

# SELF STUDY REPORT



**PG GOVERNMENT COLLEGE FOR GIRLS  
SECTOR-42, CHANDIGARH**

**(Re-Accreditation- Cycle-II)**

**SUBMITTED TO**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
BANGALORE**

## CONTENTS

A. Preface.....	i
B. Executive Summary .....	1
Part (a): Criterion Summary.....	1
Part (b): SWOC Analysis.....	12
C. Profile of the Affiliated College.....	16
D. Criteria-Wise Inputs.....	32
CRITERION I: Curricular Aspects.....	32
CRITERION II: Teaching –Learning & Evaluation.....	55
CRITERION III: Research, Consultancy and Extension.....	102
CRITERION IV: Infrastructure and Learning Resources.....	127
CRITERION V: Student Support and Progression.....	146
CRITERION VI: Governance, Leadership and Management .....	169
CRITERION VII: Innovations and Best Practices .....	190
E. Post Accreditation Initiatives.	
F. Declaration by the Head of the Institute	
G. Annexures	
ANNEXURE I : NAAC Accreditation Certificate	
ANNEXURE II : UGC 2(f)/12(B) Letter	
ANNEXURE III : Panjab Univerisity Affiliation Letter	
ANNEXURE IV : Chandigarh Administration Order for Changed College Name	
ANNEXURE V : NCTE Approval Letter (B.Ped (One Year) Course)	
ANNEXURE VI : Audit Report	
ANNEXURE VII A: List of faculty/Departments represented on the Board of Studies	
ANNEXURE VII B : Community Outreach and Extra Curricular Activities	
ANNEXURE VII C : Awards/ Recognitions Received by the Faculty	
ANNEXURE VII D : Functional Committees	
ANNEXURE VIII : Institutional Master/ Layout Plan	
H. Evaluative Report of Departments.....	1 -229

## **A. PREFACE**

PG Government College for Girls, Sector-42, affiliated to Panjab University, Chandigarh, is a premier institute of higher education in Northern India. Spread over a sprawling campus of approximately 18 acres, adjacent to the International Heritage Palm Garden, the college is situated in southern part of Chandigarh- the City Beautiful. With its imposing edifice, majestic building- blocks and rich infrastructure, it caters to the academic and professional needs of girls not only from Chandigarh and adjoining rural areas but also from different states of India. Established in a school building in Sector-19 in the year 1982 with Arts and Commerce faculties, the college shifted to its present campus in the year 1987. Since then, it has been making strides in terms of academic and infrastructural up-gradation which has enabled it to emerge as a fore-runner in Women empowerment and Education.

This college offers courses in the faculties of Arts, Commerce, Science (Medical, Non-Medical, Biotechnology, Bioinformatics, Microbiology, Computer Science and B.C.A.) at Under-graduation level and Post-Graduation in Commerce, English, Public Administration, Sociology, Political Science, Zoology, Botany, Microbial Biotechnology, Information Technology, Computer Applications, Mass Communication, Guidance & Counselling, Translation, Cyber Crime and B.P.ed (One Year). It offers 329 subject combinations in the Arts stream, 13 combinations in Science stream and Honours courses in 13 subjects to cater to the varied aptitude and needs of the students. Besides, 2 vocational courses sanctioned by UGC in the subjects of Functional English and Principles and Practices of Insurance, the college offers Career Oriented Courses in Bioinformatics, Environmental Auditing, Tourism, Event Management, Mass Communication & Video Production, Animation & Graphics, Web Designing and Multimedia, Entrepreneurship and Disaster Management. Under RUSA scheme of Govt. of India, a detailed IDP has already been submitted to start Finishing School on the campus.

Making a humble beginning with 300 students and 14 faculty members, today it has 4333 students on its rolls and impressive teacher strength of 144. With 69 Ph.Ds and 37 M.Phils, the erudite college faculty is an asset, dedicated to the task of promoting academic progression and excellence of the young stake-holders. 90 non-teaching

members provide assistance in the better functioning of the college. Well versed with the schemes and programmes of UGC like Development Plans, Travel Grants, Teacher Fellowship Awards, Research awards and grants, the college facilitates the faculty members to regularly avail of these grants.

The college has made a niche for itself in the northern region because of its infrastructure as well. Embellished with well-maintained 9 gardens, vast playgrounds; an exclusive Information Technology Block with cutting edge facilities; a well-equipped fully air-conditioned library with a compendium of 37,000 books, equipped with INFLIBNET, computer and internet facilities; gymnasium; hostel facility with all modern amenities, stationery shop; canteen, and fruit & juice stall, recently state-of-art auditorium inaugurated by Shri Kiren Rijiju, Hon'ble Union Minister of State for Human Affairs, Government of India, has been added to its existing facilities. 'SABRAS', the college auditorium is fully air-conditioned and has a seating capacity of 598. It is equipped with sophisticated stage lighting, audio video gadgets and acoustic work. An in house 200 kWp SPV Power Plant, a vision project of the Chandigarh Renewal Energy Science & Technology Promotion Society with a provision of 800 SPV panels, was also dedicated to the college by Chandigarh Administration.

To impart holistic training, the college undertakes extension activities through four units of N.S.S., one unit of NCC (Army Wing), eight societies and departmental activities. Various clubs and societies such as Environment Society, Science Society, Literary Society, Commerce Society, Health Awareness Society, Gender equity and Non-discrimination Society, Heritage Society and Self Defence/Traffic Awareness/General Fitness Society function in the college to sensitize students about major personal, social and health issues. The college magazine "SHIKHAR", the college newsletter, 'Scoop' and the departmental activities all provide the students a platform to hone their potential and capabilities. The college Career Counselling and Placement Cell, Anti-Ragging Committee, Entrepreneurship Development Cell, Anti-Stress Helpline, and Anti-sexual Harassment committee function in tandem with various departments to facilitate students. Indubitably, it is the rapport among the various stake-holders and the persistent efforts of the team of highly qualified faculty which has been the guiding force for the intellectual and emotional strength of the students. They work tirelessly as facilitators to enable our

students to explore their creativity and potential learn the value of hard work and achieve excellence. A vibrant relationship between the teachers and students has enabled us to clinch many top positions in the Panjab University examinations; co-curricular activities and the sports arena where in students have won innumerable accolades at national and international level in 19 sports events.

