The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Post Graduate Govt. College for Girls

1.2 Address Line 1

> Sector-42

Address Line 2

> Chandigarh

City/Town

> Chandigarh

State

> UT

Pin Code

> 160036

Institution e-mail address

> gcg42chd@yahoo.com

Contact Nos.

> 9815308104

Name of the Head of the Institution:

> Ms. Mani Bedi

Tel. No. with STD Code:

> 0172-2676005

Mobile:

> 9815308104

Name of the IQAC Co-ordinator:

> Dr. Dalip Kumar

Mobile:

> 9888697902

IQAC e-mail address:

> naacgcg42@yahoo.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

> CGCOGN11027

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)*

> EC/32/016 DATED: 03/05/2004

1.5 Website address:

> www.gcg42.ac.in   (College Website)
>
> www.gcg42alumni.in (College Alumni Website)

Web-link of the AQAR:

> http://gcg42.ac.in/index.php/iqac/

1.6 Accreditation Details

S. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	-	2004	5 Years
2	2nd Cycle	-	-	-	-
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :DD/MM/YYYY   2005-06

1.8 AQAR for the year (*for example 2010*   2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and accreditation by NAAC

- i. AQAR 2004-2005 Submitted to   NAAC
- ii. AQAR 2014 Submitted to NAAC 26/09/2014
- iii. AQAR 2009-2014 Submitted to NAAC 01/10/2014
- iv. AQAR 2014-2015 Submitted to NAAC 10/08/2015

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) | ------ |

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 – **NA**

Autonomy by State/Central Govt. / University   [---]

University with Potential for Excellence   [---]   UGC-CPE   [---]

DST Star Scheme   [---]   UGC-CE   [---]

UGC-Special Assistance Programme   [---]   DST-FIST   [---]

UGC-Innovative PG programmes   [---]   Any other (*Specify*)   [---]

UGC-COP Programmes   [✓]

2. IQAC Composition and Activities

2.1 No. of Teachers `11`

2.2 No. of Administrative/Technical staff `03`

2.3 No. of students `01`

2.4 No. of Management representatives `01`

2.5 No. of Alumni `01`

2. 6 No. of any other stakeholder and
   community representatives `01`

2.7 No. of Employers/ Industrialists `01`

2.8 No. of other External Experts `01`

2.9 Total No. of members `20`

2.10 No. of IQAC meetings held `03`

2.11 No. of meetings with various stakeholders: Faculty `04`   Parents `01`

   Non-Teaching Staff Students `02`   Alumni `01`   Others `---`

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ✓

   If yes, mention the amount   `NA`

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. `06`   International `00`   National `03`   State `0`   Institution Level `03`

   (ii) Themes

> 1. National Conference on RUSA - As Quality Intervention in Higher Education Sector.
> 2. One day workshop on "Cloud Computing – Basic Concepts and its Implementation"
> 3. National Level Seminar on Hindi Sahitya.
> 4. Hands on Training on Agriculture Operations.
> 5. Workshop pertaining to CAS Promotions (Stage 2-3, 3-4, 4-5).
> 6. National Level Workshop on Census Data Dissemination

2.14 Significant Activities and contributions made by IQAC

1. Organising conferences and workshops on different themes as stated above.

2. Creating awareness among the faculty about research, research schemes of UGC and its benefits.

3. Creating Awareness about CAS Promotion.

4. Encouraging Teaching and non-Teaching faculty to undertake training programmes for self-growth and institution benefit.

5. Encouraging active participation of faculty and students in community outreach activities.

6. Analysis of feedback received from students and implement recommendations thereof.

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
Infrastructure The college IQAC has worked out action plan for up gradation of existing learning resource for imparting quality teaching and enhancement.	ICT resource further augmented by adding twenty more computers and increasing internet speed to 10 mbps.
Academic Programmes The new courses in the areas of Stock Markets and Food Preservation and Quality Management under Community College/B.Voc Scheme will be submitted. Research Centers will be established in the subject of Public Administration and Sociology.	The courses namely Masters in Commerce, PG Diploma in Cyber Crime, BA/B.Sc. (IT) to Level 3 and Add on Course in the subject of Entrepreneurship has been upgraded up to its final level.
Eco-Friendly Campus More efforts will be worked out for making college eco-friendly in terms of: 1. Up-gradation of e-campus Solution. 2. Campus Rain Harvesting System. 3. Construction of pavement path along boundary wall of the college. 4. Up-gradation of bandwidth of internet connectivity. 5. Herbal and Sanjeevni Gardens.	1. E-campus solution software has been upgraded to include centralized admission for all under graduates and post graduates (M.Com only). The fee payment mode now include Debit/ Credit card/ Cash in the e-sampark centres as per their convenience. 2. The work of Campus Rain Harvesting System is in progress. 3. Construction of pavement path along boundary wall of the college is yet to be started. 4. The college is now working on 10 Mbps on optical fibre. The college also has five VPN connection of 2 Mbps each.

Attach the Academic Calendar of the year as Annexure-I

2.16 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 (I)	Number of existing Programmes (II)	Number of programmes added during the year (2014- 2015) (III)	Number of self-financing programmes (Out of Col II & III) (IV)	Number of value added / Career Oriented programmes (V)
PhD	01		--	--
PG	09	--	02	--
UG	10	--	01	-
PG Diploma	04	01	01	--
Advanced Diploma	--	--	--	05
Diploma	--	--	--	09
Certificate	--	--	--	09
Others	--	--	--	--
Total	24	01	04	23

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

Pattern	Number of programmes
Semester	BA/B.Sc /BCOM/BCA/BIO-TECH(H)-Ist & All PG CLASSES
Trimester	-----
Annual	BA/B.Sc/BCOM/BCA/BIO-TECH(H) II nd AND IIIrd Year/ PGDCA

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-II

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

> 1. **29** Faulty Members are Members of the Board of Studies and provides inputs at the time of revision of curriculum.
>
> 2. Since, Panjab University introduced semester system in all BA/B.Sc./BCA/B.Com/Bio-Tech (H) first year, the syllabi of each class has been revised as per the changed pattern.
>
> 3. The college faculty prepares suggestions for change in the syllabi of various classes and same is forwarded to concerned university actions at their end.

1.5 Any new Department/Centre introduced during the year. If yes, give details

• PG Diploma in Cybercrime (Collaborative effort between IT and Zoology Department)

Criterion – II

2. Teaching, Learning and Evaluation: 2014-15

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
110	19	57	08	----

2.2 No. of permanent/ Full Time Contractural faculty with Ph.D.   45

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
--	18*	--		--		--		--	

(*16 filled through Full Time Contracturals)

2.4 No. of Guest and Visiting faculty and Temporary faculty: **70**

2.5 Faculty participation in conferences and symposia: **Till Date**

No. of Faculty	International level	National level	State level
Attended	65	479	470
Presented papers	85	292	135
Resource Persons	03	15	23

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

e-Learning, PPT'S, Online Project Submission ,Industry Institute Interaction, on the job trainings, Making documentaries and short films, organising workshops on Social and current issues and inviting subject/ industry experts for updating the information. Live Workshops on latest technology trends by the industry experts.

