

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. MHC0GN 18879)

NA

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	1 st Cycle	B+	-	2004	5 Years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	A	3.21	2015	5 Years
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :DD/MM/YYYY

2005-06

1.8 AQAR for the year (for example 2010)

2015-16

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 –

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	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="21"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="05"/> Parents <input type="text" value="01"/>
	Non-Teaching Staff <input type="text" value="03"/> Students <input type="text" value="03"/> Alumni <input type="text" value="01"/> Others <input type="text" value="---"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NA"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="09"/>
International	<input type="text" value="00"/>
National	<input type="text" value="01"/>
State	<input type="text" value="07"/>
Institution Level	<input type="text" value="00"/>

(ii) Themes

1. One day National Seminar sponsored by Dean College Development Council, Panjab University, Chandigarh on “Samajik Hindi Sahitya Mein Vimarshvadi Dhara: Uplabdhiyan aur Seemayein” was held on 20th February, 2015.
2. One day workshop on “Financing Higher Education under RUSA Scheme” held in November 2015 under the aegis of RUSA Chandigarh.
3. 7 days training Workshop on “Research Methodology: Emerging Trends” held from 28 November 2015-4th December 2015 under the aegis of RUSA Chandigarh.
4. One day workshop on “Capacity Building for Non-Teaching Staff” held on 11th February 2016 under the aegis of RUSA Chandigarh.
5. 7 days workshop on “To generate innovative ideas and knowledge –a step towards interdisciplinary approach” held from 20th February to 26th February 2016 under the aegis of RUSA Chandigarh.
6. One day workshop on “Skill enhancement under RUSA scheme for laboratory staff” held on 30th March 2016 under the aegis of RUSA Chandigarh.
7. One day workshop on “CAS Promotions” held on 31th March 2016 under the aegis of RUSA Chandigarh.
8. One day workshop on “Use of e-Resources under RUSA Scheme for the PG classes” organised by Department of Library held on 31st March 2016 under the aegis of RUSA Chandigarh.
9. One day College Cluster Workshop on Choice Based Credit System under RUSA” held on 19th May 2016 under the aegis of RUSA Chandigarh.

2.14 Significant Activities and contributions made by IQAC –Under RUSA

1. Organising conferences, seminars and workshops under RUSA for faculty, non-teaching staff and the students.
2. Encouraging teaching, non- teaching faculty and students to participate in such activities.
3. Creating awareness among the faculty about research, research schemes of UGC and its benefits.
4. Creating Awareness about CAS Promotion and UGC amendments.
5. Encouraging Teaching and non-Teaching faculty to undertake training programmes for holistic development for self and for the benefit of the institution.
6. Encouraging active participation of faculty and students in community outreach activities.

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
<p>Infrastructure The college IQAC has worked out action plan for up gradation of existing learning resource for imparting quality teaching and enhancement.</p> <p>Academic Programmes The new career oriented courses in cosmetology and Diploma in Animation and Graphics will be introduced.</p> <p>Eco-Friendly Campus More efforts will be worked out for making college eco-friendly in terms of:</p> <ol style="list-style-type: none"> 1. Up-gradation of e-campus Solution. 2. Testing water purification system. 3. Construction of pavement path along boundary wall of the college. 	<p>ICT resource further augmented by adding twenty more computers and increasing internet speed to 10 mbps.</p> <p>----</p> <ol style="list-style-type: none"> 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 includes Debit/ Credit card/ Cash payments in e-sampark centres as per their convenience. 2. The work of Campus Rain Harvesting System is complete. 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 connections 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 (2015- 2016) (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	05	--	01	--
Advanced Diploma	--	--	--	05
Diploma	--	01	--	09
Certificate	--	--	--	09
Others	--	--	--	--
Total	25	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	All Under Graduate, Post Graduate Degree and Diploma classes
Trimester	-----
Annual	Career Oriented Programmes (Add on Courses)

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.