The college motto “Higher Still” is the guiding principle behind our endeavour to strive, excel and achieve distinction. The college aims at providing a conducive environment to augment holistic growth, and personal development of the students and to provide them a platform to blossom into responsible and confident young girls who can live a life of dignity and make meaningful contribution to society. Succinctly stated, the college strives at fulfilling all the need of the students and teachers. Efforts are also made to further augment the resources keeping in with the scientific and technological advances and growing needs and aspirations of the youth.

To expedite the compilation and documentation of information about the college, a six member steering committee was constituted. This information was collated into self-study report for reaccreditation – Cycle II to facilitate the NAAC to undertake the exercise of Evaluation, with Dr Dalip Kumar, the coordinator of this committee. Three sub-committees for the consolidation of data for the criterions were also constituted. A detailed Performa containing 17 items was devised for getting the self-appraisal of each faculty member and received through specially created email-id: [naacgcg42@yahoo.com](mailto:naacgcg42@yahoo.com) from each faculty member. These proformas were also reviewed by the steering committee and relevant information was gathered about each member.

#### **STEERING COMMITTEE**

Principal Mani Bedi	Chairperson
Dr. Dalip Kumar	Co-ordinator
Dr. Jyoti Seth	Member
Dr. Punam Agarwal	Member
Mrs. Monica Singh	Member
Mrs. Shweta Bali	Member

The steering committee met frequently to discuss the guidelines for preparing the self-study report of the college were discussed, analyzed and finalized. The heads of all the 33

departments assisted in collecting various inputs in regard to the teaching departments on the basis of the parameters laid down by the NAAC. The heads were duly assisted by the teaching members of department in this endeavour. The steering committee also used the services of the administrative and non-teaching staff for collecting data and information regarding budget, fees, student enrolment, hostel facilities, library and college infrastructure etc.

After collecting the relevant details, the matter was put before the steering committee for discussion. The Draft Report prepared by the steering committee, was then discussed in the meeting of the Heads of the Departments and college IQAC and the same was adopted with some suggestions. It may be mentioned that from time to time the progress about the work has also been discussed with Director Higher Education, Chandigarh administration. The detailed profile and activities of the college are submitted herewith for the perusal of the NAAC Peer Team.

(DALIP KUMAR)  
COORDINATOR  
NAAC STEERING COMMITTEE

(MANI BEDI)  
PRINCIPAL  
PG GOVT. COLLEGE FOR GIRLS  
SECTOR-42, CHANDIGARH

## **B. EXECUTIVE SUMMARY**

### **PART (a): CRITERION SUMMARY**

#### **CRITERION I: CURRICULAR ASPECTS**

The vision & mission of Postgraduate Govt. College for Girls, Sector-42, Chandigarh is to empower young girls from all strata of society by imparting holistic education thereby enabling them to make informed choices & be socially responsible citizens of India. The objective of the college is to strive for academic excellence & enhancement of employability skills of the students. The college, thus, lives up to its values of innovation, creativity, commitment & compassion. In order to ensure that the stated objectives of the curriculum are achieved, the college has developed a three tier mechanism: of evaluation through the Advisory committee of the college (comprising of senior faculty and one student representative from the student council), at the departmental level & at the individual level of the faculty to ensure standards of excellence at every step.

The college, being an affiliate of Panjab University, Chandigarh conforms to the academic calendar & syllabi defined by the university. The faculty substantiates traditional methods of teaching by liberally using interactive, audio-visual aids & all other gadget-based pedagogical techniques. This ensures active participation of the dynamic learner; thereby making the learning process a fruitful & interactive exercise.

The university provides both procedural & practical support to the college. The faculty is facilitated by a conducive environment which augments research, study & innovative teaching methods through the provision of 50 spacious classrooms including 19 smart classrooms, a fully automated IT block, Wi-Fi campus connectivity, 14 licensed softwares, 233 computers and 49 laptops issued to faculty members, a computerised user-friendly air conditioned library, 34 labs for practical work, a seminar room, multimedia room, a conference hall & a State-of-art Auditorium to assist pedagogic efforts. The college, being sensitive to the special needs of differently abled students, has a ramp, washrooms with support railings, a wheelchair, and software for visually impaired students. The installation of a lift in I.T Block is pending for administrative approval.

The college faculty, comprising 144 staff members are represented by 27 faculty members in various academic bodies like Senate, Syndicate, Academic Council, Faculties and Board of Studies (both at UG and PG levels) in the Panjab University. This enables

them to contribute towards enhancing the quality of the curricula as per the college syllabi. Many of our faculty contribute as paper setters/evaluators/subject experts/resource persons/panellists of the University and at National & International forum.

The faculty is actively engaged in the curriculum development of the market related need based courses i.e. Travel and Tourism, Hospitality and Health Care Sector under Community college scheme to inculcate entrepreneurship skills & enhance the employability quotient of the students.

The feedback procedure of the college is one of its healthy practices. Regular feedback is gathered from the students, the alumnae (“The Ambassadors”, the college alumni association is a registered body which holds regular student- teacher interfaces) and Industrial houses where student OJTs (On the Job Trainings) are conducted. This evaluation is used to reassess & rejuvenate the pedagogical techniques.

The college offers 50 courses (UG and PG) with 329 subject combinations in Arts, 13 in Science, Honours in 13 Arts/commerce subjects & Post Graduations in 14 subjects. There is also one Panjab University approved Research Centre in Zoology. The college also offers Dual degree in the form of graduation with an added option of 9 Add- on Courses. Academic flexibility for vertical movement within the programs in some specified courses like English, Public Administration, Sociology, Political Science, Information Technology, Zoology, Botany, Microbial Biotechnology and Commerce. Four self-financing programmes i.e. BCA, M.Sc. (IT), PGDCA and M.Sc. (Microbial-Biotechnology) are also offered by the college.

Holistic & wholesome development of the student is facilitated through the concerted efforts of NSS, NCC & the 8 societies which organize workshops, literary competitions, camps, projects, visits, and educational tours at frequent intervals. Ample proof of this holistic integration is the fact that our students have donated as much as 800 units of blood during the last four years. The college is also associated with 23 GOs and NGOs & prides itself on its faculty’s community outreach initiatives.

