

Post Graduate Govt. College for Girls
Sector-42, Chandigarh

Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR)

2017-2018



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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.

9872887656

Name of the Head of the Institution:

Prof. Binu Dogra

Tel. No. with STD Code:

0172-2676005

Mobile:

9872887656

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:

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

(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)

1.5 Website address:

www.gcg42.ac.in (College Website)

www.gcg42alumni.in (College Alumni Website)

Web-link of the AQAR:

<http://www.gcg42.ac.in/download/iqac/%20PG%20GCG42%20AQAR%202017-2018%20.pdf>

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)

2017-18

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
- v. AQAR 2015-2016 Submitted to NAAC 28/09/2016
- vi. AQAR 2016-2017 Submitted to NAAC 31/10/2017

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 (**NIRF,**

RUSA)

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="02"/>
2.11 No. of meetings with various stakeholders:	Faculty <input type="text" value="07"/> Parents <input type="text" value="02"/> Non-Teaching Staff <input type="text" value="03"/> Students <input type="text" value="03"/> Alumni <input type="text" value="03"/> Others <input type="text" value="08"/>
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="37"/>
International	<input type="text" value="--"/>
National	<input type="text" value="01"/>
State	<input type="text" value="05"/>
Institution Level	<input type="text" value="31"/>

(ii) Themes

1. Hands on Training on GeM and Project Monitoring in collaboration with SPD RUSA, held on 19 July 2017.
2. Expert Lecture by Ms. Khadijah Faruqui for the students on “Gender Equality and Women centric Rights” on 27th Sept 2017.
3. One day RUSA sponsored Capacity Building Workshop on “Online Banking and Fraud” held on 07 Nov 2017 for students and faculty.
4. One day work shop on “Legal literacy on women related issues” by Director Higher education Sh R K Popli and advocate Ajay Jagga held on 15th Nov 2017.
5. One day RUSA sponsored Capacity Building Workshop on “GST and it’s Impact on Indian Economy” held on 30 Jan 2018 for students and faculty.
6. “One Billion Rising- A Global campaign on violence against women” –a public event held on 7th Feb 2018.
7. A One Day National Workshop on “Ethics in Performing Arts”- Kala Sangam sponsored by College Development Council, Panjab University held on February 26th, 2018 for the students and staff of Dance, Music and Fine Arts Department.
8. Two days RUSA sponsored Dance Workshop on “Kathak” for the students of dance department was held on 27/2/2018 and 28/2/2018.

2.14 Significant Activities and contributions made by IQAC

1. Activities of IQAC Cell promote Equity, Access and Quality.
2. Organising conferences, seminars and workshops for faculty, non-teaching staff and the students and encouraging them to participate in such activities for the quality improvement of teaching learning process.
3. Creating Awareness about latest UGC amendments.
4. Deliberations and participation of the faculty for syllabi formulation under CBCS.
5. Encouraging active participation of faculty and students in Community Outreach Activities.
6. Analysis of feedback received from students and implementing recommendations thereof.
7. Environmental awareness by way of establishing Fruit Park which is being maintained by the students.
8. Installation of Sanitary Napkin Vending machine and Incinerator in wash rooms for promoting hygienic environment for the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out for 2018-2019 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 (2018-2019)	Achievements (2017-2018)
<p>Infrastructure The college IQAC has worked out an action plan for up gradation of existing learning resource for imparting quality teaching and enhancement.</p> <ul style="list-style-type: none"> • Establishment of addition Research Facilities. • Setting up of e-Learning Centre under FIST. • Setting up of Computer laboratory under UGC, RUSA and FIST. • Conversion and renovation of existing classroom to mini seminar room. • Up gradation and modernization of hostel kitchen. • Renovation of hostel washrooms. • Renovation of hostel mess. • Installation of lift in the IT Block to make friendly for differently-abled person. • Renovation of washrooms in the academic/ administrative block. • Provision of more washrooms for persons with disability • Facelift of the area adjoining entrance of Administrative block. • Capacity Building Programme on Curriculum Reform 	<p>Infrastructure</p> <ul style="list-style-type: none"> • Day Care Centre (for the wards of Staff & students) setup under RUSA infrastructural grant.. • A fully functional Research Lab in Life sciences and Basic Sciences. • Equipments worth 15 Lakhs purchased under FIST grant for strengthening of science laboratories in the subjects of Botany, Zoology, Chemistry, Physics, Biotech, Microbiology). • Judo Mats and Hurdles purchased for the department of Physical Education. Rehris for manual transportation of sports equipment was also purchased for the physical education department. • Desks were purchased for the additional classrooms. • Beds were purchased for hostel residents. • Jio network of 34 MB per user per day was added in the campus towards strengthening of Wi-Fi Connectivity in the campus • 5 smart classrooms were setup under FIST grant in the department of Sciences towards strengthening of ICT Resources. • Two new classrooms were added to accommodate increase number of courses. • Four washrooms (Two male & Two