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

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

Criterion – II

2. Teaching, Learning and Evaluation: 2015-16

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
82	18	56	08	----

2.2 No. of permanent/ Full Time Contractual 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
--	12*	--		--		--		--	

(*16 filled through Full Time Contractuals through Salary Head)

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	68	495	562
Presented papers	93	314	166
Resource Persons	7	31	47

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

- e-Learning
- PPT'S
- Online Project Submission
- Industry Institute Interaction
- On 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)

Semester System (2015-16)

Semester System (2016-17)

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 by Panjab University Level

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

S. No	Class	2015-16		
		College Pass%	Univ. pass%	Variation
1	BA III	97.17	77.43	+19.74
2	BCOM III	99.3	94.01	+5.29
3	BCA III	100	90.81	+9.19
4	B.Sc. III	97.4	86.05	+11.35
5	B.Sc. Biotech (Hons)	100	99.55	+0.45
6	B.P.Ed	Results awaited		
7	PGDMC	100	NA	--
8	PGDGC	100	NA	--
9	PGDCA	66.67	64.57	+2.1
10	M.Sc. Zoology	100	94.57	+5.43
11	M.A Sociology	100	82.78	+17.22
12	M.A English	100	NA	--
13	M.A PubAdm	100	79.44	+20.56
14	M.A Pol.Sc.	100	77.00	+23.00
15	M.Sc. Botany	100	89.61	+10.39
16	M.Sc. Microbial Biotech	100	86.67	+13.33
17	M.Sc. (IT)	100	NA	--
18	M.Com	100	93.40	+6.6
19	PGDCC	100	NA	--

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 for quality enhancement in education are organized for the benefit of the faculty for effective implementation of curriculum and evaluation reforms. The faculty is continuously guided on ways & means to procure financial aid for institutional projects. IQAC cell communicates all information regarding various schemes/ projects of UT Govt. & GOI , UGC, ICSSR, DIST and RUSA to the faculty & students. This helps in generating concepts of academic excellence. Such funding strives towards developing state-of-the-art, student-centric infrastructure.

The IQAC also analyses university results through Academic Review Committee to suggest ways of improving student's performance.

Constructive suggestions on feedback of alumni, parents and students are always an agenda item in IQAC meetings.

In order to improve the skill and efficiency of the non-teaching staff, training need analysis is conducted. The non-teaching staffs are accordingly encouraged and provided training by SPIC and other agencies.

IQAC is also instrumental in bringing about overall changes in the institution for the benefit of the students and make it a reputed institution of the northern India.

2.13 Initiatives undertaken towards faculty development

Academic Staff Development Programmes	Number of faculty Nominated (2015-16)
Refresher courses	NIL
HRD programmes	02
Orientation programmes	01
Staff training conducted by the university	04
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	08
FDP	50

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	76	24 Filled through Contractual basis & DC Rates	---	
Technical/Lab Staff	20	10* *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. Organized a seven day Research methodology workshop under RUSA to promote research, application of research techniques in empirical and descriptive papers written and presented.
2. The relevant information is about research workshops/conferences and seminars are disseminated regularly in the staff meeting.
3. Faculty is encouraged to undertake MPhil / PhD guide work.

3.2 Details regarding major projects: **06** (Till Date)

	Completed	Ongoing	Sanctioned	Submitted
Number	06	---	---	---
Outlay in Rs. Lakhs	---	---	31,48,900 /-	---

3.3 Details regarding minor projects: **25** (Till Date)

	Completed	Ongoing	Sanctioned	Submitted
Number	22	02	---	01
Outlay in Rs. Lakhs	---	---	20,01,500 /-	---

3.4 Details on research publications: (2015-2016)

	International	National	Total
Peer Review Journals	04	18	22
Non-Peer Review Journals	--	--	--
e-Journals	--	09	09
Conference proceedings	--	03	03

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Number	Name of the funding Agency	Total grant sanctioned	Received
Major projects	06	UGC	31,48,900	26,48,900
Minor Projects	25	UGC/ DST	20,01,500	18,50,000
Interdisciplinary Projects	---	---	---	---
Industry sponsored (2015)	02	NIELIT Punjab InfoTech	175000 300000	175,000 150,000
Projects sponsored by the University/ College	---	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	---	---	---	---
Total	33	---	56,25,400	4823,900

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: NA

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	---	01	07	---	---
Sponsoring agencies	---	DCDC, PU	RUSA	---	---

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

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

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency (FIST)