The Placement Cell of the college also plays a pivotal role in organizing campus placement drives & in providing information about job vacancies, job-oriented courses/classes in the city & conducting training sessions to equip students with interview



skills and other soft skills thereby honing their employability skills. During the last four years, 480 students have been issued Letters of Intent by reputed companies.

Special awareness drives are arranged to empower students hailing from marginalized sections of society. The rights and privileges of women are also driven home by legal experts for the benefit of the students. SC/ST and Minority students are also made aware of scholarship schemes of the UT Govt.

To ensure transparency in monitoring & evaluation of student progress, the annual and semester exams, periodic tests, class participation, assignments, presentations & seminars are integrally incorporated in the college calendar. The suggestions are then communicated to Panjab University through Board of Studies and Academic Council members.

## **CRITERION II:**

### **TEACHING –LEARNING & EVALUATION**

The college adheres to the reservation policy of the Chandigarh Administration under which 85% seats are filled up from U.T Pool & the remaining 15 % seats from the General Pool (which includes reservation of 3 % seats both in UT Pool and General Pool for the Physically Challenged students). The college also provides a user-friendly environment to the differently abled students.

For the holistic development of the students, enrichment courses like PD Classes, Environmental and Road Safety Education etc. are conducted. The college also offers remedial classes for weak students. This is further ensured by the stipulation that the students have to take mandatory membership of any three societies (out of 8) functioning in the college as per their interest. The college identifies & awards certificates of appreciation to the winners /advanced learners in each course in the Annual Prize-Giving Function. Academic infrastructure, holistic policies & innovative teaching-learning techniques pursued by the college are its USP which have kept the drop-out rate under check at less than 1%.

As stipulated earlier, the college is bound by the academic calendar of the Panjab University. In order to ensure that the students & teachers are fully aware of the evaluation process, the college provides relevant information in the prospectus. The

changed information is also displayed on the notice boards from time to time. At the beginning of academic year, the college prepares the Academic Schedule which includes Institutional Academic Calendar, the teaching plan, time table and tentative House examination schedule which are also uploaded on college website. However, the final evaluation & assessment of students is done according to the university examination schedule & norms.

The college has an Internal Quality Assurance Cell (IQAC) that monitors the academic performance & the student-teacher rapport in the college. The students are our most important stakeholders. To ensure effective learning, the faculty is encouraged to use innovative & interactive teaching practices.

The college has fully automated, user- friendly, air conditioned library with approx. 37,000 books, technologically up-to-date IT block with all state-of-art facilities, modern teaching aids like computers, audio-visuals, multi-media, internet and other latest information/ materials. The class room teaching is regularly supplemented with talks, interactions, field visits for a complete learning experience. 429 e-Contents are available on the college website. Concerted efforts are also made to combine theory with practical instruction so that the exit-level student is a confident individual with holistic & integral qualities to utilize her skills in real life situations.

The college, in its endeavour, to foster analytical thinking & creative capabilities in the students, organises a series of revitalizing activities throughout the year. The students of the college are provided not only with the academic support but also the financial support (scholarships) & socio-psychological counselling at any time & about any issue, personal or otherwise.

The faculty members of the college are recruited by Union Public Service Commission and also on deputation from Punjab and Haryana as per the norms specified by the UGC and the Chandigarh Administration. The college pays salary as per UGC norms, grants medical and other extraordinary leave benefits and all other benefits as admissible to an employee of the Punjab Government. To overcome the dearth of qualified faculty, resource persons are invited to take classes. The college also encourages its staff to update their knowledge resource through refresher courses, attending/ participating in conferences & faculty development workshops.

The conducive, open and vibrant environment of the college has contributed towards the commendable performance of the faculty in every field. The concerted efforts of the teachers have culminated in receiving National /International prizes in various games and activities by our students. This level of academic excellence is sustained through a constant evaluative process by the teachers themselves, the students' feedback & the Principal's assessment of the staff in the individual ACRs. This is our modest endeavour to transform our students into intellectually mature, morally upright, socially responsible and spiritually inspired women leaders of tomorrow.

### **CRITERION III:**

#### **RESEARCH, CONSULTANCY AND EXTENSION**

Research is regularly conducted on interdisciplinary and on cross-cutting issues by the Faculty. There are 69 Ph.D. and 37 M.Phil holders amongst the faculty. The faculty has published 349 research papers and 60 books. 15 Research Scholars are currently pursuing Ph.D. under their guidance and 5 have already been awarded their doctoral degrees.

They are also providing expertise as resource persons as well as consultancy services at local, national and international conferences, symposia and workshops. The faculty has presented papers in various countries namely U.S.A, Canada, Australia, Sweden, U.K, Singapore, Japan, Belgium, Denmark, South Korea and Thailand.

There is a Faculty Research Development Committee and a UGC Planning Board which provides support and monitors the progress of all research projects and schemes. There is a Panjab University approved Research Centre in Zoology, the first of its kind in any of the city Govt. colleges while the inspection for Research Centres in Public Administration and Sociology is awaited. This will further enhance academic growth. An impressive total of 30 Major and Minor projects have been undertaken by the faculty in diverse disciplines so far.

The college is equipped with ultra-modern technology and infra-structure. A fully equipped IT block, frontline computer labs, Internet and W-Fi facilities, 19 smart class rooms, 14 licensed softwares, 49 laptops, 233 computers and 20 printers are being optimally used by the students and the faculty. A fully air-conditioned, well-stocked automated library with bar-coding for inventories provides access to 37,000 books and

e-journals. INFLIBNET and OPAC software for online search, 5 computers and Photostat machine is also available. The faculty and students also use the Panjab University Library/ State libraries of Sector 17 & 34 / Regional Institute of English to access information.

The college endorses Institute –Industry interface and collaborates with industrial houses and companies, specialized institutes and NGOs to enhance competence and skills among students. The college has collaboration with the following 23 GOs and NGOs for community service: Panjab University, PGI, GMCH-32, Chandigarh Police, Chandigarh State AIDS Control Society, Snehalya (Malloya), Theatre Age, Jagori Grameen, Dharamsala, Population Foundation of India, Hara Samaj Khara Samaj, Chandigarh Network of People living with AIDS, Panjab Eco- friendly Association, Lions Club, Rotary Club, Alcoholics Anonymous, Luxmi Devi Memorial Trust, Tarksheel Society, Salaam Zindagi, Red Ribbon Society, Sahayta Cancer Sahyog, Red Cross, Paryavaran Vridhi and Asha Centre, Burail.