<p>Academic Programmes</p> <ol style="list-style-type: none"> Honours programmes in Physics, Zoology, Chemistry, Dance and Music (Instrument) Collaboration with Indian Institutes of repute for free online certified courses IQAC News Letter <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"> Up-gradation of e-campus Solution. Water testing system. Online Purchases through GeM All payments through PFMS Online fee submission through credit/debit cards and net banking Online submission of practical files, projects and assignments in CDs Geo-Tagging of major college activities held under RUSA. Installation of Roof-Top Solar Panel on IT Block <p>Enabling Environment for Holistic Development</p> <ol style="list-style-type: none"> Community Outreach Programmes as per vision of MHRD Women Empowerment Activities through awareness programmes, youth adalat and counselling Career Guidance & Counselling Placement Initiatives Preparing students for UGC NET for PG Students Mentoring for National Science events 	<p>Female washrooms) in main building and administrative unit were renovated under RUSA.</p> <ul style="list-style-type: none"> CCTV cameras installed for the e-surveillance of the entire college campus <p>Academic Programmes</p> <ol style="list-style-type: none"> New Courses introduced <ul style="list-style-type: none"> Cosmetology (Advanced Diploma Level) Diploma in Animation & Graphics PG Diploma in Chemical Analysis of Food. Certificate course in Music(V&I) Advance Diploma in Entrepreneurship. Advance Diploma in Animation & Graphics. <p>Eco-Friendly Campus</p> <ol style="list-style-type: none"> E-campus solution software has been upgraded to include centralized admission for all under graduates and all post graduates. The fee payment mode now includes Debit/ Credit card/online net banking in e-sampark centres as per their convenience. Construction of pavement path along boundary wall of the college is yet to be started. <p>Enabling Environment for Holistic Development</p> <ol style="list-style-type: none"> Upgrading of the sports facilities for specialized training and practice. Health Checkups Mental health awareness Gender Specific Legal Awareness Participation and excellence in cultural activities like youth festival at regional, zonal and national level. On and Off Campus placements
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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 (2017- 2018) (III)	Number of self-financing programmes (Out of Col II & III) (IV)	Number of value added / Career Oriented programmes (V)
PhD	01		--	01
PG	09	--	02	09
UG	08	--	01	08
PG Diploma	04	01	04	05
Advanced Diploma	07	--	--	07
Diploma	09	01	--	10
Certificate	10	01	--	11
Others	--	--	--	--
Total	48	03	07	51

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.

<p>1. 27 Faculty Members are Members of the Board of Studies of 50 subjects both at the level of PG and UG and provides inputs at the time of revision of curriculum.</p> <p>2. The college faculty as a part of the core committee constituted at the level of Panjab University, Chandigarh prepares suggestions for design and formulation of syllabi of various classes under proposed CBCS.</p>

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

Criterion – II

2. Teaching, Learning and Evaluation: 2017-2018

2.1 Total No. of permanent faculty (As on 30th June 2018)

Total	Asst. Professors	Associate Professors	Professors	Others
71(Including Principal)	09	50	12	----
59 (Full Time Contractual faculty)	59	--	--	--

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

66

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
--	06*	--		--		--		--	

(*34 filled through Full Time Contractual out of Salary Head)

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

2.5 Faculty participation in conferences and symposia: 2017-2018

No. of Faculty	International level	National level	State level
Attended	28	54	32
Presented papers	22	25	09
Resource Persons	2	12	13

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

- PowerPoint presentations
- Case Studies / Group Discussions
- Online Project Submission
- Field Extension activities
- Industrial/ Onsite Visits
- On job trainings / Summer Training
- Inviting subject/ industry experts
- Hands on training for staff and students on various issues of relevance
- FDPs, Workshops, Refresher courses, orientation courses
- Promoting research related to curriculum

2.7 Total No. of actual teaching days during this academic year 2017-2018 (As per PU Calendar)

Semester System (Odd Semester)

99

Semester System (Even Semester)

96

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/processes are decided at Panjab University Level. However faculty members are involved in governance through representation in various bodies and reforms pertaining to examinations.

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

27

8

2

2.10 Average percentage of attendance of students

82.75%

2.11 Course/Programme wise distribution of pass percentage:

S. No	Class	2017-2018		
		College Pass%	Univ. pass%	Variation
1	BA III	99.68%	68.43%	+31.25%
2	BCOM III	100 %	88.33%	+11.67%
3	BCA III	100 %	76.07%	+23.93%
4	B.Sc. III	98.9%	61.96%	+36.94%
5	B.Sc. Biotech (Hons)	100 %	88.05%	+11.95%
6	B.P.Ed	100 %	86.06%	+13.94%
7	M.Sc. Zoology	100 %	98.55%	+1.45%
8	M.A Sociology	100 %	83.05%	+16.95%
9	M.A English	100 %	68.57%	+31.43%
10	M.A PubAdm	100 %	90.00%	+10.00%
11	M.A Pol.Sc.	100 %	55.62%	+44.38%
12	M.Sc. Botany	100 %	92.79%	+7.21%
13	M.Sc. Microbial Biotech	100 %	71.15%	+28.85%
14	M.Sc. (IT)	100 %	78.27%	+21.73%
15	M.Com	100 %	93.34%	+6.66%
16	PGDCC	100%	Not available	---
17	PGDIT	100%	Not available	---
18	PGDGC	100%	Not available	---
19	PGDCA	100%	82.54%	+17.46%
20	PGDCFA	100%	Not available	---

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

IQAC plays a pivotal role in the coordination of the various activities relating to teaching-learning process by way of organising capacity building programmes on various issues of relevance. The results of such capacity building workshops are then duly evaluated through teacher's and students feedback. Eminent speakers from the field and industry experts are also invited to apprise the students about the market requirements and hands on training to the students.

1. Faculty Development :

- The faculty is continuously guided on ways & means to procure financial aid for research projects. IQAC cell communicates all information regarding various schemes/ projects of UT Govt. & GOI, UGC, ICSSR, DST- FIST, RUSA and other funding agencies to the faculty during staff meetings.
- The Faculty is made aware about various provisions under CAS promotions.
- The faculty is constantly apprised about innovations in their relevant field and issues of significance through expert talks and encouragement to participate in conferences and seminars organised by various universities.