From Management of University/College

Total

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
28	02	14	02	---	10	---

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

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

University level State level
National level International level

3.22 No. of students participated in NCC events: 121 Army Wing

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="---"/>	College forum	<input type="text" value="---"/>	
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="06"/>	Any other <input type="text" value="---"/>

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

- Blood Donation Camp, collaborations with NGO'S, Traffic Awareness, Campaigns against female foeticide, pulse polio and Disaster management.
- Youth Adalat, Self Defence, One Billion Rise Campaign, Tree Plantation, Food Preservation & Agro processing, Save energy Save earth, Ozone protection.
- Anti-Corruption & Vigilance week.
- Awareness Rallies are conducted every year on World Aids Day, World No Tobacco Day and Sadbhavana Day.
- Holding of Workshops and extra classes for grooming students for entrance exams, NET exam and job market.
- Holding of workshops and capacity building programmes for skill enhancement of non-teaching staff under the aegis of RUSA.

The college NSS unit has adopted the village Kajheri and has organized various extension and social activities for the holistic development of the children of the village. The activities include the following:

- Continuation of Project Uday where our NSS students teach the under privileged children from slums.
- Awareness Drive about the ***Right of Education Act***.
- The ***Health and Education Status Survey*** was conducted in the slum area of village Kajheri.
- "Rashtriya Ekta Saptah"*** was celebrated in the campus and in the village.
- Rally about the ***"Eradication of dengue problem"*** in the village.
- Awareness Rally about ***"Beti Bacho Beti Parhao"*** in the college campus and in the village also.
- "Tarksheel Mela"*** for the eradication of social evils is organized every year in the village.
- Cleanliness drive was conducted in the college campus and village Kajheri under ***"Swachh Bharat Abhiyan"***.

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	---	Chandigarh Administration
Laboratories	34	---	Chandigarh Administration
Seminar Halls	03	---	---
No. of important equipments and related items purchased (\geq 1-0 lakh) during the current year.	---	10 Computers And Relevant Equipment in the Labs of Science & Physical Education.	Chandigarh Administration and Departmental funds
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	Chandigarh Administration
Others	9 Smart Class Rooms Gymnasium 6300 sqft, Auditorium 7200 sqft	-----	Chandigarh 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) e-Campus mobile app wherein the students can check their attendance records.
- c) Bulk SMS facility is provided in the e-campus solution to send important messages to the HODs, faculty, administrative staff and the students.
- d) INFLIBNET facility is available to access E-Journals at all times and the Library is fully automated with software LIBSYS.
- e) 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	Departments	Others
Existing	272	181	10 Mbps OFC + 5 (Virtual Private Network) VPN connections each of 2 Mbps	17	03	12	26	33
Added	10	10	-	-	-	-	-	-
Total	282	191	10 Mbps OFC + 5 (Virtual Private Network) VPN connections each of 2 Mbps	17	03	12	26	33

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 and hostel.
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. Helpdesks are set up in the computer labs during summer vacations for assisting students in filling up of online admission forms.
6. The above said helpdesks are administered by our BCA and M.Sc. (IT) staff and students.
7. The college Prospectus, Fee Structure, Academic Calendar, Time Table, Examination Schedule and e-Learning Contents (PPTs) are regularly uploaded on the college website.
8. Notices, Latest Events, e-Tenders and Circulars are also uploaded on the college website for the benefits of the teachers and students.
9. All information pertaining to IQAC and e-Governance is also available on the college website.
10. The college Alumni website has designed and developed by our M.Sc. (IT) students.

4.6 Amount spent on maintenance in lakhs :

i) ICT	10
ii) Campus Infrastructure and facilities	07
iii) Equipments	12
iv) Others	22
Total	51

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college IQAC has initiated a number of efforts towards providing opportunities to the students for improving their academics, quality of education and enhancing their job-market oriented skills.

1. Creation of capacity building and Equal Opportunity Cell.
2. Establishment of UGC Resource Centre.
3. Establishment of 4 browsing centres for the benefit of the students.
4. Regular Personality Development Classes for the outgoing classes.
5. Improving infrastructure for the benefit of the students.
6. Providing Internet facility on all the computers.
7. Wifi enabled IT Block and Hostel.
8. A pro-active placement cell which holds free classes for improving job-oriented skills of the students.

