existing syllabi as board of study members. To ensure quality improvement and for better and successful implementation of the courses, faculty at GCG accommodates industry based projects and assignments in their respective courses. ? Teaching and Learning – Due to Pandemic 2020, the mode of teaching at GCG was completely resorted to Online mode of

teaching. Apart from this college has already been practicing following: 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 and ICT enabled teaching 7. Student counselling centre for handling students' academic and non-academic issues. ? Examination and Evaluation – Examination and evaluation system is governed as per Punjab University guidelines. The college ensures the scheduling of internal evaluation wherein dates are communicated well in advance to the students and to make internal assessments more effective, Mid Semester tests are conducted. In order to ensure social distancing in COVID, evaluations were carried out at the individual class level via Online mode that included tests, Projects, presentations, assignments, quiz etc. Also, Examinations of Final year students were conducted Online, thereby adopting Government guidelines under Pandemic 2020. As a part of Quality Improvement strategy the college focuses on maintaining the proper assessment framework that promotes the transparency and growth of the students. ? 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 RD like sanctioning of duty leave, encouraging faculty to interact with faculty from other institutions. 2. Support in Payment of registration fees by college 3. 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, UGC that broadens the knowledge and research resources available to faculty members and 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. Online maintenance of attendance 4. Introduction of departmental and students e-mail ids for smooth flow of information 5. Linkage to INFLIBNET, UGC 6. Online processing of scholarships to post matric students. 7. Easy Internet access in college campus. Also access is made available to students in computer labs for academic purposes. 8. Increased social media presence of institute on Facebook, Instagram and Youtube 9. Up gradation and instrumentation of college labs(Plz refer criteria -4) 10. Upgradation of beauty and wellness labs. ? Human Resource Management – Few of quality improvement strategies aiming at attracting, developing, and retaining its human resource are mentioned below 1. Regular formal and informal meetings, extension lectures by Principal with staff members 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 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. ? Industry Interaction / Collaboration - 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 for collaborating institutions. Under this 1. Regular Industry Academia interface programmes to strengthen relations with industry like Collaboration of Home science department with USHA Sewing machine. 2. Industry based research projects were taken by Business Management as part of their course curriculum. 3. Guest Speakers from industry 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 PG students 6. Visit to Industry by students of Management department ? Admission of Students – 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. Administration 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.

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

E-governace area	Details
Nill	Planning and Development – The college electronic database and information system works effectively for collection and dissemination of information. The timetable and other academic and non-academic communications are uploaded on the 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 MOM and are available to all stakeholders. General procedures and processes regarding the augmentation of infrastructure and instrumentation are uploaded on the website. Administration – For streamlining and enhancing effectiveness of college administration, the college authorities has initialized the digitization of all database and records. Notices and other correspondence with regard to administration are communicated via e-channels to respective stakeholders. All necessary information is also available at college website. Finance and Accounts – 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 finance department accepts only online fee payments from college students. Student Admission and Support - The admission process at GCG is majorly guided by 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-2019-20" 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 had to register themselves online. Once registration is done, student can apply for various courses and then tentative rank list and then final rank list is generated. Based on this rank list students are called for final verification of documents. Further frequent and timely updates were also made available on this webpage to keep applicants informed. Any query regarding admission process was responded by college admission committee. Examination - Conduct of examination is fairly administered by college examination department and 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 and Government of India wherein Final year examinations were conducted online.

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

2019	Dr. Pritam Kaur, Dr. Jaspreet KAur	NAAC workshop on Capacity Building, Punjabi University Patiala	NAAC	2000
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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)
Nill	File uploaded	Nill	Nill	Nill	Nill	Nill
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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
File uploaded	Nill	Nill	Nill	Nill
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
25	59	50	Nill

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	Dispensary, Scholarships from Govt. And Non-govt.

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

File uploaded	Nill	Nill

[View File](#)

6.4.3 – Total corpus fund generated

25684762

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	Punjab 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. 1,05,76,807.68 /- 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. "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 laughers and many more. 2. Health awareness webinar was organized in collaboration with IDA Punjab Chapter with Resource person as Ms. Sheryl Salis wherein she discussed tips with regard to maintaining and taking care of health especially in Covid -19. 3. To encourage physical health and fitness special games were organised for them and their family welfare.