2. Student : IQAC promotes student involvement in academic and co curricular activities through

- Voluntary Financial Aids
- Coaching classes for competitive/ UGC-NET
- Conduct of Motivation Classes
- Documentaries and screening of movies
- Analysis of University results through Academic Review Committee to suggest ways of improving student's performance.
- Motivational talks & counselling for hostel students.
- Yoga and fitness regimes, Athletic meet and co-curricular activities for hostel students.

3. Non –Teaching Staff

They are continuously encouraged to participate in

- Various workshops/ seminars/ conferences relating to work ethics, retirement benefits, leave rules, RTI etc.
- Training sessions on e-Campus solution and equipment handling
- Training sessions on computer literacy and online purchases and payment systems like GeM and PFMS.

2.13 Initiatives undertaken towards faculty development

Academic Staff Development Programmes	Number of faculty Nominated (2017-2018)
Refresher courses	02
HRD programmes	--
Orientation programmes	12
Staff training conducted by the university	24
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	118
FDP	14

2.14 Details of Administrative and Technical staff (2017-2018)

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	49	19* *9 positions Filled through Contractual & 10 DC Rates	---	19
Technical/Lab Staff	27	12* *8 positions Filled through Contractual & 3 DC Rates	---	11

Criterion – III

3. Research, Consultancy and Extension

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

1. Information about various research schemes of MHRD,UGC, ICSSR, Panjab University and other funding agencies is displayed on the staff notice board.
2. Information about benefits of research under CAS promotion is disseminated among faculty through talks and meetings.
3. Faculty is encouraged to participate in training and faculty development programmes organised by the different universities and other research oriented institutions of higher learning.
4. Faculty is encouraged to undertake PhD guide work.

3.2 Details regarding major projects: 01(2017-2018)

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	01	---
Outlay in Rs. Lakhs		---	600,000	---

3.3 Details regarding minor projects: 01(2017-2018)

	Completed	Ongoing	Sanctioned	Submitted
Number	1	--	01 (2 projects were sanctioned in the session 2016-2017 but funding not received from UGC. Hence excluded from the data)	01
Outlay in Rs.	16000 /-	---	16000	---

3.4 Details on research publications: (2017-2018)

	International	National	Total
Peer Review Journals	46	22	68
e-Journals			
Non-Peer Review Journals	03	04	07
Conference proceedings	02	02	04

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. **2017-2018**

Nature of the Project	Number	Name of the funding Agency	Total grant sanctioned	Received
Major projects	01	UGC	600,000	600,000
Minor Projects	01	SCERT, Chandigarh under NPEP 2017-18 submitted to NCERT, Govt. of India	16000	16000
Interdisciplinary Projects	---	---	---	---
Industry sponsored (2015)	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects (other than compulsory by the University)	---	---	---	---
Any other(Specify)	---	---	---	---
Total	02	---	6,16,000	6,16,000

3.7 No. of books published (2017-18) i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from:

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

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution 2017-18

Level	International	National	State	University	College
Number	--	01	04	---	03
Sponsoring agencies	---	DCDC P.U CHD	RUSA	---	Jagori Dharamsala and Chandigarh

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

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 **2017-18**

Total	International	National	State	University	Dist	College
02	01	01	00	---	00	---

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 to faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events (55 events): **08 Units**

College Level University level State level
National level International level

3.22 No. of students participated in NCC events: **Army Wing -01 Chandigarh Girls BN, NCC (121 cadets)**

University level State level
National level International level

3.23 No. of Awards won in NSS: **NIL**

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	---	College forum	49		
NCC	23	NSS	55	Any other	02

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

- Blood Donation Camp in collaborations with NGO'S, Campaigns against female foeticide, pulse polio (NSS) and
- Youth Adalat, Self Defence, One Billion Rising Campaign, Tree Plantation, Swachhta Bharat Internship
- Anti-Corruption & Vigilance week
- National Unity 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.
- Participation in Project Helping Hand, Project Nanhi Jaan
- Regular Water Testing to ensure safe drinking water.

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 nearby villages 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"***.
- Volunteers participated in 'Run For Unity' at Sukhna lake in order to spread the message of the Rashtriya Ekta Diwas***
- Pledge ceremony to commemorate the great events and sacrifices of revered freedom fighter during the freedom struggle***

- k. *Different competition as collage making, slogan writing, poster making, best out waste were organised during **Swachh Bharat Abhiyan***
- l. ***Volunteers visited Pingalwara**, the house of destitute to provide help and to know the people who are special in the society.*
- m. *A **drive was conducted to clean NEW Lake**, sector 42, chnadigarh by **Volunteers Along with State bank of India***
- n. ***Organ donation awareness drive** was organised in college campus along with **Regional Organ and Tissue Transplantation Organisation (ROTTO)**, **PGIMER, Chandigarh**. 62 students took pledge for organ donation on the spot and others to aware their friends and family.*
- o. ***Pulse polio** campaign was organised in **Kajheri village, sector 52 and sector 42, Chandigarh***
- p. ***'SARTHI' Project** ,volunteers help patients of **PGIMER, Chandigarh***
- q. *A **drive' digital India Cashless India'** was organised in campus, in sector 42 and kajheri village*

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	54	--	--
Laboratories	34	5	Govt. Grants
Seminar Halls	03	---	---
No. of important equipments and related items purchased (\geq 1-0 lakh) during the current year.	---	15	RUSA, DST-FIST & Govt. Grants
Value of the equipment purchased during the year (Rs. in Lakhs)	---	Rs. 37,34,258	RUSA, DST-FIST and M & S
Others	19 Smart Class Rooms Gymnasium, Auditorium, Conference room. Multimedia room, Placement cell.	•4 smart class rooms •Day Care Centre •Research lab in Life sciences	Govt. Grants & RUSA