5.2 Efforts made by the institution for tracking the progression

- 1) Class Test/ Presentations/ Mid-semester Exams/ Semester Exams.
- 2) Online maintenance of attendance records.
- 3) Tutorial Classes to supplement classrooms teaching.
- 4) PD classes / Counselling sessions
- 5) Extra Assignments for weak students
- 6) Remedial Classes.
- 7) Redressal of individual problems in Counselling and Women Cells.
- 8) Teacher- parent interface.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3828	510	33	4368

(b) No. of students outside the state

2365

(c) No. of international students

Men	No	%	Women	No	%
	---	---		4368	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3488	589	64	---	03	4144	3670	640	54	---	04	4368

Dropout Ratio %

Under Graduate: **0.9 %**

Post Graduate: **0.1%**

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

1. The college placement cell is active in providing employability skills and support for competitive exams by way of:
 - a) Holding free classes for mock interviews, group discussions and personality development.
 - b) Holding workshops in Vedic mathematics, mental ability and reasoning ability classes.
 - c) Conducting free classes in Tally, Web designing and Retailing under PMKVY.
2. The college holds personality development classes for all third year classes.
3. Agencies like SKD Learning conducts online skill assessment test for the students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="07"/>	SET/SLET	<input type="text" value="---"/>	GATE	<input type="text" value="---"/>	CAT	<input type="text" value="15"/>
IAS/IPS etc	<input type="text" value="---"/>	State PSC	<input type="text" value="---"/>	UPSC	<input type="text" value="---"/>	Others	<input type="text" value="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

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
03	304	31	73

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:

- “Jiyo Mom” Day was celebrated in the college on account of International Women’s Day.
- 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 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Session	Dept/Source of Fund	Amount of Scholarships	No. of Students Benefitted	Total Amount
2015-16	Student Aid Fund	3500/-	42	1,47,000/-
	Navtej Singh Memorial Charitable Trust	3780/-	02	7560/-
	College Development Council	8000/-	02	16,000/-
	All India Confederation of Blind	9000/-	1	9000/-
	Sub Marga Schulze Merit Scholarship for Visually impaired.	1000/-	1	1000/-
	Ministry of Minority Affairs	-	117 (Fresh Students) 11 (Renewal)	Through (DBT) Through

				Online Payment
	Department of Higher Education (Central Sector Scheme of Scholarship)	-	20	Through (DBT) Through Online Payment
	Ministry of Tribal Affairs	-	16 (Jammu & Kashmir Students)	Through (DBT) Through Online Payment
	SC Scholarship	-	24 (SC Students Punjab)	Through (DBT) Through Online Payment
	SC Scholarship	-	98 (SC Students Chandigarh)	Through (DBT) Through Online Payment

(* DBT= Direct Benefit Transfer Scheme)

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>
Exhibition:	State/ University level	<input type="text" value="NA"/>	National level	<input type="text" value="NA"/>	International level	<input type="text" value="NA"/>

5.12 No. of social initiatives undertaken by the students

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

- Display of Canteen and Photostat rates
- 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, Ledger and other relevant reports.
9. Bulk SMS facility for Staff and Students.

e-Campus Mobile App for the students was also started so that they can see their attendance and other important notices.

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

6.3.1 Curriculum Development

1. 2 faculty members are members of Panjab University Senate
2. 29 Faculty members representing 20 departments are members of Board of studies at Panjab University.
3. 3 of our faculty are members of Academic Council at Panjab University.
4. 7 of our faculty are members of faculties (Arts/ Science etc.) at Panjab University.
5. 4 of our faculty members are actively involved in framing curriculum and creating learning resources for other government institutes/ universities.

6.3.2 Teaching and Learning

1. 19 Smart class rooms and 18 interactive Boards support effective teaching learning.
2. 73 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, superintendent and invigilators in Panjab University Exams.
2. Our faculty members also act as paper setter and examiners of other universities and State Public Service Commission.

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. As a result **06** major, **25** minor and **02** consultancy projects have been sanctioned to the faculty by National Funding Agencies like UGC/DST, NIELIT, Punjab Infotech etc. till date.