Owing to specialized training and supervision by committed faculty, our students excel in different sports events at the regional, national and international levels. It is pertinent to mention here that 14 of our students have represented India in International events and 300 have participated in National level sports competitions. The NCC (army wing), NSS (8 Units), along with 8 societies provide a platform to explore their latent talents and potential through camps, workshops, quizzes, theatre workshops, campaigns and awareness drives.

#### **CRITERION IV:**

##### **INFRASTRUCTURE AND LEARNING RESOURCES**

The institution receives periodical grants from the U.T Administration and UGC for up-gradation of infrastructure and modern facilities to enhance effective teaching and learning practices. There are 19 Smart classrooms, a Conference room, a Multi-media room, a seminar room, an Auditorium, a hostel, huge well- maintained play grounds, a Gymnasium for fitness and indoor sports, automated Library and 9 well- manicured gardens on the premises.

Adequate security arrangements for the hostel and college by a private agency and regular patrolling by the Chandigarh Police around the campus make for a safe environment.

The hostel - 'a home away from home' brings together students from different parts of the country. At present there are resident students from 12 states namely J&K, H.P, Punjab, Haryana, Delhi, Rajasthan, Uttrakhand, UP, Bihar, Jharkhand, West Bengal and Manipur. The college provides adequate facilities for the recreation of the hostlers -TV room with DVD, a small Library, study room, in-door games, sick- room and a meditation room. Theatre and Dance workshops & Yoga classes are regularly held for the physical, mental and emotional well-being of our students.

To promote cultural traditions of this region, the Heritage Society makes special efforts to celebrate Basant Panchami, Lohri, and Monsoon Fest wherein students participate in regional art and crafts, classical music and folk dance forms. 'Tagore' – the Readers club along with the Literary and Debating society promotes creative writing, public speaking in all languages amongst the students. Health and HIV AIDS Awareness Society works towards sensitizing young women on relevant health issues. Annually Blood Donation drives are organised in the campus. During the last four years, 800 units of Blood have been donated by the staff and the students. A doctor on call, qualified nurse (available 24x7) and the nearby Government Dispensary, Sector 42 take care of any medical emergencies in the college.

The 8 NSS units are actively engaged in various activities throughout the year. The ongoing project UDAY which educates children of daily wagers has been working for the last five years in Kajehari village and the college campus. The NSS volunteers actively participate in awareness drives / rallies / campaigns to sensitize the students and the community on issues ranging from women empowerment / importance of suffrage / anti-human trafficking / HIV AIDS / tree-plantation to communal harmony. This is a double edged process whereby volunteers themselves get sensitized while they participate to sensitize others.

The NCC (army wing) provides our students with an opportunity to contribute in nation-building. 8 units of the NSS are also playing a significant role in shaping our students into confident and conscientious citizens. Numerous activities are undertaken by the

Environment Society to involve and motivate to the students to deliberate upon and contribute towards environmental concerns.

Women Cell contributes significantly in the empowerment of young girl students.

The Cell is closely associated with the Gender Equity and Non Discrimination Society and conducts awareness and sensitization drives, self-defence, and confidence building exercises. Traffic Awareness and Road Safety Society illuminates the students on the vital issue of traffic safety.

The 8 societies along with the 57 committees including the Advisory Committee, Hostel committee, Anti-Sexual Harassment committee, Grievance Redressal cell of the college function effectively to monitor and give direction to the mission and vision of the institution.

#### **CRITERION V:**

##### **STUDENT SUPPORT AND PROGRESSION**

The college is committed to provide the best possible infrastructural facilities to ensure conducive academic atmosphere to the students. Apart from the curriculum based classes, free UGC-NET classes, classes for entry into civil services and other competitive examination, and free computer classes are integrally incorporate into the college calendar. During the last four sessions, Scholarships and freeships amounting to Rs 17.75 lakhs has been disbursed to 447 students along with free course books to deserving poor students.

To imbibe holistic development, the students are encouraged to participate in various national and international competitions. Special coaching and guidance from the experts is provided to help them excel in their fields. In the sports arena, so far 14 of our college students have represented India in the international Skating, Hockey and Handball competitions while 300 students have participated at the National Level in various sports events, besides winning accolades at the state, university and inter college championships. To inspire students to participate in the nation building the college provides them the opportunity to serve as volunteers in the army wing of NCC and the 8 units of NSS. Stipulated special diet, gear, equipment, transportation facilities, expert coaching and special classes are arranged to help the achievers.

The departmental notice boards, departmental wall-magazines, college magazine & annual newsletter 'Scoop' give the students ample opportunities to hone their creativity and disseminate knowledge. OJTs and industrial visits are undertaken to acquaint students with the nuances of market demands and exposes them to the professional world. Sensitive to the need of regular counseling augmented by the growing cut throat competition, market expectations and peer pressure, the college has a full time counselor, supported by a counseling cell to help students under stress. The college placement cell caters to the increasing demands of professionally trained candidates for campus placement in the industry. Apart from arranging campus placement drives, it holds various training sessions on CV writing, interview skills, career guidance sessions, employability tests, group discussion tips etc to equip the students. During the last four years 480 students have been selected in campus placement drives.

The students have due representation on various committees such as Advisory Committee, Hostel Welfare committee, Anti- Sexual harassment committee and Library Committee. The college Grievance Cell takes care of the complaints, requirement & suggestion of the students. Upholding zero tolerance for sexual harassment and ragging, the college has an Anti-sexual harassment committee & Anti-ragging committee. However, no such matter has been reported within the college.

As part of the National Disaster Relief force initiative to sensitize people on the dangers and measures of protection during an earthquake, the college was chosen for the National level mock-drill exercise in which the students also participated as volunteers. Efforts are made to make the college building safe and user-friendly for the physically disabled students by providing them wheel chairs special wash rooms and ramp in the college. Medical assistance is readily available for the college students & especially hostlers.

#### **CRITERION VI:**

#### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

With a motto of 'Higher Still', the college is committed to the task of uplifting women education and empowering them with confidence, knowledge and capability. To augment learning as per the changing demands of the market, the college ensures regular up-gradation of its infrastructure and academic quality. It has been getting unstinted and

unconditional support from the Chandigarh Administration, thereby arming it with the State-of-Art infrastructure. Academic leadership is honed in the teaching, non-teaching & students by entrusting them with the responsibility as stake holders in various academic, co-curricular and sports events and activities.