4.2 Computerization of administration and library

- a) e-Campus solution provides facility in the areas of online form submission and admission for the undergraduate classes and for post graduates, academic and hostel fee collection through e-Samparks/gram Samparks or online net banking/debit card/ credit card mode, examination marks record maintenance, student ledger, student assignment publishing for the students and college societies /event record keeping and student record generation.
- b) Online submission of internal and external assessment of students on Panjab University portal
- c) Issue of semester examination roll no through Panjab University portal
- d) Examination related documents are also generated online through Panjab University portal
- e) INFLIBNET facility is available to access E-Journals at all times.
- f) The Library is fully automated with LIBSYS Java EJB based web centric LSEase software.
- g) 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.
- h) JAWS –a blind software.
- i) Online Payments through PFMS.
- j) Online Salary/ scholarships/ bill payment/Transfers
- k) Online purchases through GeM.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	40741	45,76,458	482	2,72,368	41888	48,48,826
Reference Books			purchased +665 (Gifted)			
e-Books						
Journals & Magazine	84	95126	2 Journals	4400	86	99526
e-Journals	N List	33,000	N List	5,750		38,750
Digital Database	12 (books)	Free	12 (books)	Free		
CD & Video	340	Free + 20,000	---	---	340	Free + 20,000

4.4 Technology up gradation (overall): **2017-2018**

	Total Computer s	Computer Labs	Internet	Browsi ng Centres	Comput er Centres	Office	Depart -ments	Oth ers
Existing	265	174	10 Mbps OFC + 2 (Virtual Private Network) VPN connections each of 2 Mbps	17	03	12	26	33
Added	10	10	-	-	-	-	-	-
Total	275	184	10 Mbps OFC + 2 (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 Up-gradation (Networking, e-Governance etc.)

1. Internet is available on all computer systems in the campus and hostel.
2. Fully Wi-Fi Campus through BSNL/ Reliance JIO
3. The college faculty uses ICT for teaching and learning.
4. Regular Training to teaching and non teaching staff to upgrade technology usage.
5. Helpdesks are set up in the computer labs during Admission schedule for assisting prospective students in filling up of online admission forms.
6. Regular training to the teaching and non teaching staff is given for using e-Campus solution for admission form scrutiny, seat allocation/de-allocation, fee collection, attendance, and assessment & examination module.
7. Training on the usage of GeM and PFMS to the Teaching & non teaching staff.
8. Computer labs are open for browsing and assignment submission for the students.
9. The students were enrolled in IIT Bombay tutorials for using open source software and approx 90 % completed their course.

4.6 Amount spent on maintenance in lakhs:

i) ICT	4.36
ii) Campus Infrastructure and facilities	8.00
iii) Equipments	3.56
iv) Others	15.60
Total	31.52

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC as a system of conscious and consistent process of improvement in the overall performance of the institution especially students contribute towards quality enhancement in the following ways:

1. Creation of capacity building and Equal Opportunity Cell.
2. A pro-active Placement cell which holds free classes for improving job-oriented skills of the students.
3. Establishment of UGC Resource Centre.
4. Establishment of 4 browsing centres for the benefit of the students.
5. Regular Personality Development Classes for the outgoing classes.
6. Improving learning environment of the students on continuous basis.
7. Providing enabling infrastructural facilities for the differently-abled persons.
8. Provision for counselling by trained counsellor.
9. Dependable and active Women cell to address the problems of girls.
10. Students' suggestion box for handling their grievances.
11. Wifi enabled IT Block and Hostel.
12. Installation of sanitary napkin vending machine and incinerators in wash rooms.

5.2 Efforts made by the institution for tracking the progression

- 1) Class Test/ Presentations/ Mid-semester Exams/ Semester Exams.
- 2) Tutorial Classes to supplement classrooms teaching.
- 3) PD classes / Counselling sessions.
- 4) Extra Assignments for weak students.
- 5) Redressal of individual problems in Counselling and Women Cells.
- 6) Teacher- parent interface.
- 7) Special Classes/Test.
- 8) Counselling students on subject choices based on their aptitude and attitude.
- 9) Free training on CV writing, Interview skills and soft skills.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Total
3574	463	02	4039

(b) No. of students outside the state

2050

(c) No. of international students

No	%
---	---

Men

Women

No	%
4039	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
3658	620	66	-	1	4345	3297	597	143	-	02	4039

Dropout Ratio %

Under Graduate:0.96

Post Graduate: 1.21

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

The college placement cell is active in providing employability skills and support for competitive exams by way of:

- Holding regular classes on training students on soft skills.
- Holding free classes for CV writing, mock interviews, group discussions
- Sessions on personality development and confidence building.
- Holding workshops in Vedic mathematics, mental ability and reasoning ability classes.
- Conducting free classes in Internet frauds and ethical hacking.
- Providing free classes to PG students for UGC NET, Bank entrance exams and civil services.
- Dissemination of information to the students about job opportunities.
- Availability of Employment News paper/ relevant magazines.
- Internet facility for job/competitive exam applications.

No. of students beneficiaries

1060

5.5 No. of students qualified in these examinations

NET	14	SET/SLET	---	GATE	02	CAT	17
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	21

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, research opportunities in their relevant field 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, Dental check up, Diet management etc especially in the months preceding the final examination.