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.
2. Being sensitive to the needs of differently abled students, special provisions are made for blind student through “JAWS” – A Braille Software
3. Computerized Catalogue Search Services through the OPAC (Online Public Access Catalogue).
4. A Wifi enabled IT block with 4 BCA labs, Functional English Lab, Video-Studio Lab and Placement Cell.
5. Internet facility on computers in Computer Science lab, Functional Hindi lab, Bio-informatics lab, Physics lab and Geography lab.
6. Administrative block is equipped with the latest computers and internet connection.
7. Digital Payments for Salaries and Vendors.
8. Provision for online fee submission through Credit/ Debit Card and Net banking.
9. Provision for online payment for University/Examination fees.
10. A 10 Mbps Optical Fibre Lease Line and 5 VPN connections of 2 Mbps have been installed in the college.
11. 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
12. State of the art Auditorium “Sabras” for cultural and other important academic functions.

6.3.6 Human Resource Management

1. Recruitment of the Regular 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 is appointed through service provider.
5. Regular Training/ Refresher/ Orientation Courses are held for the faculty and supporting staff to upgrade their skills.
6. RUSA sponsored capacity building programmes for the benefit of teaching and non-teaching staff.
7. Regular meetings of teaching and non-teaching staff are held to discuss issues relating to teaching, learning, infrastructure and administration.
8. Informal celebrations like monsoon fest, Satrangi, Jiyo Mom etc. 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 environment 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.
5. MOU with Auburn University at Montgomery(Alabama) USA for strengthening cross cultural ties and promote education, international understanding and academic excellence, International research and development.

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 (2015-2016)

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))	
4.	B.Sc I (Non-Med)	
5.	B.Sc (C.Sc (E), IT (E))	
6.	B.Sc (BioTech(H))	
7.	M.Com.	
8.	BA/BA(IT)	On the spot admission but on merit basis
9.	PGDCA/ PGDMC/ PGDGC/ PGDT/PGD Cyber Crime	Display of merit list prior to admission on college website and notice board
10.	M.SC (IT)	
11.	MA Pub Adm./ Socio/ Pol. Sc.	
12.	B.PEd (Two Year)	1. Display of merit list based on academics prior to admission on college website and notice board 2. Field Trials

6.4 Welfare schemes for

Teaching	Allowed as Per Govt.Policy
Non teaching	Allowed as Per Govt.Policy
Students	<ul style="list-style-type: none"> • Fee Concessions/ Scholarships/ stationery to SC/ST Students/ • Voluntary contribution by the staff members.

6.5 Total corpus fund generated

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?

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

6.11 Activities and support from the Alumni Association

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

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 2016 to celebrate the Mother-Daughter bond

6.13 Development programmes for support staff

1. Computer Literacy
2. Work Ethics and etiquettes
3. Positive Attitude and Team Building
4. Friendly Cricket Matches
5. Free Medical Check-up
6. Chinese cookery classes

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. Rainwater Harvesting Unit
6. BIOMASS FUEL used as an Alternative to LPG.
7. Best out of Waste.
8. Science Park
9. Sanjeevni Park
10. Solar Panel/ Power Plant

Criterion – VII

7. Innovations and Best Practices

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

1. 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, facility of bulk SMS both for students and faculty.
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. Academic Audit.
5. Feedback from students, residents, Parents and Alumni.

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
<p>Infrastructure</p> <ul style="list-style-type: none"> • The college IQAC has worked out action plan for up gradation of existing learning resource for imparting quality teaching and enhancement. • Upgradation of existing 2Mbps lease line to 10Mbps OFC to support e-Campus Solution • Purchase of Interactive panel for Maths Department. • Purchase of 10 computers for BCA Labs, Geography lab and Placement Cell. <p>Academic Programmes</p> <ul style="list-style-type: none"> • The new course in cyber-crime will be introduced as per demand of the students. <p>Eco-Friendly Campus</p> <ul style="list-style-type: none"> • More efforts will be worked out for making college eco-friendly <ul style="list-style-type: none"> ✓ By establishing Solar Power Plant, ✓ Herbal Garden ✓ More Green Cover Area, ✓ BIOMASS Fuel System in college mess and canteen. 	<p>The Plans were duly executed by IQAC.</p> <p>Introduced in 2015-16</p> <p>The green cover of the college is now more than the standard required for the institutions.</p>

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

1. **Title of the Practice:** *ICT- Teaching Learning Resource*
2. **Title of the Practice:** *Faculty Research Promotion Endeavours*

7.4 Contribution to environmental awareness / protection

The 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.