2.7 Total No. of actual teaching days during this academic year (As per PU Calendar)

Annual System

Semester System

181

224

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

Examination and evaluation procedures are decided at Panjab University Level

2.9 No. of faculty members involved in curriculum
     Restructuring/revision/syllabus development

| 29 | | 10 | | 135 |

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

| 81% |

2.11 Course/Programme wise distribution of pass percentage:

S. No	Class	2014-15		
		College Pass%	Univ. pass%	Variation
1	BA III	96.4	67.9	+28.5
2	BCOM III	99.3	96.66	+2.64
3	BCA III	100	85.21	+14.79
4	B.Sc. III	99.5	87.11	+12.39
5	B.Sc. Biotech (Hons)	100	95.00	+5.00
6	B.P.Ed	100	98.08	+1.92
7	PGDMC	83.3	66.32	+16.98
8	PGDGC	100	---	----
9	PGDCA	73	64.57	+8.43
10	M.Sc. Zoology	100	95.88	+4.12
11	M.A Sociology	100	79.52	+20.48
12	M.A English	100	74.27	+25.73
13	M.A PubAdm	100	84.75	+15.25
14	M.A Pol.Sc.	100	90.57	+9.43
15	M.Sc. Botany	100	97.87	+2.13
16	M.Sc. Microbial Biotech	100	98	+2.00
17	M.Sc. (IT)	100	99.85	+0.15

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

IQAC plays a vital role in the documentation of the various programmes/ activities which will translate into quality improvement. Various academic activities are organized for effective execution of curriculum and evaluation process. The faculty is guided on ways & means to procure financial aid for institutional projects. It also generates concepts of academic excellence and strives towards developing state-of-the- art, student-centric infrastructure like WiFi Hostel Campus, Construction of pavement path along boundary of college wall facing Punjab, adding more teaching rooms through partition of college Examination Hall etc. IQAC also promotes introduction of market oriented courses financial markets, health care education and food processing & food preservation. It communicates all information regarding various schemes/ projects of UT govt. & GOI to the faculty & students. The IQAC also analysis university results by academic review committee to suggest ways of improving student's performance. Constructive suggestions on feedback of alumni, parents and students is always an agenda item in IQAC meetings. In order to improve the efficiency and skill of the non-teaching staff, training need analysis is conducted. The non-teaching staff is accordingly provided training by SPIC.

2.13 Initiatives undertaken towards faculty development

Academic Staff Development Programmes	Number of faculty Nominated (2014-15)
Refresher courses	06
HRD programmes	01
Orientation programmes	03
Staff training conducted by the university	08
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	05
FDP	05

2.14 Details of Administrative and Technical staff (during the year)

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative/Other Staff	37	02	02	01
Technical/Lab Staff	17	* Filled through Contractual Positions	---	02

Criterion – III

3. Research, Consultancy and Extension

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

1. Organize and conducts various programmes for the promotion of research among the faculty members and the students.

2. The relevant information has been regularly discussed in the staff meeting by the principal.

3. Update on various schemes on the college website and staff notice board.

3.2 Details regarding major projects: Till Date

	Completed	Ongoing	Sanctioned	Submitted
Number	05	02	---	---
Outlay in Rs. Lakhs	---	---	3148900 /-	---

3.3 Details regarding minor projects: Till Date

	Completed	Ongoing	Sanctioned	Submitted
Number	22	02	---	03
Outlay in Rs. Lakhs	---	---	1607000 /-	---

3.4 Details on research publications: Till Date

	International	National	Total
Peer Review Journals	61	87	148
Non-Peer Review Journals	33	30	63
e-Journals	50	46	96
Conference proceedings	10	10	20

3.5 Details on Impact factor of publications:

Range [1 - 4.26]   Average [---]   h-index [---]   Nos. in SCOPU [---]

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

Nature of the Project	Number	Name of the funding Agency	Total grant sanctioned	Received
Major projects	07	UGC	3148900	2648900
Minor Projects	22	UGC/ DST	1132000	1132000
Interdisciplinary Projects	01	NIELIT	175000	175000
Industry sponsored (2015)	01	Punjab InfoTech	300000	150000
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.7 No. of books published   i) With ISBN No. | 70 | Chapters in Edited Books | 20 |

ii) Without ISBN No. | --- | (Till Date)

3.8 No. of University Departments receiving funds from: Not Applicable

UGC-SAP | --- | CAS | --- | DST-FIST | --- |

DPE | --- | DBT Scheme/funds | --- |

3.9 For colleges   Autonomy | --- | CPE | --- | DBT Star Scheme | --- |

INSPIRE | --- | CE | --- | Any Other (specify) | UGC |

3.10 Revenue generated through consultancy | ---- |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	04	---	---	01
Sponsoring agencies	---	UGC	---	---	---

3.12 No. of faculty served as experts, chairpersons or resource persons | 15 |

3.13 No. of collaborations: **With NGO'S &GO'S: 24**

3.14 No. of linkages created during this year | 02 |

3.15 Total budget for research for current year in lakhs:

From Funding agency (**FROM Punjab InfoTech)**) | 1.5 Lac

From Management of University/College | ----

Total | 1.5 Lac

3.16 No. of patents received this year: **NO**

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year **(Till date)**

Total	International	National	State	University	Dist	College
27	02	14	01	---	10	---

3.18 No. of faculty from the Institution
  who are Ph. D. Guides | 06
  and students registered under them | 15

3.19 No. of Ph.D. awarded by faculty from the Institution | 03

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

JRF | --- SRF | --- Project Fellows | 02 Any other | ---

3.21 No. of students Participated in NSS events: 08 Units

University level | 428 State level | 760

National level | 87 International level | 315

3.22 No. of students participated in NCC events: 01 Army Wing

University level | --- State level | 04

National level | 11 International level | ---

3.23 No. of Awards won in NSS:

University level | 01 State level | 03

National level | 01 International level | 02

3.24 No. of Awards won in NCC:

University level | -- State level | --

National level | --- International level | ---

3.25 No. of Extension activities organized

University forum ▢ --- College forum ▢ ---

NCC ▢ 05 NSS ▢ 14 Any other ▢ ---

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

a) Blood Donation Camp, collaborations with NGO'S, Traffic Awareness, Campaigns against female foeticide and pulse polio.

b) Youth Adalat, Self Defence, One Billion Rise Campaign, Tree Plantation, Food Preservation & Agro processing, Chandigarh Book fair, Save energy Save earth, Ozone protection.

c) Continuation of Project Uday where our NSS students teach the under privileged children from slums.

d) On the Spot HIV Testing Of NSS Volunteers in collaboration with AHF and KINGS XI Punjab.

e) Holding of Workshops and extra classes for grooming students for entrance exams and job market.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund
Campus area	18 acres	---	---
Class rooms	52	19 Smart Class Rooms	Chd Administration
Laboratories	32	02	Chd Administration
Seminar Halls	01	---	---
No. of important equipments and related items purchased ($\geq$ 1-0 lakh) during the current year.	---	20 Computers Increase in Bandwidth (OFC) Relevant Equipments in the Labs of Science & Physical Education.	Chd Administration
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	Chd Administration
Others	---	Gymnasium 6300 sqft, Auditorium 7200 sqft	Chd Administration

4.2 Computerization of administration and library

> a) e-Campus solution provide new facilities in the areas of online admission with centralized admission for the undergraduate classes (Except BA) and for M.Com, academic and hostel fee collection through e-Samparks/gram samparks by cash/debit card/ credit card mode, examination marks record keeping, student ledger, student attendance, student assignment publishing for the students and college societies event record keeping.
>
> b) INFLIBNET facility is available to access E-Journals at all times and the Library is fully automated with software LIBSYS.
>
> c) Online Public Access Catalogue (OPAC) has replaced the traditional card catalogue system. The OPAC system provides easy access through a variety of access points on the Computers such as Author, Title, Keywords, Subject, Periodical title, Series etc.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36995		763 + 260 (Gifted)	3.25 Lacs	38018	
Reference Books						
e-Books						
Journals	45		5	2175	50	
e-Journals	N List	15000	N List	5000 2250	20000 2250	
Digital Database						
CD & Video	300	Free + 20000	40	---	340	Free + 20000