- Personal Counselling is also undertaken by various committees/cells such as Anti-sexual Harassment, Gender Equity, Women cell, Legal awareness committee, suggestion/complaint box committee, Anti-ragging committee, a Hostel Welfare committee, career counselling and Placement cell.

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
04	344	40	178

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.
- Zero-tolerance stance on ragging.
- Selection of Gender Champions (Women Cell), their orientation and regular meetings
- Awareness session on PC PNDT Act
- One day workshop on Basics of Gender and Gender Stereotypes
- Screening of movie ‘Haule Haule’ and “Pink” related to sex selection and discrimination and gender sensitization. This was followed by an interaction session on the issues.
- Awareness and sensitization on Sexual Harassment Act in partnership with Jagori Rural (NGO)
- **One Billion Rising** , a global campaign to end violence against women In partnership with Snjah Jagori (NGO)
- Children’s Day celebration on 14th Nov 2018 in the hostel.
- Women Day Celebration 8 th -March -2018 College Auditorium
- Reviving Games for girls (Gulli Danda, Tug of war, Rope , Pithoo, Stapu band other games)

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: Zonal Youth Fest Inter Zonal Youth Fest

State/ University level National level International level

5.10 Scholarships and Financial Support

Scholarship Details (2017-2018)				
S.No	Name of the Scheme	Amount of Scholarships	No. of Students Benefitted	Total Amount
State and Central Government				
1	Means Cum Merit/ Single Girl Child	DBT	7	
2	e-Pass Electronic Payment	DBT	9	
3	Post Matric Scholarship SC	DBT	120	
4	Award of Post Matric Scholarship	DBT	45	
5	Rashtriya Sanskrit Sansthan, MHRD	Rs 4000 each	22	88,000
6	Grant for SC/ST Students (Library)	--	266	70,000
7	kalpana chawla chatravriti yojna	DBT	01	
8	Half Fee Concession	1350 (UG) 1800 (PG)	200	
Institution Funds				
1	Student Aid Fund	Rs 3000 each	76	2,28,000
Private Bodies				
1	Smt. Saroj Vasudeva Scholarship	1000	3	3,000
2	Laxmi Devi Memorial Cash Prize	2100	1	2,100
3	Daulat Ram Mehndiratta Charitable Trust Scholarship	18,000 (2 students) 12,000 (2 students)	4	60,000
4	Poor Student Fund		4	15600
5	Bina Amarjeet Memorial Scholarship	300	19	5,700
6	Pranshu Anmol Scholarship	11000	2	22,000
7	Financial support by Principal & faculty for fees and Hostel charges	---	6	1,08,000
8	Financial support by Principal & TC Garg	1,50,000	--	1,50,000
9	Voluntarily Help by Faculty Members	--	160	1,20,000

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="01"/>	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 alternate 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 rates of eatables in Canteen and Photostat
- Deployment of Lady Police, PCR Vans regular patrolling in the college vicinity.

- Restoration of functioning of a few fans in classrooms / taps in washrooms
- Enlisted the help of the Police to resolve some personal issues of a few girls
- Facility of ATM

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:

1. 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:
 - a. Admissions (Online Admission Form Submission, Scrutiny of Admission forms, Merit List Generation, Allocation/de-allocation of seats to the selected candidates)
 - b. Centralized Admission for Undergraduate Courses (except BA) and post graduate for all Colleges.
 - c. Fee Collection (through e-Sampark and Gramsampark centres)
 - d. Student Assignment/homework
 - e. Student Attendance Records
 - f. Student’s Return, Ledger and other relevant reports.
 - g. Student examination reports.
 - h. e-Campus Mobile App for the students was also started so that they can see their attendance and other important notices.
2. Biometric attendance for staff
3. Online Examination forms submission and University assessment.
4. Geo-Tagging of important activities

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

6.3.1 Curriculum Development

1. 01 faculty members are members of Panjab University Senate
2. 27 Faculty members representing 50 departments are members of Board of studies at Panjab University.
3. 01 of our faculty are members of Academic Council at Panjab University.
4. 07 are members of faculties (Arts/ Science /Commerce/Language) at Panjab University.
5. 08 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. 23 Smart class rooms , 19 interactive Boards and 2 interactive panels support effective teaching learning.
2. 66 Ph.Ds, 26 M.Phils provides strength to quality teaching.
3. Audio Visual Aids,
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

1. 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 **07** major, **24** minor and **02** consultancy projects have been sanctioned to the faculty by National Funding Agencies like ICSSR, UGC/DST, NIELIT, Punjab Infotech & NCERT etc. (till date).
2. Research Lab in Life Sciences is fully functional and is acting as a facilitator for focussed research and academic learning. It is a platform for intellectually stimulating environment to the students and the faculty to improve their learning skills.
3. Regular workshops on revised UGC guidelines on CAS promotion schemes are held to appraise the faculty.
4. Holistic development of faculty through regular capacity building workshop under RUSA.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library:
 - a. A well-equipped, fully air-conditioned library houses a wide range of books, journals, E-journals with access to INFLIBNET.
 - b. Being sensitive to the needs of differently abled students, special provisions are made for blind student through “JAWS” – A Braille Software
 - c. Computerized Catalogue Search Services through the OPAC (Online Public Access Catalogue).
 - d. The Library is fully automated with LIBSYS Java EJB based web centric LSEase software.
2. ICT:
 - a. Fully Wifi Campus
 - b. A Wifi enabled IT block with 4 BCA labs, Functional English Lab, Video-Studio Lab and Placement Cell.
 - c. Internet facility on computers in all departments
 - d. Administrative block is equipped with the latest computers and internet connection.
 - e. Digital Payments for Salaries and Vendors.
 - f. Online purchases through GeM
 - g. Provision for online fee submission through Credit/ Debit Card and Net banking.
 - h. Provision for online payment for University/Examination fees.
 - i. A 10 Mbps Optical Fibre Lease Line and 2 VPN connections of 2 Mbps have been installed in the college.
 - j. Online submission of examination forms and assessment to Panjab University
 - k. Online issuance of Panjab University roll Nos.
3. Infrastructure:
 - a. 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
 - b. State of the art Auditorium “Sabras” for cultural and other important academic functions.
 - c. Two classrooms were added to enlarge the scope of running new courses and accommodating more students.
 - d. A Day Care Centre established under RUSA and is fully functional for the wards of teaching , non teaching staff and married students.
 - e. A research lab in life sciences has been established under RUSA.