The college follows a well-framed quality assurance policy to ensure maintenance and improvement of standards of Higher Education. With an enviable internal organizational structure as its forte, it boasts of smooth effective and result-oriented functioning of the college. The standards of excellence are maintained due to the untiring effort of the faculty who apart from academic duties are also actively involved in research projects. The faculty is also encouraged to participate in seminars, conferences, workshops etc. The college has a well-defined mechanism to assess the performance of the faculty through the ACR Performa.

The financial resources available with the college are utilized optimally and there has been nil balance and the records are maintained to ensure transparency and accountability which are duly audited by external agencies.

Committed to the cause of women empowerment and security, the college has proactively taken up issues of safety of girl students with the Chandigarh administration and Police. *A case worth mentioning here is that of a college student who was victimized by a group of goons at a nearby bus- stop. An attempt to kidnap her was made but she retaliated, struggled and managed to free herself from their clutches. The college took a serious note of this rowdiness, informed the police and held meetings with the high- ups in the police administration to assess the situation and to ensure that such incidents are not repeated in future. The SSP visited the college, interacted with the students and noted their grievances which were immediately redressed. The pro- active role of the college in bringing to book the culprits of the case and the initiative taken by the college in collaboration with Chandigarh Police to spread awareness about voicing and reporting such cases has been well appreciated and exemplifies our commitment to ensure the safety of the students. Another case that came up was of Cyber Crime wherein a student of M.Sc. II Zoology was victimized. The college in collaboration with the Cyber Crime branch of Chandigarh police has solved the case. In another incident, the Advisory Committee and IQAC also made a decisive resolution of granting police protection and*



accommodation in the college Hostel to a student of M.Sc (Zoology). The consent of DHE was also taken considering the threat to her life from her own family members who were forcing her to give up her higher studies and get married to an alcoholic.

#### **CRITERION VII:**

##### **INNOVATIONS AND BEST PRACTICES**

Environmental consciousness being a priority with the institutions' long term goals, substantial efforts have been made to harness, conserve and use renewable energy resources. An outstanding step in this direction has been the establishment of a 200kWp solar power plant under MNER scheme at a cost of 2.12 crores. Solar Heaters and solar lights are being used for the last several years to minimize electricity consumption. The college campus has sprawling lush green gardens and playgrounds. In fact, it has a green cover to the tune of 30% of its total area which is much higher than the requisite 11% as stipulated by the National Forest Policy for institutions.

Another innovative venture has been the installation and use of Bio- Mass fuel cooking system in the Hostel Mess which has reduced the consumption of LPG cylinders and has saved 1.48 Lakhs in a period of 11 months which is being optimally used for student welfare schemes. The college is committed to the cause of Water Harvesting. Newly constructed Auditorium, Gymnasium have been fitted with rain water harvesting system. Water Testing Audit is an annual feature carried out by a certified National Lab by taking into account ten criterions in order to ensure safe drinking water.

The college has 9 lush green gardens which include a Botanical Garden, a Green House Garden, Eco friendly Park, Open Gallery Park, Herbal Garden, Solar Park, Pop-up Garden, Solace Garden and Auditorium Lounge Garden and a Lotus pond. Campaigns to reuse Plastic and minimize its usage are carried out in the campus. Tyres and plastic bottles have been re-furbished into planters and bird-feeders by the students. E-Waste has been disposed off at the Central E- waste collection centre at Sector 36. Older PCs are being used to give training to the students. Vermi-composting unit, Best out of Waste activities and other environment related awareness drives are constantly undertaken. In an endeavour to re-use paper, students are encouraged to minimize paper wastage. Blank papers from discarded answer books are used by students and the faculty for rough work.

Even text books are collected from the seniors to be distributed amongst the needy students.

All these amply prove the innovative approach of the college that have augmented academic, cultural and sports facilities in the college. It is pertinent to mention that the solar plant installed in the campus has cut down the recurring electricity consumption bill by more than Rs 20,000/-.

Gender DNA (Decision Making, Negotiation and Action) and Energy Conservation (Save Fuel- Save Energy – Save Environment) are two of the most innovative and effective best practices which are being consistently followed to inform, educate and sensitize the students on these two vital issues.

### **PART (b):**

#### **THE SWOC ANALYSIS OF THE INSTITUTION**

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

#### **SWOC ANALYSIS**

##### **a) STRENGTHS**

- Excellent infrastructure resource in terms of classrooms, playgrounds, laboratories , and library
- Out of the faculty strength of 144, 69 are PhDs and 37 are MPhils.
- Diverse faculty in terms of ethnicity and gender(25% regular staff are men and 75% are women)
- Impressive Placement Record
- Active and Supportive Alumni Association

- ICT facilities and smart class rooms
  - E- Content uploaded on college website
  - Dedicated and experienced support staff
  - Scholarships, awards and fee concessions to the deserving students
  - Voluntary contribution from faculty towards fees of many students
  - Diversity in the academic courses at UG/PG
  - Intensive Community outreach activities like adoption of Kajheri village by our college
  - Excellent reputation in terms of discipline, quality teaching, sports facilities and academic results and teacher –student relations
  - Horizontal Academic movement because of availability of nine add on courses in diverse areas
  - Excellent teacher student rapport.
  - Panjab University approved Research Centre in the subject of Zoology
  - Representation in academic bodies like BOS, Academic Council, Faculties , Finance Board , Dean , Senate ,Syndicate at the University level
  - Active involvement of staff in Research Projects/activities financed by UGC, DST, Panjab University and Punjab Govt.
- Minor Projects: 23
- Major Projects: 7
- Local Travel (outside Chd.): 30
- International Travel: 14
- Collaborations with 23 GOs and NGOs
  - Remedial classes for SC/ST /OBC and weak students in specific subjects like English, Maths, Science, Economics and Accountancy etc.
  - State of Art Gymnasium and sports facilities.
  - 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**

- Relatively slow responding curriculum process as the curriculum is decided by the university
- Lack of mechanism to limit enrolment of students in various courses like Sociology, Political Science etc.
- Aging technology and equipment in some of our laboratories
- Shortage of staff leads to excessive work load leaving inadequate time for mentoring and research
- Un skilled supportive staff
- Lack of financial aid for PG Students to carryout research or to work as research assistants along with senior faculty
- Poor Industry – Institute Interaction because of lack of technical and managerial skills among our students
- 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 900 applicants)
- Rigid and industry insensitive curriculum resulting in low employability of students.