4.4 Technology up gradation (overall): Till Date

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Department s	Others
Existing	225	34	2MbPS RF Lease Line					
Added	35	00	10 MBPS OFC + 5 VPN connections each of 2 MbPS		**Fully Automated**			
Total	260 (excluding 20 written off)	34	2MbPS RF Lease Line + 10 MBPS OFC + 5 VPN connections each of 2 MbPS					

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

1. Internet is available on all computer systems in the campus.
2. Fully Wi-Fi Hostel and IT Block.
3. The college faculty uses ICT for teaching and learning.
4. Regular Training to teaching and non teaching staff is given to upgrade technology usage.
5. The computer labs are used for providing computer literacy to neighborhood childerns during summer vacations.
6. Helpdesks are set up in the computer labs during summer vacations for assisting students in filling up of online admission form.
7. The above said helpdesks are maintained by our BCA and M.Sc. (IT) students.
8. The college Prospectus, Fee Structure, Academic Calendar, Time Table, Examination Schedule and e-Learning Contents (PPTs) are regularly uploaded on the college website.
9. Notices, Latest Events, e-Tenders and Circulars are also uploaded for the benefits of the teachers and students.
10. All information pertaining to IQAC and e-Governance is also available on the college website.
11. The college Alumni website has designed and developed by our M.Sc. (IT) students.

4.6 Amount spent on maintenance in lakhs :

   i) ICT | 15 |

   ii) Campus Infrastructure and facilities | 05 |

   iii) Equipments | 11 |

   iv) Others | 34 |
       Total | 55 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The college IQAC has initiated a number of efforts towards providing more opportunities for students getting placements as well as for enhancing their skills and quality of education.

2. Creation of capacity building and Equal Opportunity Cell.

3. Regular Personality Development Classes for the outgoing classes.

4. Improving infrastructure for the benefit of the students.

5.2 Efforts made by the institution for tracking the progression

> **1**) Class Test/ Presentations/ House Test/ Annual Exams.
> **2**) Attendance Records.
> **3**) Tutorial Classes to supplement classrooms teaching
> **4**) PD classes / Counseling
> **5**) Extra Assignments
> **6**) Redressal of specific problems
> **7**) Teacher- parent interface.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3652	477	15	4144

(b) No. of students outside the state

2746

(c) No. of international students

Men

No	%
---	---

Women

No	%
4144	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3674	582	73	---	04	4333	3488	589	64	---	03	4144

Dropout Ratio %
Under Graduate: **0.9 %**
Post Graduate: **0.1% (A few students of M.Com joined Bank/Insurance company during their masters).**

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

> 1. The college placement is active in providing employability skills and support for competitive exams through:
>   a) Holding Mock interviews, group discussions and personality development sessions.
>   b) Conducting one week workshops in Vedic mathematics, mental ability and reasoning ability classes.
>   c) Conducting free workshops for improving soft skills of outgoing classes.
> 2. The college holds personality development classes for all third year classes as part of their curriculum.
> 3. The college in collaboration with skill testing agencies like A2G services conducts online skill assessment test for the students.

No. of students beneficiaries $\boxed{540}$

5.5 No. of students qualified in these examinations

NET $\boxed{14}$ SET/SLET $\boxed{---}$ GATE $\boxed{01}$ CAT $\boxed{10}$

IAS/IPS etc $\boxed{---}$ State PSC $\boxed{01}$ UPSC $\boxed{---}$ Others $\boxed{10}$

5.6 Details of student Counselling and Career Guidance

- Realizing the need and importance of counseling, the college has appointed a full time counselor who is available personally during college hours and telephonically 24x7.
- Besides, counselling of the students is an ongoing process throughout the year. The subject teachers also play a very constructive role in guiding and counseling the students at the time of admission regarding the subject combinations, contents of the subjects chosen and job opportunities of various subjects and streams.
- Academic counselling continues within the classrooms as well for students come up with queries about books to be consulted, streams/ careers to be chosen, institutions of higher studies in their field of specialization etc.
- Tutorial groups are also an excellent medium of building up a rapport between the teacher and the taught. It provides ample opportunity for the students to open up and discuss their academic personal or psycho-socio problems with their teachers.
- The Dept. of Psychology in collaboration with the counseling cell ropes in eminent hospitals to organize various workshops on stress-management, yoga etc especially in the months preceding the final examination.
- Personal Counselling is undertaken by various committees/cells such as Anti-sexual Harassment, Gender Equity, Women cell committee, Legal awareness committee, suggestion/complaint box committee, Anti-ragging committee, a Hostel Welfare committee, career counseling and Placement cell committee.

No. of students benefitted $\boxed{287}$

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	**Number of Students Participated**	**Number of Students Placed**	**Number of Students Placed**
Wipro Technologies, IBM, A2G Services, Wannkart.com, SKD Learning	357	50	100

5.8 Details of gender sensitization programmes

Gender specific issues are addressed by the curriculum and are effectively transacted to instill awareness on the students through:
- Movies/documentaries portraying gender related issues.
- Discussions on the rights and privileges of women in society in the Youth Adalat held every Friday.
- Theatre workshops & short term courses on gender-sensitive issues
- Lectures by eminent lawyers to address legal rights of women.
- Zero-tolerance stance on ragging.

5.9 Students Activities

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

State/ University level | 47 | National level | 9 | International level | -- |

No. of students participated in cultural events

State/ University level | 307 | National level | --- | International level | --- |

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

Sports: State/ University level | 31 | National level | 09 | International level | -- |

Cultural: State/ University level | 24 | National level | --- | International level | --- |

5.10 Scholarships and Financial Support

Session	Dept/Source of Fund	Amount of Scholarships	No. of Students Benefitted	Total Amount
2014-15	Student Aid Fund	3500/-	42	1,47,000/-
	Navtej Singh Memorial Charitable Trust	3780/-	02	7560/-
	College Development Council	8000/-	06	48,000/-
	All India Confederation of Blind	800/-	2	1600/-
	Sub Marga Schulze Merit Scholarship for Visually impaired	3000/-	2	6000/-
	DPI, Pb. (SC Students)	7039	1	7039/-
	Dept. of Social Welfare Pb. (SC/BC)		11	(DBT) N.A.
	DHE,UT		13	(DBT) N.A.
	DHE (Disabled Blind)	2000	3	6,000/-
	Poor Brilliant Scholarship funded by Faculty		25	40,000/-

5.11   Student organised / initiatives

Fairs   : State/ University level | 01 | National level | NA | International level | NA |

Exhibition: State/ University level | NA | National level | NA | International level | NA |

5.12   No. of social initiatives undertaken by the students   NSS : 11, NCC : 04

5.13 Major grievances of students (if any) redressed:

The college has an active Grievance Redressal Cell under the aegis of Women Cell. The suggestions and complaints are received through the suggestion box which is kept in the main foyer for an easy access to the students. The suggestion box is opened every Saturday and the committee looks into the suggestions and grievances of the students and redresses them. In case of a recurring complaint/suggestion, the same is forwarded to the Principal for needful action. Some of the problems redressed include

• Paucity of Faculty in Mass communication and Bio- informatics

• Installation of more water filters and coolers on different floors.

• Installation of more fans on the third floor classrooms

• Redressal of parking issues

• Display of Canteen and Photostat rates

• Placement of more benches in the college parks

• Deployment of Lady Police, PCR Vans regular patrolling in the college vicinity.

Similarly, the Hostel welfare committee takes care of the grievances of the hostlers. Matters related to food and mess timings, night outs, electricity and water scarcity issues have been addressed to and resolved by the committee.