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

• Keeping pace with changing times and Covid-19, college has increased its presence on various social Media Handles like Youtube, Facebook and Instagram. This has made dissemination of information easy for various stakeholders of college. Also various webinars were conducted live on Youtube channel of college in order to make learning processes convenient during Covid times. • College is also working on expansion of its community college by adding new courses like- Diploma and advanced in beauty and wellness, B.Voc (Global

professional in beauty and aesthetics). • Regular Faculty development programmes have been organised both Online and offline to empower and equip teachers for online mode of teaching for smooth transition

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
Nill	File uploaded	Nill	Nill	Nill	Nill

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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
"To search a leader within": Extension lecture was given by Brahamkumaris	26/07/2019	26/07/2019	150	Nill
Marshal Arts Training By Mr Charanjit (Black Belt)	07/08/2019	10/03/2020	70	Nill
Literacy is the most basic currency of knowledge economy" : To educate illiterate children and adults in the community, World Literacy day was celebrated by Rotaract Club (NGO)	08/09/2019	08/09/2019	20	Nill
"Don't let drugs keep you away from your	01/10/2019	01/10/2019	200	Nill

dreams": Nukkad natak was organised on the theme "Stay away from drugs"				
National Girl Child day was organised by Legal literacy, Women forum and NSS to spread awareness on importance of girl education, their health and nutrition Resource person were Advocate Rama Baja and Harsimrat Kaur	24/01/2020	24/01/2020	200	Nill
To save a girl is to save generations": Betibachao, Betipadhao, A district workshop was organised	31/01/2020	31/01/2020	250	Nill

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
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 (approx.) despite increasing electricity charges. 2. To conserve energy, old bulbs and tube lights have been replaced with LED lights with reduced power consumption

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	22
Ramp/Rails	Yes	22
Braille Software/facilities	Yes	7
Rest Rooms	Yes	2
Scribes for examination	Yes	4
Any other similar facility	Yes	2
Provision for lift	No	Nill
Special skill development for differently abled	No	Nill

students							

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
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	15/01/2019	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	01/06/2019	Every year the prospectus issued by the college contains in detail the code of conduct in terms of Do's and Don't's 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
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)

1) Water Management and Conservation:- • Rain water harvesting units • As the college has huge green spaces/parks so it automatically leads to ground water recharging. 2) Energy Management and Conservation:- A. Installation of solar panels: ? Import 5736 units ? Export 1313 units ? saving (1313/5736) x 100 22.89 B. Use of energy efficient and rated electrical equipment to conserve energy. C. Proactive monitoring of lights and fans left switched on. 3) Waste Management:- • Installation of color-coded dustbins to facilitate segregation of waste. • Waste management through proper segregation and disposal of waste. • Incinerators for disposal of sanitary napkins in the hostel. 4) Green-cover:- Every year green cover is increased in the campus by plantation drives from time to time through Van Mahotsava celebrations and a separate fruit zone has also been created in the campus. Campus sustainability is prioritised by

retrofitting older buildings. 5) Eco-Awareness:- 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: Goal: Holistic development refers to the development of mental, physical, emotional, intellectual and social abilities in the students to confront the challenges of day-to-day life. These abilities are beneficial for mental, psychological, social and emotional growth of students. Context:-A holistic education seems an exciting alternative when we review our current educational system. Nowadays, parents and educators want an education system that is in tune with student's unique needs and skills for all round development of the students. Even most companies, institutions or organizations today not only assess a student's overall academic performance but also consider the holistic development of students when they recruit them for various jobs. This makes the holistic development of students in educational institutes very important. The holistic education is based on aspect of learning in a natural and more engaging way. This holistic approach strives to empower students to use their academic learning as a foothold for their moral, spiritual, intellectual, emotional and social development rather than just compartmentalizing teaching subjects. With the advent of present-day technologies and teaching methods, the overall holistic development of students at each level has become a prerequisite. A holistic approach also prevents the development of risk behaviour and underachievement in students. Hence, our college very well understands the extremity of this matter and is taking significant steps in this regard. Practice:- The college in its target of enhancing the overall development of the students with specific emphasis on holistic development actively organises activities in this regard. During the year 2019-20, following events were organised to develop the holistic wellness among its students: • International Day for the preservation of Ozone layer (16-09-2019) An awareness rally and a powerpoint presentation competition on theme "32 years healing" was organised by the college society. • Solid waste management (17-09-2019) To commemorate the 150th birth anniversary of Mahatma Gandhi, an awareness rally and "nukkad" natak was organised by Environment Swachh Society and NSS, in collaboration with Municipal Corporation, Ludhiana. Dr. Manju Sahni was the honourable chief guest. • The Happiness Market (01-10-2019) Mrs. Rashmi Grover was chief guest of the day. Various activities aimed at improving mental and physical health like Yoga, Aerobics, One minute games, free hugs, big smiles laughter and many more were organised. • Expert talk (01.11.2019) Dr. P. D Tiwari shared his experiences with teachers and students and stressed upon personality development aspects of students • Awareness rally on Stubble burning its alternatives (01-11-2019) The Environment Swachh Society and NSS unit of college organised a visit to Daad village at Pakhowal road and Basemi village at Hambran road, Ludhiana. The main motive of the programme was to spread awareness regarding stubble burning among the farmers and locals of the village. • Lectures by District Administration Officers of Ludhiana (24.01.2020) The District Mass Media Officer Harvinder Singh and District Family Welfare Officer Dr. S.P. Singh of Ludhiana delivered lecture on "BetiBchao and BetiPadhao". • Spiritual science exhibition (05-02-2020) It was conducted by Brahmakumaris on Art and Science of life • Expert talks by various dignitaries on multifarious topics for holistic development of students from time to time. • During the current adverse pandemic situation, many webinars were organised for the students to keep them motivated and engaged by participation in online youth workshops and various inter-college online competitions: A. 80 students on 9-3-20 attended the