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 of 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 inputs received from the departments and support units, the identified Strengths, Weaknesses, Opportunities and Challenges to prioritize the plan of actions have been enumerated as below:

SWOC ANALYSIS

a) STRENGTHS

Infrastructure resource:

- Excellent infrastructure resource in terms of classrooms, playgrounds, laboratories , and library
- Active and Supportive Alumni Association
- ICT facilities and smart class rooms
- Upgradation of existing 2Mbps lease line to 10Mbps OFC and 5 VPN connections.
- E- Content uploaded on college website in the form of ppt and pdf.
- State of Art Gymnasium and sports facilities.
- State of the Art Auditorium “SABRAS” for in-house and government functions/ events.
- Scholarships, awards and fee concessions to the deserving students.
- Voluntary contribution from faculty towards fees of many students.

Courses:

- Diversity in the academic courses at UG/PG.
- Career oriented programmes.
- 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

- Panjab University approved Research Centre in the subject of Zoology.

Staff/faculty:

- Out of the faculty strength of 127, 73 are Ph.Ds and 37 are M.Phils.
- Diverse faculty in terms of ethnicity and gender (25% regular staff are men and 75% are women)
- Dedicated and experienced support staff.
- Excellent teacher student rapport.
- 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. (till date)

Minor Projects: 25

Major Projects: 06

Consultancy Projects: 02

National Travel: 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
- 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

Infrastructure resource:

- Aging technology and equipment in some of our laboratories.
- 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).

Courses:

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

- Rigid and industry insensitive curriculum resulting in low employability of students.
- Poor Industry – Institute Interface.

Staff/faculty:

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

c) OPPORTUNITIES

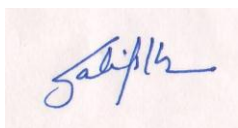
- Opportunity to use its reputation for quality enhancement in higher education
- Diversity among faculty with international linkage can be used to develop student study abroad opportunities
- Long – term association of the placement cell with different companies provides an opportunity for better placements 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 introduce more Career Oriented Programmes for the skill development.
3. To get approval from the Chandigarh Administration for new Hostel.
4. To organise National Conference on Higher Education and in Languages.
5. To organise interdisciplinary FDPs.
6. To strenghten the College Gym and Sports infrastructure by adding more equipment.
7. To make pavement along college boundary wall facing Mohali (Punjab).
8. To renovate washrooms of hostels and Academic block.
9. To install lift in the IT block.
10. To introduce honours in Physics, Chemistry, Zoology, Music (I), PG Diploma in Food Analysis & Certificate course in Music (V) and Music (I).
11. To organize State Level workshops in the area of PFMS, Geotagging, Vocalization of Higher Education and Quality Enhancement.
12. To renovate pool area of Eco-Friendly Park.
13. To increase parking area.
14. To plan and implement Digital literacy Campaign of GOI as per the decision of the SHEC UT, Chandigarh.
15. To work out training need analysis module for the non-teaching members during winter break.
16. To undertake green and academic audit.
17. To consolidate and analyse the feedback forms of the students/parents and Alumni.



Dr. Dalip Kumar

Signature of the Coordinator, IQAC



Ms. Mani Bedi

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2016-17

Academic Schedule for the session 2016-17 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System.