Thus, the redressal cell of the college enables the faculty to remain connected with the students and to provide them with more conducive environment in the college.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:**
>
> To empower young girls through education, thereby enabling them to be the agents of progress, to better lives and society.
>
> **Mission:**
>
> - To impart holistic education to young women from all strata of society and facilitate them to develop as intellectually mature, morally upright, socially responsible and spiritually inspired women leaders to serve the society.
>
> - To motivate research and innovative teaching /learning practices and to engage in widening the frontiers of knowledge.
>
> - The college motto "Higher Still" reiterates our commitment to strive for excellence.

6.2 Does the Institution has a management Information System

The college has submitted Institutional Development Plan under RUSA Scheme for special MIS plan for integration of academic and administrative data. An initiative in this direction has already been taken as follows:

The college is using software "e-Campus Solution" an initiative of Chandigarh Administration in collaboration with SPIC, Chandigarh. The software has been designed as per the requirements of the college which has the following modules:

1. Admissions (Online Admission Form Submission, Merit List Generation, Allotment of seats to the selected candidates)

2. Centralized Admission for Undergraduate Courses (except BA) and M.Com for all Govt. Colleges.

3. Fee Collection (through e-Sampark and Gramsampark centres)

4. Examination

5. Student Assignment/homework

6. Society Activities

7. Student Attendance Records

8. Student's Return and Ledger

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

6.3.1   Curriculum Development

1. 29 Faculty members representing 20 departments are members of Board of studies at Panjab University.

2. 3 of our faculty are members of Academic Council at Panjab University.

3. 7 of our faculty are members of faculties (Arts/ Science etc.) at Panjab University.

6.3.2   Teaching and Learning

1. 19 Smart class rooms and 18 interactive Boards supports effective teaching learning.

2. 72 Ph.Ds, 37 M.Phils provides strength to quality teaching.

3. Audio Visual Aids, Internet facility.

4. Extensions activities.

5. Expert from industry and institutes of higher learning compliment our class room teaching.

6. Students of M.Com/ M.Sc. (IT, Botany, Zoology, Microbial Biotechnology)/ BA (Functional English, Geography)/ Mass Communication are sent on On-the-job training to get hands on experience of the industry environment.

6.3.3   Examination and Evaluation

1. Most of our faculty members act as Observer/ Flying Squad/paper setter, head examiner, sub examiner, supretindent and inviglators in Panjab University Exams.

2. Our faculty members also act as paper setter and examiners of other universities and State Public Service Commission.

3. Panjab University provides for continoius assessment of the students through internal exams, class participation/ presentation and attendance.

6.3.4   Research and Development

There is a Faculty Research Development Committee and a UGC committee which provides support and monitors the progress of all research projects and schemes. There is a Panjab University approved Research Centre in Zoology, while the approval for Research Centres in Public Administration and Sociology is awaited. This will further enhance academic growth. As a result 07 major and 24 minor projects have been sanctioned to the faculty by National Funding Agencies like UGC/DST.

6.3.5   Library, ICT and physical infrastructure / instrumentation

1.   A well-equipped, fully air-conditioned library houses a wide range of books, journals, E-journals with access to INFLIBNET. Being sensitive to the needs of differently abled students special provisions are made.

2.   An IT block with 4 BCA labs, Computer labs, Wi-Fi facility, Functional English and Hindi labs, Bio-informatics and Administrative block are equipped with the latest technology.

3.   A 10 Mbps Optical Fibre Lease Line and 5 VPN connections of 2 Mbps have been installed in the college.

4.   Well-designed college edifice with a Hostel, Play grounds for out-door games , a Gymnasium for fitness and indoor sports, are well maintained and constantly upgraded to provide maximum facilities to the students.

6.3.6   Human Resource Management

1.   Recruitment of the Faculty is done by UPSC/ on deputation from states of Punjab and Haryana.

2.   Administrative Staff is appointed by the Director Higher Education, Chandigarh.

3.   A pool of resource persons is maintained in each department to fill the gap between the demand and supply of the faculty.

4.   Other supporting staff are appointed through service provider.

5.   Regular Training/ Refresher/ Orientation Courses are held for the faculty and supporting staff to upgrade their skills.

6.   Regular meetings of teaching and non-teaching staff are held to discuss issues relating to teaching, learning, infrastructure and administration.

7.   Informal celebrations are held to help to build repo between Teaching and Non-Teaching faculty.

6.3.7   Faculty and Staff recruitment

1.   Recruitment of the Faculty is done by UPSC/ on deputation from states of Punjab and Haryana.

2.   Administrative Staff is appointed by the Director Higher Education, Chandigarh.

3.   A pool of resource persons is maintained in each department to fill the gap between the demand and supply of the faculty.

4.   Other supporting staff are appointed through service provider.

6.3.8 Industry Interaction / Collaboration

1. Experts from industry are invited to interact with students and access job market requirements.
2. Industrial visits help students understand the actual working enviornment of the industry.
3. On the job trainings enable students update themselves with latest in the market.
4. Significant MOUs have been signed with curriculum relevant industries.

6.3.9 Admission of Students

The courses like Functional English, Functional Hindi, M.Sc. Zoology, M.Sc. Microbial Biotechnology and M.Sc. Botany have different criteria for admission and are as follows:

S. No	Name of the Course	Admission Criteria
1	Functional English	Concerned Departments conduct test at their own level to select candidates to these courses.
2	Functional Hindi	
3	MA English (60% merit and 40% test score)	
4	M.Sc. Zoology, Microbial Biotechnology & Botany	Through Panjab University conducted PG Common Entrance Test (PGCET) and Merit

Admission Criteria at the entry Level (2014-2015)

S. No	Class	Criteria adopted by the college
1.	B.Com I	Centralized admission by the Panjab. University
2.	BCA I	Centralized Admission for all the four Govt. Colleges
3.	BSc I (Med, Biotech (E), Bio-Info (E), Microbiology (E))	Display of merit list prior to admission on college website and notice board
4.	B.Sc I (Non-Med)	Display of merit list prior to admission on college website and notice board
5.	B.Sc (C.Sc (E), IT (E))	Display of merit list prior to admission on college website and notice board
6.	B.Sc (BioTech(H))	Display of merit list prior to admission on college website and notice board
7.	BA/BA(IT)	On the spot admission but on merit basis
8.	PGDCA/ PGDMC/ PGDGC/ PGDT/PGD Cyber Crime	Display of merit list prior to admission on college website and notice board
9.	M.SC (IT)	Display of merit list prior to admission on college website and notice board

10.	MA Pub Adm/ Socio/ Pol.Sc/ English	Display of merit list prior to admission on college website and notice board
11.	M.Sc Botany/ Zoology/ Microbial Biotechnology	Display of merit list prior to admission on college website and notice board
12.	B.PEd (One Year)	Display of merit list based on written and physical fitness test.
13.	M.Com	Display of merit list prior to admission on college website and notice board

6.4 Welfare schemes for

Teaching	Staff Fund/ Allowed as Per Govt.Policy
Non teaching	Allowed as Per Govt.Policy
Students	• Fee Concessions/ Scholarships/ stationery to SC/ST Students/ • Voluntary contribution by the staff members.

6.5 Total corpus fund generated   Nil

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	Yes	Finance & AG Dept.	Yes	College Level
Administrative	---	---	---	---

6.8 Does the University/ Autonomous College declares results within 30 days? **(For some selective courses like BCA, B.Com. and B.Sc. Biotech (H))**

For UG Programmes   Yes ✓   No ---

For PG Programmes   Yes ---   No ---

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

Not Applicable

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

At the Panjab University Level.