**c) OPPORTUNITIES**

- Opportunity to use its reputation for quality enhancement in higher education
- Diversity among faculty with international linkage can be used to develop student study abroad opportunities
- Long – term association of the placement cell with different companies provides an opportunity for better placements services
- Broad disciplinary bases of the curriculum provides opportunities for cross curricular synergies to connect and develop partnerships with the community and diverse array of agencies
- Ability to secure cutting edge funding from UGC/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
- Economic and socio cultural factors
- Mushrooming of coaching centres
- Non- fulfillment of posts falling vacant due to retirement of senior faculty.
- Building teacher – student relation and mentoring- as size of the classes is too big
- Integrating university curriculum to the changing needs of industry
- Rural background of our students & low motivation level of the students at the entry level.

**C: PROFILE OF THE AFFILIATED COLLEGE:****1. Name and Address of the College:**

Name: Post Graduate Govt. college for Girls
Address: Sector -42
City: Chandigarh
Pin: 160036
State: Chandigarh
Website: <a href="http://www.gcg42.ac.in">www.gcg42.ac.in</a>

**2. For Communication:**

Designation	Name	Telephone With STD code	Mobile	Tele Fax	Email
Principal	Ms. Mani Bedi	O: 0172-2676005 R: 0172-2666629	09815308104	0172-2676005	manibedi56@yahoo.com
Vice Principal	Ms.Sushmita	O: 0172-2676005 R: 0172-2705712	08699844368	0172-2676005	sushmitagcg42@gmail.com
Steering Committee Coordinator	Dr. Dalip Kumar	O: 0172-2676005 R: 0172-2560687	09888697902	0172-2676005	dalipchd@yahoo.co.in

**3. Status of the Institution:**

Affiliated college	✓
Constituent college	-
Any other (specify)	-

**4. Type of Institution:**

-	a. By Gender	i. For Men	<input type="checkbox"/>
		ii. For Women	<input checked="" type="checkbox"/>
		iii. Co-education	<input type="checkbox"/>
	b. By Shift	i. Regular	<input checked="" type="checkbox"/>
		ii. Day	<input type="checkbox"/>
		iii. Evening	<input type="checkbox"/>

**5. Is it a recognized minority Institution?**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes, specify the minority status (Religious/Linguistic/Any other) and provide documentary evidence .

-----
-------

**6. Source of funding**

Government	✓
Grant-in-aid	✗
Self-financed	✗
Any other	✗

**7. a. Date of Establishment of the college : 16-July-1982****b. University to which the college is affiliated/or which governs the college (If it is a Constituent college )**

Panjab University, Chandigarh

**c. Details of UGC recognition:**

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	31-10-1991	—
ii. 12 (B)	31-10-1991	—

Enclosed the Certificate of recognition u/s 2(f) and 12 (B) of the UGC Act (Annexure-II)

**d. Details of recognition/approval by statutory/ regulatory bodies other than UGC:**

NCTE (Attached Annexure-V)

Under Section/Clause	Recognition/Approval Details Institution/Department/ Programme	Day, Month And Year (dd-mm-yyyy)	Validity	Remarks
i.	F.NRC/NCTE/F73/PB- 465/26292/98	27-08-2007	-	-

**8. Does the affiliating university Act provide for conferment of autonomy (as Recognized by the UGC), to its affiliated college s?**

Yes  No

If yes, has the college applied for availing the autonomous status?

Yes

**9. Is the college Recognized?****a. By UGC as a college with Potential for Excellence (CPE)?**

Yes  No

If yes, date of recognition (dd/mm/yyyy)

**b. For its performance by any other governmental agency?**

Yes  No

If yes, Name of the agency..... and Date of recognition.....  
(dd/mm/yyyy)

**10. Location of the campus and area in sq.mts:**

<b>Location *</b>	<b>Urban</b>
Campus area in sq. mts.	771012 sq. mts (As per Town Planning Department)
Built up area in sq. mts.	231304 sq mts

(\* **Urban**, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

**11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.**

- **Auditorium/seminar complex with infrastructural facilities -Yes**
- **Sports facilities**
  - \* Play Ground - **Yes**
  - \* Swimming Pool – **No**
  - \* Gymnasium – **Yes**
- **Hostel**
  - \* Boys Hostel – **Not Applicable**
    - i. Number of Hostels
    - ii. Number of inmates
    - iii. Facilities
- **Girl's Hostel**
  - i. Number of Hostels - 01
  - ii. Number of inmates - 267
  - iii. Facilities (Mention Available facilities) - **Mess hall, Reading room with audio visual facilities, Cyber Café, Library, Meditation and First Aid Room.**
- **Working women's Hostel-** At Sector -24
  - i. Number of inmates: 31 (PG Students)
  - ii. Facilities (**Transport Facility, Mess hall, Reading room with audio visual facilities, Cyber Café Library, Meditation and First Aid Room.**)
- **Residential facilities for teaching and non-teaching staff (give numbers available and cadre wise)**
  - i. Teaching: 20**
  - ii. Non-Teaching: 04**
- **Cafeteria - Yes**
- **Health Centre – (Allotted by Chandigarh Administration).**
  - First aid- **Yes**
  - Inpatient- **No**
  - Outpatient- **No**
  - Emergency care facility- **No**
  - Ambulance - **No**
  - Health center staff – **No**
  - Qualified doctor:      Full-time **No**                      Part-time **No**
  - Qualified Nurse:        Full time **Yes**                      Part-time **No**



- Facilities like banking, post box, book shops - Yes
- Transport facilities to cater to the needs of students and staff - Yes
- Animal House - No
- Biological waste disposal - Yes
- Generator/ Invertor or other facility for managing constant supply and voltage of electricity and voltage - Yes
- Solid waste management facility- Yes
- Waste water management – Yes
- Water harvesting - Yes