6.3.6 Human Resource Management

1. Recruitment of the Regular faculty is done through UPSC and on deputation from states of Punjab and Haryana.
2. Administrative Staff is appointed by the Director Higher Education, Chandigarh.
3. Full time contractual staff is recruited by Chandigarh Administration to fill the vacancy created by the retirement of regular faculty.
4. A pool of resource persons is maintained in each department to fill the gap between the demand and supply of the faculty.
5. Other supporting staff is appointed through service provider.
6. Regular Training/ Refresher/ Orientation Courses are held for the faculty and supporting staff to upgrade their skills.
7. RUSA sponsored capacity building programmes are organised regularly for the benefit of teaching, non-teaching staff, supporting staff and students.
8. Regular meetings of teaching and non-teaching staff are held to discuss issues relating to teaching, learning, infrastructure and governance.
9. Informal celebrations are held to help to build repo between Teaching and Non-Teaching faculty.
10. Celebration of days of national importance
11. Formal and informal meetings are regularly held to apprise staff about various notices and activities of UGC, ICSSR, RUSA, Panjab University and other eminent institutes of higher learning.

6.3.7 Faculty and Staff recruitment

1. Recruitment of the permanent Faculty is done by UPSC and on deputation from states of Punjab and Haryana.
2. Administrative Staff is appointed by the Director Higher Education, Chandigarh.
3. Full time contractual staff is recruited by Chandigarh Administration to fill the vacancy created by the retirement of regular faculty.
4. A pool of resource persons is maintained in each department to fill the gap between the demand and supply of the faculty.
5. Other supporting staff is appointed through service provider.

6.3.8 Industry Interaction / Collaboration

1. Experts from industry and institutes of eminence are invited to interact with students and make them aware about latest in the field and 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. 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 (2017-2018)

S. No	Class	Criteria adopted by the college
1.	B.Com I	Online Centralized Admission for all city Colleges
2.	BCA I	
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.	M.Sc. (IT)/Zoology/Botany/ Microbial Biotechnology	Display of merit list prior to admission on college website and notice board
10.	PGDCA/ PGDMC/ PGDGC/ PGDT/PGD Cyber Crime	
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 and other private bodies like SAIN Trust, Rotary Club. • Fee concession through student aid fund • Hostel fee support to needy residents by the faculty • Yoga and sports day celebrations in hostel. • Other schemes of Govt/UGC etc

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	College Level
Administrative	---	---	Yes	College Level

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
2. Facebook page for the our registered Alumni (THE AMBASSADORS' ALUMNI ASSOCIATION)
3. The Alumni are invited to interact with the students of outgoing class to provide them necessary inputs for higher education and employment.
4. Annual alumni meet and cultural programme was organized in the college to reconnect with the alumni.
5. As a best practice we honour our distinguished alumni.

6.12 Activities and support from the Parent – Teacher Association

1. Regular interface with parents usually held in the respective department to discuss issues like results, lecture shortage, improvement in infrastructure and other issues
2. E-Campus App to help parents track the performance of their wards.

6.13 Development programmes for support staff

Capacity building workshops for the supporting staff are held under RUSA on

1. Computer Literacy
2. Work Ethics and Etiquettes
3. Positive Attitude and Team Building
4. Friendly Games Competition
5. Free Medical Check-up
6. Health and Hygiene

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

1. Vermi Compost Unit
2. Composting of organic waste generated in the college campus (dry leaves, kitchen waste from hostel mess, used tea from college canteen) for garden soil and plants.
3. Solar Power Plant
4. Herbal Garden
5. Green House
6. Rainwater Harvesting Unit
7. BIOMASS FUEL used as an Alternative to LPG.
8. Best out of Waste.
9. Science Park
10. Sanjeevni Park
11. Solar Panel/ Power Plant
12. Shift from paper to paperless institution.
13. e-Payments – An Initiative under Digital India
14. Tertiary Water arrangement
15. Sanitary Vending Machine & incinerator