6.11 Activities and support from the Alumni Association

1. Website for Alumni www.gcg42alumni.in was launched.
2. The Alumni is Invited to interact with the students of outgoing class to provide them necessary inputs for higer education and employment.
3. An Alumni meet is held every year in the first week of March to honour and felicitate our achievers.

6.12 Activities and support from the Parent – Teacher Association

- Regular interface with parents usually held in the respective department.
- "Jee-O-Mom" day was held on 8th March 2015 to celebrate the Mother-Daughter bond

6.13 Development programmes for support staff

1. Computer Literacy
2. Positive Attitude and Team Building
3. Friendly Cricket Matches
4. Free Medical Checkup.

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

1. Vermi Compost Unit
2. Solar Power Plant
3. Herbal Garden
4. Solar Green House
5. Provision for Rainwater Harvesting on the roof top of Auditorium and Gymnasium
6. BIOMASS FUEL used as an Alternative to LPG.
7. Best out of Waste.
8. Science Park
9. Sanjeevni Park

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

---

1. e-Campus Solution Software for online centralized admissions/ fee collection/ Examination/Student Assignment/homework and evaluation/Society Activities/Student Attendance Records/Student's Return and Ledger.

2. Youth Adalat and complaint/ suggestion Box for redressal of student grievances.

3. Efforts to make college campus eco-friendly- Water audit and rain water harvesting, green cover and installation of Solar Power Plants and BIOMASS FUEL used as an Alternative to LPG and best out of Waste.

4. Herbal and Sanjeevni Gardens are house to exotic and medicinal plants.

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

Plan of Action	Achievements
Infrastructure • The college IQAC has worked out action plan for up gradation of existing learning resource for imparting quality teaching and enhancement. • Completion and Inauguration of "Sabras" The College Auditorium. • Upgradation of existing 2Mbps lease line to 10Mbps OFC to support e-Campus Solution • Purchase of Interactive panel for Maths Department. • Purchase of computers for BCA Labs, Geography lab and Placement Cell. **Academic Programmes** • The new course in cyber-crime will be introduced as per demand of the students. **Eco-Friendly Campus** • More efforts will be worked out for making college eco-friendly in terms of: • By establishing Solar Power Plant, Herbal Garden and More Green Cover Area, BIOMASS Fuel System in college mess and canteen.	The Plans were duly executed and implemented in the Session 2014-15.

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

1. **Title of the Practice***: GENDER DNA: Decision Making, Negotiation and Action.*
2. **Title of the Practice: ENERGY CONSERVATION**

    Save Fuel -Save Energy- Save Environment

    The following practices are also implemented under this category:
3. **Project Uday**
4. **Personality Development programme for outgoing classes.**
5. **Youth Adalat**

7.4 Contribution to environmental awareness / protection

This programme is designed to sensitize the students on environmental concerns. This is further supplemented by regular and defined activities conducted by NSS, Environment society and Beautification committee to promote this awareness among the students. The college undertakes several initiatives to sensitize students on the need to be consciously eco-friendly. Tree-plantation drives, waste-material utilization demonstration and promotion of plastic-free campus are regularly initiated. The college will initiate further continuous efforts for green Audit.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

THE SWOC ANALYSIS OF THE INSTITUTION

At the initial stage the Steering Committee and college IQAC identified the key stakeholders of the college and held interactive sessions with them. The steering committee analyzed the inputs received from various stakeholders and prepared a draft of SWOC Analysis Report with respect to the college. This initial draft SWOC Analysis Report was then discussed in the meeting of HODs and the support units for their analytical comments on the draft SWOC report. Based on the suggestions and other inputs received from the departments, the identified Strengths, Weaknesses, Opportunities and Challenges to prioritize the plan of actions have been enumerated as below:

SWOC ANALYSIS

a) STRENGTHS

- Excellent infrastructure resource in terms of classrooms, playgrounds, laboratories , and library
- Out of the faculty strength of 144, 72 are PhDs and 37 are MPhils.
- Diverse faculty in terms of ethnicity and gender(25% regular staff are men and 75% are women)
- Impressive Placement Record
- Active and Supportive Alumni Association
- ICT facilities and smart class rooms
- Upgradation of existing 2Mbps lease line to 10Mbps OFC.
- E- Content uploaded on college website
- Dedicated and experienced support staff
- Scholarships, awards and fee concessions to the deserving students
- Voluntary contribution from faculty towards fees of many students
- Diversity in the academic courses at UG/PG
- Flexibility for vertical movement in certain courses.
- Flexibility for horizontal movement through Add on courses.
- Intensive Community outreach activities like adoption of Khajeri village by our college
- Excellent reputation in terms of discipline, quality teaching, sports facilities and academic results and teacher –student relations

- Horizontal Academic movement because of availability of nine add on courses in diverse areas

- Excellent teacher student rapport.

- Panjab University approved Research Centre in the subject of Zoology

- Representation in academic bodies like BOS, Academic Council, Faculties , Finance Board , Dean , Senate ,Syndicate at the University level

- Active involvement of staff in Research Projects/activities financed by UGC, DST, Panjab University and Punjab Govt.

  Minor Projects: 24

  Major Projects: 7

  Local Travel (outside Chd.):30

  International Travel: 15

- Active involvement/participation of staff in Research papers presentation in seminars/workshop/conferences organized by various agencies/colleges/universities.

- Active involvement/participation of staff in publication of research papers in National/ International Journal.

- Involvement of staff in publication of books with ISBN number.

- Collaborations with 24 GOs and NGOs

- State of Art Gymnasium and sports facilities.

- State of the Art Auditorium "SABRAS" for in-house and government functions/ events.

- Practical experience of market scenario through OJTs, industrial visits and surveys

- Active participation of College Student Council and Society Office bearers in organizing various academic and co-curricular activities.

b) **WEAKNESS**

- Lack of mechanism to limit enrolment of students in various courses like Sociology, Political Science, Biotechnology etc.

- Aging technology and equipment in some of our laboratories.

- Shortage of staff leads to excessive work load leaving inadequate time for mentoring and research.

- Unskilled supportive staff.

- Lack of financial aid for PG Students to carryout research.

- Poor Industry – Institute Interface.

- Lack of infrastructure for the faculty for conducting research.

- Lack of availability of Public transport to the college.

- Limited seats in the Hostel (267 seats against a demand of 1000 applicants).

- Rigid and industry insensitive curriculum resulting in low employability of students.
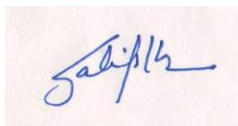
c) **OPPORTUNITIES**

- Opportunity to use its reputation for quality enhancement in higher education

- Diversity among faculty with international linkage can be used to develop student study abroad opportunities

- Long – term association of the placement cell with different companies provides an opportunity for better placements services

- Broad disciplinary bases of the curriculum provides opportunities for cross curricular synergies to connect and develop partnerships with the community and diverse array of agencies

- Ability to secure cutting edge funding from UGC/DST/ other State and National agencies

- Community interest in academic programmes provides opportunity for quality inputs.

d) **CHALLENGES**

- Competition from other college with diverse academic opportunities and resources for students

- Limited number of qualified applicants for faculty position in certain courses like Biotechnology, Bioinformatics, Microbiology, Mass Communication etc.

- Pressure on infrastructure due to growing number of students

- Limited funding for research and infrastructural improvement

- Integrating university curriculum to the changing needs of industry

- Rural background of our students & low motivation level of the students at the entry level.