<u>PANJAB UNIVERSITY, CHANDIGARH</u>				
Annexure B				
Academic Calendar for the session 2016-17 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-				
Summer Vacation	25-05-16 Wednesday	To	06-07-16 Wednesday	(43 days)
Academic Calendar				
Colleges Open on and normal Admission for ongoing Classes	07-07-16 Thursday			
Admission Schedule				
Normal Admission for ongoing and new classes (except for those classes in which admission is through PU-CET (P.G))	07-07-16 Thursday	To	16-07-16 Saturday	(9 days)
Late Admission for, ongoing classes and new classes) to be allowed by the Principal of the College with late fee of Rs.560/- per student.	18-07-16 Monday	To	01-08-16 Monday	(13 days)
Teaching starts				
(i) For ongoing classes	11-07-16 Monday			
(ii) For new admission classes (those admitted through PU-CET (P.G) tentative	18-07-16 Monday			
Late admission in Panjab University, affiliated Colleges to be allowed by the Vice-Chancellor with the fee of Rs. 2040/-per student	02-08-16 Tuesday	To	20-08-16 Saturday	(16 days)
Academic Term-I (a) 1st & 3rd & 5th Semester	11-07-16 Monday	To	10-10-16 Monday	(75 Teaching days)
Autumn Break	11-10-16 Tuesday	To	17-10-16 Monday	(07 days)

Academic Term-I(b)	18-10-16 Tuesday	To	02-12-16 Friday	(38 days)
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Total Teaching days of Academic Term I=75+38=113 days

End Semester Examinations	03-12-16 Saturday	To	28-12-16 Wednesday	(22 days including Saturday)
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Semester Vacation (Winter Break)	29-12-16 Thursday	To	10-01-17 Tuesday	(13 days)
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**Academic Term-II
2nd & 4th & 6th semester**

Colleges reopens after Semester Examination	11-01-17 Wednesday	To	05-05-17 Friday	(94 Teaching days)
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Total Teaching days of Academic Term II=94 days

End Semester Examinations	06-05-16 Saturday	To	31-05-16 Wednesday	(22 days)
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Summer vacation (tentative)	01-06-17 Thursday	To	08-07-17 Saturday	(39 days)
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Total Teaching days of academic term I & II =113+94=207 days

Feedback Analysis (Criterion 1: Q 1.3)

Type of feedback	Frequency/method	Outcome/suggestions
Student Feedback	<ul style="list-style-type: none"> Yearly/ through questionnaire 	<ol style="list-style-type: none"> Inclusion of Soft skill Training in the course work Skill to improve employability
Teacher's feedback	<ul style="list-style-type: none"> Through staff meetings; Interaction with Principal and Advisory Committee. 	<ol style="list-style-type: none"> To resolve various issues regarding time table, classroom, grievances of students. Experts to be invited frequently to update students
Industry Feedback	<ul style="list-style-type: none"> Industry Institute Meet 	<ol style="list-style-type: none"> The gaps between theory and practice w.r.t employability must be bridged through OJTs and Industrial visits.
Alumni Feedback	<ul style="list-style-type: none"> Annual Alumni meet Alumni – student interface held annually. 	<ol style="list-style-type: none"> Coaching classes for UGC NET and competitive exams. Regular mock tests.

BEST PRACTICE - I

1. Title of the Practice

ICT- Teaching Learning Resource

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

ICT as teacher learner Resource has been unequivocally adopted by teachers in our institution and has become an integral aspect of the teaching-learning processes. A distinct increase in the exposure to educational ICT through curriculum integration has resulted in a positive impact on student achievements, especially in terms of Knowledge, Comprehension, Practical skills and Presentation skills. It also provides opportunities to teachers and students to share resources, expertise and advice; to store, manipulate, retrieve information and encourage independent, active, responsible learning.

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

Initially, the challenge was to effectively incorporate ICT with long established teaching practices. However, gradual integration has resulted in engaging students in activities that enhance their cognitive skills and enables them to solve complex problems. The constructive influence of IT has led to ICT competence, computer self-efficacy and professional development which is adequately facilitated by infra-structure, accessibility and technical support. Special efforts are made to provide continual training in the pedagogical issues which convinces faculty of the value of using ICT. A majority of the staff members have effectively incorporated ICT in their teaching-learning process.

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

The focus of our endeavours has been to integrate ICT in our teaching practices to improve students' knowledge pool. This process has two components:

- (a) Technological aspect which supports the integration of technological infrastructures and systems into the educational environment. This includes ICT resources and applications / media and method of delivery.
- (b) Pedagogical aspect which supports the integration of ICT materials and programs in terms of social constructive learning principles. The convergence of these two aspects thus promotes an effective learning environment and results in:
 - Strengthening the learning process of students
 - Developing high level cognitive skills and

- Supporting individual differences of students.