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
 - Composting of organic waste generated in the college campus (dry leaves, kitchen waste from hostel mess, used tea from college canteen).
 - Solar Power Plant
 - Green House
 - Rainwater Harvesting Unit
 - Best out of Waste.
 - Sanitary napkin vending machine and incinerator
 - Shift from paper to paperless institution.
 - e-Payments – An Initiative under Digital India
 - Tertiary Water arrangement
4. Feedback from students, hostel 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 (2017-2018)	Achievements(2017-2018)
<p>Infrastructure The college IQAC has worked out an action plan for up gradation of existing learning resource for imparting quality teaching and enhancement.</p> <ul style="list-style-type: none"> • Setting up of Day Care Centre • Establishment of Research Lab in Life Sciences and Basic Sciences • Strengthening of Science Laboratories • Establishment of Digital Lounge • Upgradation of Physical/ Sports Infrastructure • Upgradation of classrooms and hostel furniture. • Establishment of addition Research Facilities. • Strengthening of Wi-Fi Connectivity • Establishment of Central Instrument Facility Centre • Strengthening of ICT Resources • Additional classrooms • Renovation of washrooms, hostel mess and administrative unit. • CCTV Cameras in left out areas of college. <p>Academic Programmes The new career oriented courses</p> <ul style="list-style-type: none"> • PG Diploma in Chemical Analysis of Food. • Certificate course in Music(V&I) • Advance Diploma in Entrepreneurship • Advance Diploma in Animation & Graphics <p>Honours programmes in Physics, Zoology, Chemistry, Dance and Music (Instrument) Collaboration with Indian Institutes of repute for free online certified courses IQAC News Letter Introduction of Institutional Multi-Disciplinary e-Journal</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"> i. Up-gradation of e-campus Solution. ii. Water testing system. iii. Online Purchases through GeM iv. All payments through PFMS v. Online fee submission through 	<p>Infrastructure</p> <ul style="list-style-type: none"> • Well equipped and functional Day Care Centre (for the wards of Staff & students) setup under RUSA infrastructural grant.. • A fully functional Research Lab in Life sciences and Basic Sciences established under RUSA. • Equipments worth 15 Lakhs purchased under FIST grant for strengthening of science laboratories in the subjects of Botany, Zoology, Chemistry, Physics, Biotech, Microbiology). • Judo Mats and Hurdles purchased for the department of Physical Education. • Rehris for manual transportation of sports equipment was also purchased for the physical education department. • Desks were purchased for the additional classrooms. • Beds were purchased for hostel residents. • Jio network of 34 MB per user per day was added in the campus towards strengthening of Wi-Fi Connectivity in the campus • 5 smart classrooms were setup under FIST grant in the department of Sciences towards strengthening of ICT Resources. • Two new classrooms were added to accommodate increase number of courses. • Four washrooms (Two male & Two Female washrooms) in main building and administrative unit were renovated under RUSA. • CCTV cameras installed for the e-surveillance of the entire college campus <p>Academic Programmes New Courses introduced during 2017-18</p> <ul style="list-style-type: none"> • Cosmetology (Advanced Diploma Level) • PG Diploma in Chemical Analysis of Food. • Certificate course in Music(V&I) • Advance Diploma in Entrepreneurship. • Advance Diploma in Animation & Graphics. <p>Eco-Friendly Campus</p> <ol style="list-style-type: none"> i. E-campus solution software has been upgraded to include centralized admission for all under graduates and all post graduates. The fee payment mode now includes Debit/ Credit card/online net banking in e-sampark centres as per their convenience.

<p>vi. credit/debit cards and net banking</p> <p>vi. Online submission of practical files, projects and assignments in CDs</p> <p>vii. Geo-Tagging of major college activities</p> <p>Enabling Environment for Holistic Development</p> <p>i. Sports</p> <p>ii. Societies</p> <p>iii. Community Outreach Programmes</p> <p>iv. Cultural Activities</p> <p>v. Women Empowerment Activities through awareness programmes, youth adalat and counselling</p> <p>vi. Career Guidance & Counselling</p> <p>vii. Placement Initiatives</p> <p>viii. Tutorials/ Mentoring</p> <p>ix. Remedial/Competitive Classes</p>	<p>ii. Construction of pavement path along boundary wall of the college is yet to be started.</p> <p>iii. GeM portal is used to buy majority of articles in college.</p> <p>iv. All payments are made through PFMS.</p> <p>v. All activities undertaken under RUSA are geo-tagged.</p> <p>Enabling Environment for Holistic Development</p> <p>i. Upgrading of the sports facilities for specialized training and practice.</p> <p>ii. Health Checkups</p> <p>iii. Mental health awareness</p> <p>iv. Gender Specific Legal Awareness and Youth Adalat are a of the college regular feature</p> <p>v. Participation and excellence in cultural activities like youth festival at regional, zonal and inter-zonal level.</p> <p>vi. Placement initiatives for on and off Campus placements.</p> <p>vii. Classes for entry to govt services and NET/JRF.</p>

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

- | |
|---|
| <p>1. Title of the Practice: Confidence Building through Personality Development</p> <p>2. Title of the Practice: Faculty Research Promotion Endeavours</p> |
|---|

7.4 Contribution to environmental awareness / protection

<p>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.</p>

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.
- Fully functional and well equipped Research lab in life sciences.
- Fully functional day care centre for the wards of teaching, non –teaching staff and married students.
- Upgradation of existing 2Mbps lease line to 10Mbps OFC and 2 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 130, 66 are Ph.Ds and 37 are M.Phils.
- Highest number of Professors (12) among the city colleges.
- 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, ICSSR, NCERT, Panjab University and Punjab Govt. (till date)

Minor Projects: 24

Major Projects: 07

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.
- Regular conducting and organising of capacity building workshops for teaching & non teaching staff and students.
- Participation of the teaching staff in the Faculty Development Programmes.
- 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 29 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.
- Voluntary generous financial support to the needy and deserving students.
- Involvement of the faculty with the students on issues of relevance like gender sensitisation, market skills, personal hygiene etc.

b) WEAKNESS

Infrastructure resource:

- Aging technology and equipment in some of our laboratories.
- Lack of infrastructure for the faculty for conducting research.
- Limited seats in the Hostel (265 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 and inadequate 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
- 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.
- More resources are required for attracting sports students
- Research based environment is lacking with special reference to financial assistance.