8. **Plans of institution for next year**

1. To convert more class rooms into smart classrooms

2. to add more classrooms to the existing number

3. To introduce more career oriented programmes for the skill development.

4. To get final approval from the Administration for new Hostel with a capacity of 370 students.

5. To organise National Conference on Higher Education and in Languages.

6. To organise FDP in the area of Sciences.

7. To strenghten the College Gym by adding more equipments.

8. To make pavement along college boundary wall facing Mohali (Punjab).

Dr. Dalip Kumar

Signature of the Coordinator, IQAC

Ms. Mani Bedi

Signature of the Chairperson, IQAC

_____***_____

Academic Calendar 2015-16

Academic Calendar for the session 2015-16 for the Panjab University affiliated Colleges Arts, Science & Commerce having Annual System.

Academic Calendar				
Summer Vacation	25-05-15 (Mon)	to	05-07-15 (Sun)	42 days
Colleges open on	06-07-15 (Mon)			
Admission Schedule				
Normal Admission for ongoing and new classes	06-07-15 (Mon)	to	13-07-15 (Mon)	8 days
Late Admission (for ongoing & new classes) to be allowed by the Principal of the Colleges with late fee of Rs. 525/- per student	14-07-15 (Tue)	to	03-08-15 (Mon)	21 days

Teaching starts
    a) For ongoing classes
    b) For new Classes
	09-07-15 (Thur)
	14-07-15 (Tue)			

Late admission in colleges to be allowed by the Vice-Chancellor with late fee of Rs. 1890/- per Student. (Common for ongoing and new admissions)	04-08-15 (Tue)	to	18-08-15 (Tue)	15 days
Academic Term – I	08-07-15 (Wed)	to	21-10-15 (Wed)	85 Teaching days
Autumn Break	22-10-15 (Thur)	to	28-10-15 (Wed)	7 days
Academic Term – II	29-10-15 (Thur)	to	19-12-15 (Sat)	41 days
Winter Break	21-12-15 (Mon)	to	03-01-16 (Sun)	14 days
Academic Term – III	04-01-16 (Mon)	to	12-03-16 (Sat)	56 Teaching days
Annual Practical Exams / Preparatory Holidays	14-03-16 (Mon)	to	01-04-16 (Fri)	15 days
Annual Theory Examination	02-04-16 (Sat) Onwards			
Summer vacation (Tentative)	29-05-16	to	06-07-16	39 days
Total Teaching days of academic term I,II & III = 85+41+56 = 182 days				

ACADEMIC CALENDAR 2015-16

Academic Schedule for the session 2015-16 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System.

Academic Calendar				
Summer Vacation	25-05-15 (Mon)	to	05-07-15 (Sun)	42 days
Colleges open on	06-07-15 (Mon)			
Admission Schedule				
I. Normal Admission for ongoing and new classes	06-07-15 (Mon)	to	13-07-15 (Mon)	7 days
II. Late Admission (for ongoing & new classes) to be allowed by the Principal of the Colleges with late fee of Rs. 525/- per student	14-07-15 (Tue)	to	03-08-15 (Mon)	21 days
III. Teaching starts For ongoing classes	08-07-15 (Wed)			
Late admission in Panjab University affiliated colleges to be allowed by the Vice-Chancellor with late fee of Rs. 1890/- per Student. (Common for ongoing and new admissions)	04-08-15 (Tue)	to	20-08-15 (Thur)	17 days
Academic Term – I (a) **1st Semester & 3rd Semester**	08-07-15 (Wed)	to	21-10-15 (Wed)	85 Teaching days
Autumn Break	22-10-15 (Thur)	to	28-10-15 (Wed)	7 days
Academic Term – I (b)	29-10-15 (Thur)	to	01-12-15 (Tue)	25 days
Total Teaching days of Academic Term I = 85+25 = 110 days				
End Semester Examinations	02-12-15 (Wed)	to	19-12-15 (Sat)	18 days
Semester Vacation (Winter Break)	21-12-15 (Mon)	to	03-01-16 (Sun)	14 days
Academic Term – II **2nd Semester & 4th Semester**				
Colleges reopens after Semester Examination	04-01-16 (Mon)	to	13-05-16 (Fri)	106 Teaching days
Total Teaching days of Academic Term II =106 days				
End Semester Examinations	14-05-16 (Sat)	to	28-05-16 (Sat)	15 days
Summer vacation	29-05-16	to	06-07-16	39 days
Total Teaching days of academic term I &II = 110+106 = 216 days				

Feedback Analysis (Criterion 1: Q 1.3)

Type of feedback	Frequency/method	Outcome/suggestions
Student Feedback	• Yearly/ through questionnaire	1. Inclusion of Soft skill Training in the course work 2. Skill to improve employability
Teacher's feedback	• Through staff meetings; • Interaction with Principal and Advisory Committee.	1. To resolve various issues regarding time table, classroom, grievances of students. 2. Experts to be invited frequently to update students
Industry Feedback	• Industry Institute Meet	1. The gaps between theory and practice w.r.t employability must be bridged through OJTs and Industrial visits.
Alumni Feedback	• Annual Alumni meet • Alumni – student interface held annually.	1. Coaching classes for UGC NET and competitive exams. 2. Regular mock tests.

BEST PRACTICE - I

1. Title of the Practice

   GENDER DNA: Decision Making, Negotiation and Action

2. Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words

The primary goal of the college is to provide holistic education and to afford an opportunity for them to develop their potential and intellectual faculties. The college endeavours to facilitate them with an awareness and capacity building programme which rests on *"knowing ourselves and empowering ourselves".* The chief objective of this healthy practice is to enable young girls to participate in the process of identity formation, decision-making and personality development. Consequently, they develop an understanding about the need to break free from old discriminatory stereotypes and to undergo attitudinal changes so to enhance positive self- esteem and confidence. In emancipating them, the college contributes substantially in the growth of the comprehensive intellectual; emotional, social, physical, artistic and creative potential of every student. This, in turn, will contribute to create a society based on equality and justice.

3. **The Context**

Describe a particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words

Gender DNA addresses issues pertaining to multiple marginalization existing in society at economic, social, caste and gender levels. Set up in 2001, the Women Cell first provides a platform to the students to voice their fears and worries, 'break the silence' and seek alternatives to oppressive socio-cultural systems. This forum first sensitizes them with the need to question the subaltern structures and the dynamics of oppression prevailing in society. Since girls remain the most vulnerable both within and outside the home, these complex issues need serious consideration and concrete action. Women cell offers a space for young girls to vent their personal angst on peer group pressures, social anxieties and to find solutions through sharing, learning and counselling. Young girls are encouraged to develop a sense of empowerment through innovative processes and activities, to identify discriminatory practises, negotiate and make informed choices, thus honing their potential to become spirited participants in society thereby enabling them to be agents of change.

4. **The Practice**

Describe the Practice and its implementation. Include anything about the Practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any. In about 400 words

Closely associated with the Women Cell is the Gender Equity and Non-Discrimination Society. Both aim to work towards creating a 'Gender Equal and a Gender Just' social system and have done a commendable job in awakening young girls to social concerns. A wide range of events are planned and spread over the entire session and incorporate a number of thought-provoking and engaging activities.

Over the years, there was a marked increase in the number of issues brought by the students to the *Women Cell*. Youth Adalat –a forum of the students, by the students and for the students is a novel initiative was then evolved to bring together groups of students to divulge their fears and worries as young women. Every Friday, they bring forth a specific case /social issue which often relates to their own trials and tribulations –within and outside their homes. Concerns *like Domestic violence, Eve-teasing, Inter-generational conflict, Restrictions on Mobility, Safety, Eve-teasing, Sexual harassment*, *Social Media harassment*, Alcoholism, Incidents *of broken relationships, Stalking and Rape* are deliberated upon and solutions suggested. The process is monitored by a Jury which comprises 3 student volunteers. A member of the NGO Jagori (Chandigarh) is also a part of the facilitating process.