12. Details of programmes offered by the college (Give data for current academic year)

S.No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of Instruction	Sanctioned/ Approved Student Places	No. of Students Admitted
1.	Under-Graduate	11	3	10+2	Eng, Pbi, Hindi	BA: 850	803
				10+2	Eng, Pbi, Hindi	B.com: 140	148
				10+2	Eng	BCA: 80	64
				10+2	Eng, Pbi, Hindi	B.Sc. (M): 120	105
				10+2	Eng, Pbi, Hindi	B.Sc. (NM): 160	117
				10+2	Eng, Pbi, Hindi	B.Sc. Bio-Tech (H): 30	26
				10+2	Eng, Pbi, Hindi	B.Sc. Bio-Tech (E): 40	32
				10+2	Eng, Pbi, Hindi	B.Sc. Micro (E): 30	27
				10+2	Eng, Pbi, Hindi	B.Sc. Bio-Info (E): 30	22
				10+2	Eng, Pbi, Hindi	B.SC. (CS) (E): 40	38

				10+2	Eng, Pbi, Hindi	B.SC. (CS) (IT): 40	16
2.	Post- Graduate	10	2	Graduation + PGCET	Eng, Pbi, Hindi	M.Sc (Zoology): 30	24
				Graduation + PGCET	Eng, Pbi, Hindi	M.Sc (Botany): 30	24
				BCA, BE	ENG	M.Sc (IT): 30	20
				Graduation + PGCET	Eng, Pbi, Hindi	M.Sc (Microbial Biotechnology): 15	09
				Graduation	Eng, Pbi, Hindi	M.Com: 40	41
				Graduation + Entrance Test	Eng	MA Eng: 30	16
				Graduation + Entrance Test	Eng, Pbi, Hindi	MA (Soc):30	32
				Graduation + Entrance Test	Eng, Pbi, Hindi	MA (Pub Adm): 30	20
				Graduation + Entrance Test	Eng, Pbi, Hindi	MA (Pol Sci) : 30	21
			1	Graduation + Entrance Test	Eng, Pbi, Hindi	BPE.d	20
3.	Integrated Programmes PG	---	---	---	---	---	---
4.	Ph.D	01	3-5	UGC NET/ PhD Exam/ INSPIRE Fellowship Awarded	---	---	15
5.	M.Phil	---	---	---	---	---	---
6.	PG Diploma	05	---	Graduation and Merit	Eng, Pbi, Hindi	PGDMC	07
					Eng, Pbi,	PGDIT	03

					Hindi		
					Eng	PGDCA	26
					Eng, Pbi, Hindi	PGDGC	15
					Eng, Pbi, Hindi	PGDCR	16

7.	Certificate Courses	09	1	10+2 and Merit	Eng	Mass Communication and Video Production: 40	189 in total for all certificate /Diploma and Advance Diploma courses
						Travel and Tourism : 40	
						Bio-informatics : 40	
						Environmental Auditing: 40	
						Event Mgmt :40	
						Web Designing and Multimedia :40	
						Animation and Graphics :40	
						Disaster Management :40	
Entrepreneurship :40							
8.	Diploma	09	1	Certificate	Eng	Mass Communication and Video Production: 40	
						Travel and Tourism : 40	
						Bio-informatics : 40	
						Environmental Auditing: 40	
						Event Mgmt :40	
						Web Designing and Multimedia :40	
						Animation and Graphics :40	

						Disaster Management :40	
						Entrepreneurship :40	
9.	Advance Diploma	5	1	Diploma	Eng	Travel and Tourism : 40	
						Bio-informatics : 40	
						Environmental Auditing: 40	
						Event Management :40	
						Entrepreneurship :40	
10.	Any other (Specify and provide details)	---	---	---	---	---	---
	Total Courses	50	---	---	---	---	---

**13. Does the college offer self-financed Programmes?**

Yes  No

If yes,  how many?

**14. New programmes introduced in the college during the last five years if any?**

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	20
-----	-------------------------------------	----	--------------------------	--------	----

**15. List of the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly also do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)**

Particulars	UG	PG	Research
Science • (Botany • Chemistry • Physics • Mathematics • Zoology • Computer Science • Biotechnology • Bio Informatics	11	07 • Botany • Zoology • Microbial Biotechnology • Information Technology • PGDCA • PGD Cyber	01 • Zoology

<ul style="list-style-type: none"> <li>• Micro Biology</li> <li>• BCA</li> <li>• Information Technology)</li> </ul>		<ul style="list-style-type: none"> <li>Crime</li> <li>• BPed</li> </ul>	
<p>Arts</p> <ul style="list-style-type: none"> <li>• (English E</li> <li>• Punjabi E</li> <li>• Hindi E</li> <li>• Sanskrit E</li> <li>• Dance</li> <li>• Economics</li> <li>• Environment Education</li> <li>• Fine Arts</li> <li>• Functional English</li> <li>• Geography</li> <li>• History</li> <li>• Home Science</li> <li>• Mass Communication</li> <li>• Music (I)</li> <li>• Music (V)</li> <li>• Physical Education</li> <li>• Pol Science</li> <li>• Psychology</li> <li>• Pub Administration</li> <li>• Sociology</li> <li>• PPI)</li> </ul>	<b>19</b>	<p style="text-align: center;"><b>07</b></p> <ul style="list-style-type: none"> <li>• Pol Science</li> <li>• Sociology</li> <li>• English</li> <li>• Pub Administration</li> <li>• PGD Career Guidance &amp; Counseling</li> <li>• PGD in Translation</li> <li>• PGD in Mass Comm.</li> </ul>	-
Commerce	<b>18</b>	<b>1</b> (M.COM)	-
Any Other not covered above <b>Diploma(Add-On Course)</b>	<b>9</b>	<p style="text-align: center;"><b>5</b></p> <ul style="list-style-type: none"> <li>• Travel &amp; Tourism,</li> <li>• Bio-informatics</li> <li>• Environmental Auditing</li> <li>• Event Management</li> <li>• Entrepreneurship</li> </ul>	-

**16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)**

- a. Annual system
- b. Semester System
- c. Trimester system

**17. Number of Programmes with**

- a. Choice based credit system
- b. Inter/multidisciplinary approach
- c. Any other (specify and provide details)

**18. Does the college offer UG and/ or PG programmes in Teacher Education? NA**

Yes  No

If yes,

a. Year of Introduction of Programmme (s) ..... (dd/mm/yyyy)  
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No: .....

Date: ..... (dd/mm/yyyy)

Validity:.....