8. Plans of institution for next year

Infrastructure

The college IQAC has worked out an action plan for up gradation of existing learning resource for imparting quality teaching and enhancement.

- Strengthening of Science Laboratories
- Establishment of Digital Lounge
- Upgradation of Physical/ Sports Infrastructure
- Up gradation of hostel dining room furniture.
- Renovation of washrooms both in hostel and academic block
- Establishment of addition Research Facilities.
- Establishment of Central Instrument Facility Centre
- Strengthening of ICT Resources
- CCTV Cameras in left out areas of college.
- Installation of Lift in IT Block

Academic Programmes

1. The new PG courses
 - a. MA (Punjabi)
 - b. MA (History)
 - c. MA (Hindi)
2. Honours programmes in Physics, Zoology, Chemistry, Dance and Music (Instrument)
3. IQAC News Letter

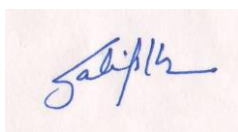
Eco-Friendly Campus

More efforts will be worked out for making college eco-friendly in terms of:

1. Up-gradation of e-campus Solution.
2. Water testing system.
3. Online Purchases through GeM
4. All payments through PFMS
5. Online fee submission through credit/debit cards and net banking
6. Online submission of practical files, projects and assignments in CDs
7. Geo-Tagging of major college activities
8. Development of fruit garden
9. Sanitary napkin vending machine and incinerators
10. Wet waste management

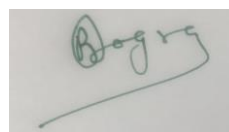
Enabling Environment for Holistic Development

1. Sports
2. Societies
3. Community Outreach Programmes
4. Cultural Activities
5. Women Empowerment Activities through awareness programmes, youth adalat and counselling
6. Career Guidance & Counselling
7. Placement Initiatives
8. Tutorials/ Mentoring
9. Competitive Classes
10. Expert Talks
11. Skill oriented classes.



Dr. Dalip Kumar

Signature of the Coordinator, IQAC



Prof. Binu Dogra

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2017-2018

Academic Schedule for the session 2017-2018 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System.

Annexure 'B'

PANJAB UNIVERSITY, CHANDIGARH

Academic Calendar for the session 2017-18 for the Panjab University affiliated Colleges with Under Graduate & Post Graduate courses having Semester System of examination:-

<u>Summer Vacation</u>	01-06-17 Thursday	To	09-07-17 Sunday	(39 days)
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Academic Calendar

Colleges Open on and normal Admission for ongoing Classes

10-07-17
Monday

Admission Schedule

Normal Admission for ongoing and new classes (except for those classes in which admission is through PU-CET (P.G))

10-07-17
Monday

To

22-07-17
Saturday

(12 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.

24-07-17
Monday

To

31-07-17
Thursday

(07 days)

Commencement of Teaching

(i) For ongoing classes

22-07-17
Saturday

(ii) For new admission classes (those admitted through PU-CET (P.G) tentative

Schedule to be provided by dean
Science

Late admission in Panjab University, affiliated Colleges to be allowed by the Vice-Chancellor with fee of Rs. 2040/- per student

01-08-17
Tuesday

To

14-08-17
Monday

(12 days)

Academic Term-I (a) Odd semesters	22-07-17 Saturday	To	29-09-17 Friday	(57 Teaching days)
Autumn Break	30-09-17 Saturday	To	09-10-17 Monday	(10 days)
Academic Term-I(b)	10-10-17 Tuesday	To	01-12-17 Friday	(42 Teaching days)

Total Teaching days of Academic Term I=57+42= 99 days

End Semester Examinations	02-12-17 Saturday	To	21-12-17 Thursday	(17 days including Saturday)
Semester Vacation (Winter Break)	22-12-17 Friday	To	07-01-18 Sunday	(17 days)
Academic Term-II Even semesters				
Colleges reopens after Semester Examination	08-01-18 Monday	To	10-05-18 Thursday	(96 Teaching days)

Total Teaching days of Academic Term II = 96 days

End Semester Examinations	11-05-18 Friday	To	01-06-18 Friday	(19 days including Saturday)
Summer vacation (tentative)	02-06-18 Saturday	To	08-07-18 Sunday	(37 days)

Total Teaching days of academic term I & II = 99+96 = 195 days

ml

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"> 1. Inclusion of Soft skill Training in the course work 2. About the existing curriculum
Teacher's feedback	<ul style="list-style-type: none"> • Through staff meetings; • Interaction with Principal and Advisory Committee. 	<ol style="list-style-type: none"> 1. To resolve various issues regarding time table, classroom, grievances of students. 2. Experts to be invited frequently to update students

BEST PRACTICE – I**1. Title of the Practice:*****Confidence Building through Personality Development*****2. Aim of the Practice:**

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	2012-13	2013-14	2014-15	2015-16	2016-17
PGGCG 42	720	740	742	689	708	924	987

3. The Context:

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 and its implementation:

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:

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:

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. Any other relevant information:

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.

Contact Details of the Coordinator:

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BEST PRACTICE – II

1. Title of the Practice:

Faculty Research Promotion Endeavours

2. Aim of the Practice:

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. The Context:

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. The Practice:

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. Evidence of Success:

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, Minor and consultancy Projects sanctioned: 33 (Amount sanctioned: 51.50 Lakhs)

Number of Academic Programmes organized: 23

Number of Ph.Ds / MPhils awarded to the faculty in-service: 25

Number of Faculty currently pursuing Ph.D: 26

Number of sponsored Foreign Academic visits undertaken: 15

6. Problems encountered and Resources Required:

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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