5**. Evidence of Success.**

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

One of the main accomplishments is the uninhibited manner in which discussions take place. In the context of young girls 'breaking the silence' becomes significant,. This forum offers alternatives and enables them to gain some control over their own lives. Subsequent follow-up meetings are an effective method to gauge the impact of sensitization and keep up the level of involvement of the students. The consistent increase in the number of students is a positive indicator of how well this practice has been received by the students. Instances of how Gender DNA has helped students overcome precarious situations pertaining to exploitation are enumerated in 3.6.1. These in-house institutional mechanisms are extraordinary in many ways. The college administration and proficient faculty maturely handle issues in a sensitive manner instead of referring them to Commissions /Govt. agencies. This is a major contribution and accomplishment of the institution to the cause of girls especially in the present Indian scenario.

6. **Problems encountered and Resources Required**

Please identify the problems encountered and resources required to implement Practice in about 150 words

Earlier, the process of getting funding sanctioned to conduct workshops is often tedious and daunting. However, this challenge has been temporarily resolved with the latest collaboration with the NGO Jagori Grameen, Dharamsala and Population Foundation of India who will be funding the workshops on Gender and reproductive health for the next two years.

One of the constraints pertains to the fact that students coming from outside the tri-city are unable to use state mechanisms as intervention methods since they live away from Chandigarh and are not familiar with the processes in their local areas. In a few cases our interventions remain limited since the student may not disclose the full details of the incident.

7. **Note (optional)**

Any other information that may be relevant & important to the reader for adopting/implementation of the best practice in the institution (about 150 words).

It is appropriate to mention that this model has been systemised & evolved after much deliberation to address the emerging issues related to the young girls in present socio-cultural milieu. Hence, this model may be considered for emulation by other institutions. We would be pleased to collaborate as facilitators & coordinators for such endeavours.

Contact Details

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BEST PRACTICE – II

1. **Title of the Practice:** *ENERGY CONSERVATION*

   Save Fuel -Save Energy- Save Environment

   (BIOMASS FUEL USE AS AN ALTERNATIVE TO LPG)

2. Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words

One of the ambitious projects undertaken by the college is on Energy Conservation. It is an initiative which aims to target the following core areas of Biotechnological applications:

- **Energy Conservation (Biomass Fuel Promotion as an Alternative to LPG)**

  The college has plans to extend this practice to include:

- Nutrition (Human and Animal)

- Healthcare (Medicinal Plants Germplasm identification and propagation/certified extracts for medicinal use)

- Pollution Control (Bio-technology interventions for managing water pollution/sludge disposal and also air-pollution caused by foul gases from city garbage)

- Employment Generation (at UG/PG level i.e. B.Sc./M.Sc.)

3. Describe a particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words

The best practice aims to promote production and use of biomass fuels as an alternative to LPG/petrol/diesel. Fuel pellets made of wheat straw/bio-waste e.g. fallen leaves, are a 'carbon neutral source' of energy, which can be used to replace LPG in hostel messes and canteens.

4. Describe the Practice and its implementation. Include anything about the Practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any. In about 400 words

PGGCG-42 is the only institution to have installed "Biomass fuel Cooking System" in its Hostel Kitchen. This is not only a cost effective system but also environment friendly and non-hazardous as compared to LPG.

This cooking system provides new dimensions for the progress of the nation. Having successfully implemented this practice, the college is collaborating with Chandigarh Administration to help other institutions of the city under the aegis of "Chandigarh Colleges Biotech Mission".

As far as the financial benefits are concerned, Biomass Fuel Pellet saves about 15 commercial LPG cylinders per month which means a saving of about 1.48 lakhs per annum even in a small hostel like ours.

5. Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

	LPG CYLINDER	LPG CYLINDER + BIOFUEL
No of Cylinders used per month	**75**	**60**
Cost @1545/Cylinder	**115875**	**92700**
Bio-Fuel pallet used per month	**-**	**18X 30**
Cost bio-Fuel Pallet @18/kg/month	**-**	**9720**
Total Cost	**115875**	**102420**
Saving	**-**	**13455/ Month 148005 for eleven months**

- **Benefits of using this cooking system:**
  - COST EFFECTIVE – saves more than 35% of the cooking fuel cost as compared to traditional LPG cooking.
  - HYGIENIC – usage of this non-polluting fuel promotes wellness as it is environment-friendly.
  - SAFE – The technology behind this concept is very safe and there is no hazard to life as compared to LPG
  - No carbon emissions
  - Conserves the nutritional value as well as the delicious taste of food.
  - Issue of delayed supply of LPG cylinders is resolved.
  - Fuel ash is being used as manure.
  - The funds thus saved are being utilized in welfare schemes for hostel students (up gradation of existing facilities, safe drinking water facility, & awards).
  - Reduced the cost of diet of poor brilliant students upto 20%

6. Problems encountered and Resources Required

Please identify the problems encountered and resources required to implement Practice in about 150 words

At the time of implementation of the practice the mess contractor was apprehensive about the installation of Biomass fuel cooking system for we feared that this system would emit sparks that could cause a blast in the kitchen and would also increase the cooking time. However, the results of the practice have proved it to be cost- effective, hassle-free and innovatively effective.

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BEST PRACTICE – III

1. Title of the Practice

PROJECT UDAY: Reaching out to teach street children

2. Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words

The aim of this best practice is to inculcate social responsibility among NSS volunteers by engaging them in community outreach programmes through exemplary services. This initiative was taken up in 2009 when the construction of IT block of the college was underway. It was found that the kids of labourers were roaming free and had no access to formal education. NSS volunteers offered to teach them during their free time with a purpose to prepare them to join a formal school.

3. The Context

Describe a particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words

Initiating these kids into learning alphabets and basic maths was not an easy task. The exercise was carried out in a phased manner in the college campus from 2.00 pm to 5.00 pm. First they were made aware of the need to maintain basic cleanliness and hygiene. In the beginning, the volunteers faced problems as the children were not willing to come forward; so innovative ways such as game playing, distribution of biscuits and toffees etc. were adopted to build confidence and faith. Gradually, the project gained momentum and 32 children started learning alphabets. Project UDAY got overwhelming response from all corners. Children and volunteers displayed enthusiasm and sincerity towards the project.

4. The Practice

Describe the Practice and its implementation. Include anything about the Practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any. In about 400 words

For holistic development of the students, their participation in Community Outreach programmes becomes imperative for it provides them with an opportunity to become active stake holders in society and nation building. This project brought volunteers near to the community and inculcated feeling to serve community as well as to provide opportunity

to the deprived sections of the society which is the motto of the NSS "Not Me but You". Once the construction of the IT block got over and the labourers moved out of the campus, needy kids from the adopted village Kajheri and neighbouring slum areas were taken into the fold. There was overwhelming response from the volunteers. 50 volunteers and 12 staff members participated in this project. NGO "Theatre Age" and "Salam Zindagi", collaborated with NSS units. NSS volunteers and programme officers identified 115 street children from the adopted village Kajehari, Sector 42, Panjab University campus, Dhanas, Maloya and Dadu Majra who were not going to any schools.

5. Evidence of Success.

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

Under project UDAY, 87 children have been taught till now. Due to the efforts of NSS volunteers, 62 children got admission in various government schools.

6. Problems encountered and Resources Required

Please identify the problems encountered and resources required to implement Practice in about 150 words

Some of the problems encountered during the execution of this ambitious project included

- Motivating street children and children of labourers to join classes;
- Co-ordinating volunteers to find devoted time to interact with and teach these students
- Financial Constraint for the expansion of this Project
- Need administrative help for rescuing children.

7. Note (optional)

Any other information that may be relevant & important to the reader for adopting/implementation of the best practice in the institution (about 150 words).