Extension lecture by Kriti Dua on Corona virus. B. 57 students participated in Happy hour organized by RAC GCG RID 3070 from 1-6-20 to 3-6-20. It was a National level event in which 10 Rotaract clubs participated (For motivation during COVID-19). 2nd Best Practice : -Interactive Teaching Learning Process:- Goal:-Interactive teaching is a mode of guiding whereby the teachers actively involve the students in their learning process by ensuring regular teacher-student interaction, student-student interaction, building on existing skills, providing range of learning styles, use of audio-visuals, encouraging and expecting students to participate and giving students hands-on demonstrations. Through this practice the institution aims to imprint the habit of personal growth and development among the students so that they can have logical perspective towards different situations they face in their life. Context:- The teaching 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 instructions. However the modern education system demands drastic change for making it more effective for overall development of the student. All this can be achieved by two ways process of teaching learning, where teacher-to-student interactions are crucial in linking academic success with personal achievement. Through interactive teaching learning, the college aims at developing overall personality of the student in terms of excellence in academics, sports and other curricular activities. The College acknowledges this necessity fully and encourages students constantly to be active participant. Practice:- Great teachers are mindful, innovative, determined and responsive, always keeping an open mind about how to best engage their students and get them excited about learning. Teachers also expand students' limits and push their creativity by 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 2019-20 the students achieved following: 59 Academic University positions secured Sports achievements:- 21 National, 10 State, 21 District, 3 Inter-college, 3 Inter-university Youth festival Achievements:- 41 Zonal, 3 Inter-zonal

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 being a premier institute adheres to its motto 'Learn to serve' by moulding and empowering students in the pursuit of knowledge, values and social responsibility to achieve excellence and face global challenges. The institute has established its distinctive approach by means of various skill-based courses (BBA, BCA, B. Voc, Diploma in Beauty and Wellness, Finishing School, PGDND, PGDCA, M.Sc- IT, M.Sc- Botany and M.Com), Add-on courses (Journalism, Computer-based accounting) alongside offering a wider array of elective/specialization in Arts, Sciences and other courses. The college takes pride in being recognized as a Model College by MHRD. The grants are judiciously used for upgrading the infrastructure to match global standards .To ensure the quality teaching the institution has highly qualified and dedicated staff members including 23 PhD and 30 M.Phil holders. To support the teaching learning process, campus is equipped with 33 smart classrooms, 6 Wi-Fi enabled labs that help to make teaching-learning a dynamic process coupled with regular case studies, buzz sessions, group discussions, Q A sessions, webinars, seminars and organizing exhibitions resulting in achievement of excellent outcomes in academics, sports and other curricular activities. The students are encouraged to add value to their learning by opting for industrial trainings which give them hands-on training in their field of interest. The students are also encouraged to organize various events at college level to explore and brush their talents. To inculcate the ethical values and empathy among students, they are encouraged to visit orphanages, old age homes, and cancer institutes. To cope up with the Covid-19 pandemic, the quality of teaching-learning process was enhanced by e-content preparations. The college proactively decided to take the support of technology driven teaching-learning methods both for teachers and students. Online training sessions were held on various topics like how to use Zoom, Google Meet, different Apps like Edmodo, Google Classroom, Kahoot, Rubric system, Loom etc. These sessions were recorded and posted on Youtube in order to facilitate the teachers for easy access to the sessions for future reference.

Provide the weblink of the institution
http://www.gcgldh.org/

8.Future Plans of Actions for Next Academic Year

1. In order to reach out to college stakeholders in Post COVID world, institute will have to increase social media presence. 2. To equip student and faculty members for the smooth conduct of online teaching learning and evaluation process. 3. To Augment IT equipment and infrastructure to keep pace. 4. To carry out repair and maintenance of college infrastructure. 5. To Enhance Industry-Academia interaction 6. To plan effective utilization of expected RUSA Grant 7. To Promote Research environment in college 8. To ensure sanitary practices for Corona-free Campus 9. Effective implementation of Government Covid-19 SOPs in campus 10. To renovate room for B.Voc Global Professional in Beauty and Aesthetics