In our college, the ICT was introduced in a phased manner. Initially, the faculty was introduced to ICT as teaching learning resource through a two day workshop on e-content development and demonstrating the application of ICT in education. This was followed by providing finances by the Chandigarh administration for the purchase and establishment of requisite infrastructure in the form of provision of 19 smart class rooms and provision of 49 laptops to the faculty members. There after the department of Computer Applications of the college organised a number of computer literacy and usage workshops in the college to provide necessary help to the faculty in content development and usage of infrastructure. All this helped in smooth transition from traditional delivery method to ICT integrated teaching learning approach besides inculcating interest among the faculty. At present our entire teaching and non-teaching staff is ICT literate. Through ICT, teachers have been able to create interactive classes and make the lessons more interesting.

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 extensive use of ICT in our institution has revamped information sharing and communication at the administrative and intra-departmental level.
- Direct submission of assessment to Panjab University of internal assessment and examination forms is an on-line process.
- Students in various departments submit assignments/ projects on-line. Presentations made by students are through ICT.
- Web-OPAC (Online Public Access Catalogue) makes for easy access to the library resources.
- “JAWS” – The Braille software was installed in the college library.
- The students of BCA department have designed 02 websites and 01 Android based App.
- The faculty of the BCA department is the trouble shooter and provides technical support to the content management of college website, alumni website, e-Campus solution software.

6. Problems encountered and Resources Required

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

The key challenge is the optimum utilization of IT/ICT.

One of the implementation issues relates to of the up-gradation of infrastructure. Out of 52 classrooms only 19 are smart class rooms. As a result only a few faculty members get the opportunity to use them. The college has already sent a proposal under RUSA to convert more class rooms into smart class rooms so that more students benefit from it.

We also do not have technical staff exclusively for the maintenance and upkeep of the hardware. Additional resources are needed for procuring expensive ICT

Also the specific language software (Hindi / Punjabi) is not easily available. Developing ICT ready classrooms is too expensive to afford for the college. Lack of technical staff for the maintenance of ICT equipments is yet another limitation of ICT.

Contact Details

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Head of Department of Computer Applications

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Work Phone: 0172-2676005

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BEST PRACTICE – II

1. Title of the Practice:

Faculty Research Promotion Endeavours

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

The main goal of this practice is to promote a research culture amongst the faculty. The other subsidiary goals are as below:

- To enable the faculty to develop a scientific temper ;
- To undertake research projects from different funding agencies;
- To organize national / state conferences / seminars / workshops and
- To facilitate travel grant assistance for national and international academic programmes.

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

Initially, there was a negligible enthusiasm for academic enhancement amongst the faculty. However, consistent efforts have been made to encourage the faculty members to cultivate the research temper by organizing workshops, personal interfaces and staff meetings. This endeavour disseminates information about upcoming conferences, seminars, funding agencies etc. and the consequent advantages of remaining updated academically.

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

The main motive of this practice is to achieve academic excellence. A workshop related to relevant information regarding Minor / Major projects was conducted by the IQAC of the college in 2011. About twenty faculty members attended the workshop. Out of these, eight applied to the UGC for financial assistance. This culminated in the sanction of seven Research Projects in the subjects of Chemistry, Public Administration, Hindi, Punjabi, English, Commerce and Psychology.

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.

This practice acts as a tool for quality enhancement and sustenance and has gained popularity over the years. The quantum of its success can be judged as per details below:

Number of Major and Minor Projects sanctioned: 31 (6 + 25) (Amount sanctioned: 51.50 Lakhs)

Number of consultancy projects: 02 (amount sanctioned and received: 4.75 lakhs)

Number of Academic Programmes organized: 09

Number of Ph.Ds / MPhils awarded to the faculty in-service: 21

Number of Faculty currently pursuing Ph.D: 14

Number of sponsored Foreign Academic visits undertaken: 14

6. Problems encountered and Resources Required

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

It is proposed that efforts may be initiated for the creation of a separate fund for providing `Seed Money` for short term research initiatives. The college has already taken a stride in this direction by submitting a proposal for the same under the RUSA scheme. This would generate a better environment for future research endeavours.

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