- Volunteer coordinator Shelly received Indira Gandhi Award in 2014.
- Two coordinators of project, Preeti and Shelly were honoured with Star Girl Award by M.P Kirron Kher.

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BEST PRACTICE – IV

1. Title of the Practice

Confidence Building through Personality Development

2. Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words.

The main objective of this program was to generate Employability Skills in the Final year students and make them ready for the job market. A needs analysis was conducted of these students which revealed that they needed help and practice in the areas concerning language skills, soft & hard skills, group discussion and interview preparation among several areas. In the year 2009, Post Graduate Government College for Girls-42 Chandigarh in association with the Regional Institute of English, Sector 32 C started this as a pilot program in the college which received huge success.

The RIE Certificate Course in Personal Development is now a regular program which runs in the Post Graduate Government College for Girls-42, for the Final year students of all streams (BA, BCA, B.Sc. and B.Com). A very impressive number of students register every year with the program which is an evidence of its popularity and success. The year wise details of students registered are as follows;

Name of the College	Number of Students (Session wise)				
	2010-11	2011-12	2012-2013	2013-14	2014-15
GCG 42	720	740	742	689	708

3. The Context

Describe a particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words

The needs analysis led the researching team to understand the main problems that the students had been facing and encountered otherwise as well. Most of the students felt that they needed more confidence, better and expansive vocabulary, good communication skills, knowledge of work ethics and the professional field etc. The following topics were

shortlisted thereafter and material produced for the same which came in the form of a workbook, 'Springboard to Success' which is given to each student.

Topics covered under this initiative include Ice Breaking Session, thematic vocabulary, introduction to sounds of English Language, Interpersonal skills, Motivation, Stress Management, Hygiene and Attire, Attitude, Body Language, Common errors in Writing, Grammar and Usage, Intonation., Preparing for the Interview, Interview etiquette, writing Skills (Cover Letter, Resume Writing), and Group Discussion.

Furthermore, GCG 42 was the venue for a seminar on 'Careers in the 21st Century' which was addressed by Ms Pervin Malhotra and Mr Zubin Malhotra, Director CARING who interacted with over 500 students about their concerns regarding a brighter professional future.

4. The Practice

Describe the Practice and its implementation. Include anything about the Practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any. In about 400 words

Overall, the program was a huge success with a very good number of students reporting for the classes. Overwhelming enquiries were made till the last day, with students keenly interested to continue further. A majority of students were given career counseling and they learnt immensely from the program. Technology based teaching was a major component in this program with sample GD's, Interviews and pronunciation videos used for the classes. There have been 23 Videos and 18 PowerPoint Presentations used for the program. The students enjoyed this ICT Aided language learning experience and wanted more of such sessions.

5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

The 100 Hour programme aimed at introducing communication & soft skills, personality development through activity based learning, resume writing, interview and group discussion skills, time management, stress management and other domains with regard to their professional development. The teachers focused on various aspects of Spoken English (Language correction, Vocabulary building, introduction to Phonetics), Personal Grooming

(Hygiene, Manners and Etiquettes) and sessions on Resume Writing, Interview Skills, Body Language, Positive Mental Attitude, FEAR (*Fantasized Experiences Appearing Real*), and Cloze Tests for Vocabulary and Grammar Development. SWOT Analysis, Career Counseling Sessions and Psychometric tests were conducted to help the students identify their future possibilities, remove apprehensions and instill confidence. A class in Visualization (Meditation) helped the students to focus on their goals. Demo interview and group discussion sessions were also conducted to infuse confidence in these students.

The students who enrolled for the programme emerged as more confident and oriented. They became aware of their language skills, future prospects and personality traits. They developed a keen interest in language learning through the spoken channel and overcame their inhibitions about the same.

6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement Practice in about 150 words.

No major issues were encountered. With help from the college authorities and the administration, the program has been running smoothly and successfully since five years.

7. Note (optional)

Any other information that may be relevant & important to the reader for adopting/implementation of the best practice in the institution (about 150 words).

The practice can be emulated by other institutions for it has helped the students in improving their communication skills, helping them to prepare for interviews, group discussions and emerge as confident, informed young girls.

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BEST PRACTICE – V

1. Title of the Practice

YOUTH ADALAT – A forum of the Students, for the Students and by the Students

2. Describe the aim of the practice followed by the institution. Brief the underlying principles or concepts in about 100 words

Launched six years ago, Youth Adalat, convened every Friday, is a novel initiative which provides a platform to young girls to openly discuss and deliberate on shared experiences of their struggles, trials and tribulations. It further empowers them to find solutions by discerning strategies within their socio- economic and socio-cultural locale.

3. The Context

Describe particular contextual features or challenging issues that have had to be addressed in designing and implementing the Practice in about 150 words

The main challenge is to motivate the young girls them to overcome inhibitions and bring the 'private into the public domain' – encouraging them to overcome negative feminine stereotyping and constricting role - defining connotations. The response and engagement of the students has been so overwhelming that we have been able to continue the practice and sustain it. In this context, the partnership with an NGO Sanjh Jagori, Chandigarh has been very meaningful and we have been able to take the process forward to an inclusive gender justice approach.

4. The Practice

Describe the Practice and its implementation. Include anything about the Practice that may be unique in the Indian higher education. Please also identify constraints or limitations if any in about 400 words.

As the name suggests, the practice is unique and innovative in itself - ours is the only institution which has an open forum of this kind. For the past one year, two members of Sanjh Jagori Chandigarh (NGO) have been facilitating the Youth Adalat. This partnership is another unique practice of our institution.

The whole process of conducting the Youth Adalat is formulated in a manner where maximum involvement, participation and onus is taken by the students. The jury comprises of three students who listen to the deliberations and wrap up the discussion and highlight

strategies to deal with the issue at hand at the end of the session. The sessions often stretch beyond the stipulated time, since generally 5-6 girls stay back to discuss the issue in hand in greater detail.

All this reinforces the development of a keen sense of observation, sensitivity, and vigilance. It also encourages them to support each other. The open deliberations not only generate awareness but also enable them to pre-empt situations and strategize further to protect their own interests.

5. Evidence of Success.

Provide evidence of success such as performance against targets and benchmarks and review results. What do these results indicate? Describe in about 200 words.

The very fact that this initiative has been sustained with the consistent presence and participation of students is an evidence of success.

The girls bring forward incidents / cases they or others have encountered as well as and also current incidents or social cultural practices which pressurize them. The issues discussed range from harassment on the streets, buses etc./ sexual harassment / sexual - bullying on social media / stalking and rape/ incidents of broken relationships to strained parent-children relationships and domestic violence.

The dimensions and scope of the deliberations and the strategies discussed are progressive and sensitive. We can see them gradually move out of their subdued reticent moulds to talking in an uninhibited manner- relating to each other, networking, leading to group cohesiveness; empathizing and taking pro-active action to uphold their dignity and rights. The transformation and confidence building along with relevant information has helped them to approach appropriate authorities for redressal.

6. Problems encountered and Resources Required. Please identify the problems encountered and resources required to implement Practice in about 150 words

The main problem we encounter is that the students are sometimes unable to participate in the Youth Adalat because of involvement with classes. However, it is heartening to notice that some of the students join in late after their classes are over. It is pertinent to mention that each session of the Youth Adalat is becoming consistently more vibrant with ever increasing number of students joining in..

7. Note (optional)

Any other information that may be relevant & important to the reader for adopting/implementation of the best practice in the institution (about 150 words).

This is a healthy practice that may be emulated in the form of Youth forum / Open house in other institutions. The participation in such forums empowers the students in a manner which text books and exams may not be able to.

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