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes  No

**19. Does the college offer UG or PG programme in Physical Education?**

Yes  No

If yes,

a. Year of Introduction of Programmme (s) B.Ped   
and number of batches that completed the programme

b. NCTE recognition details (if applicable)

Notification No: F.NRC/NCTE/F73/PB-465/26292/98

Date: 27/08/2007 (dd/mm/yyyy)

c. Is the institution opting for assessment and accreditation of Physical Education separately?

Yes  No

## 20. Number of teaching and non-teaching positions in the Institution As per RCI

Norms: Not Applicable

Positions	Teaching Faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		* M	* F	* M	* F
	* M	* F	* M	* F	* M	* F				
Sanctioned by the UGC/University/State Government ( RCI Requirements) <i>Recruited</i> <i>Yet to recruit</i>	---	---	---	---	---	---	---	---	---	---
Sanctioned by the Management/Society or other authorized bodies <i>Recruited</i> <i>Yet to recruit</i>	---	---	---	---	---	---	---	---	---	---

\* M-Male \*F-Female

## 21. Qualifications of the teaching staff

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	1	2	6	28	04	05	46
M. Phil.	0	0	05	18	02	05	30
PG	0	0	03	10	03	0	16
Temporary teachers							
Ph.D.	-	-	-	-	7	16	23
M. Phil.	-	-	-	-	2	5	07
PG	-	-	-	-	5	17	22
Part-time teachers							
Ph.D.							
M. Phil.							
PG							

22. Number of Visiting Faculty Guest Faculty engaged with the college :

40
----

**23. Furnish the number of the students admitted to the Institute during the last four Academic years.**

Categories	Year 1 (2010-11)		Year 2 (2011-12)		Year 3 (2012-13)		Year 4 (2013-14)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	338	-	360	-	445	-	551
ST	-	54	-	53	-	60	-	66
OBC	-	-	-	-	-	-	-	-
General	-	3159	-	3572	-	3525	-	3566
Total	-	3551	-	3985	-	4030	-	4183

**24. Details on students enrollment in the college during the current academic year:**

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1723	220	-	15	1958
Students from other states of India	2105	270	-	-	2375
NRI Students	-	-	-	-	-
Foreign students	-	-	-	-	-
<b>Total</b>	<b>3828</b>	<b>490</b>	<b>-</b>	<b>15</b>	<b>4333</b>

**25. Dropout rate in UG and PG (average for the last two batches)**

UG

BA : 0.67 %, B.Com : 0 % B.Sc. : 0%
---

PG

0 %
-----

**26. Unit Cost of Education**

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

Rs 38,282 /-
--------------

(a) Excluding the salary component

Rs. 2,191/-
-------------

**27. Does the college offer any programme/s Distance Education mode (DEP)?**

Yes  No

If yes,

a) Is it a registered center for offering distance education programmes of another University

Yes  No

b) Name of the University which has granted such registration.



c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes  No

28. Provide Teacher-student ratio for each of the programme/course offered :

B.Com = 35: 1

B.Sc. = 21.0: 1

B.A = 26.9: 1

29. Is the college applying for

Accreditation: Cycle 1

Cycle 2

Cycle 3

Cycle 4

Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of Accreditation\* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only) – Annexure I

Cycle 1: **03/05/2004** (dd/mm/yyyy) Accreditation Outcome/Result **B+**

Cycle 2:.....(dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3:.....(dd/mm/yyyy) Accreditation Outcome/Result.....

31. Number of working days during the last academic year

32. Number of teaching days during the last academic year

(Teaching days means on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

- IQAC **2005-2006** (dd/mm/yyyy)

34. Details on submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i) **30-04-2005** (dd/mm/yyyy)

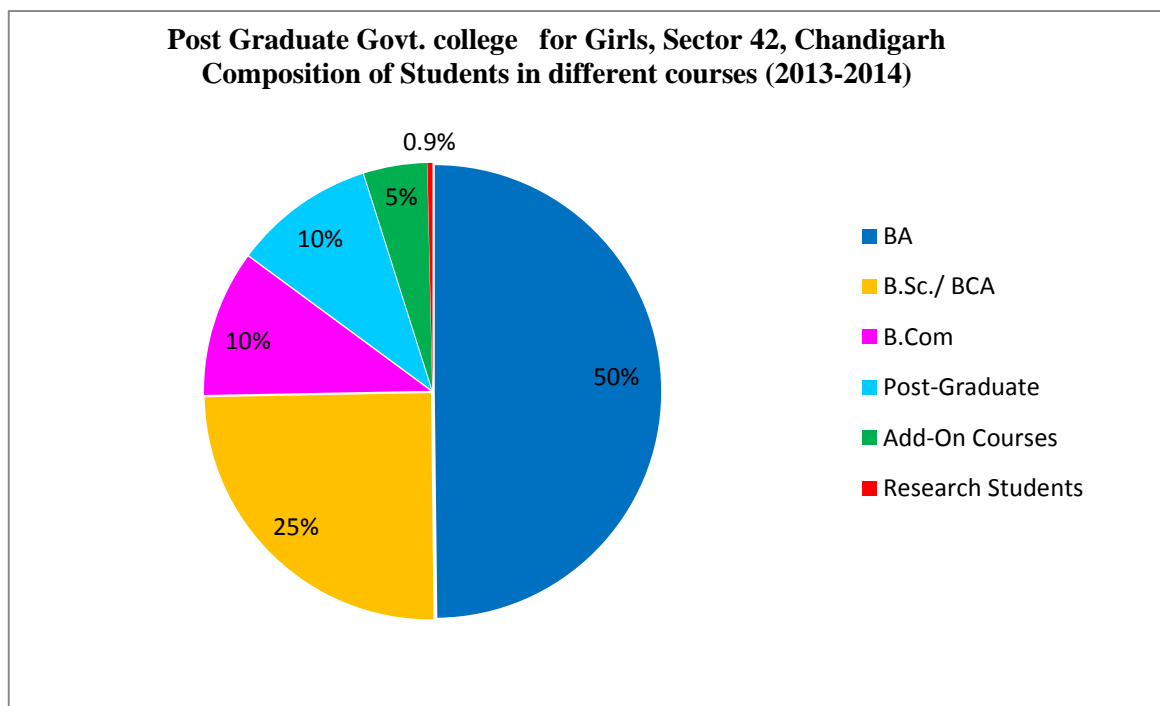
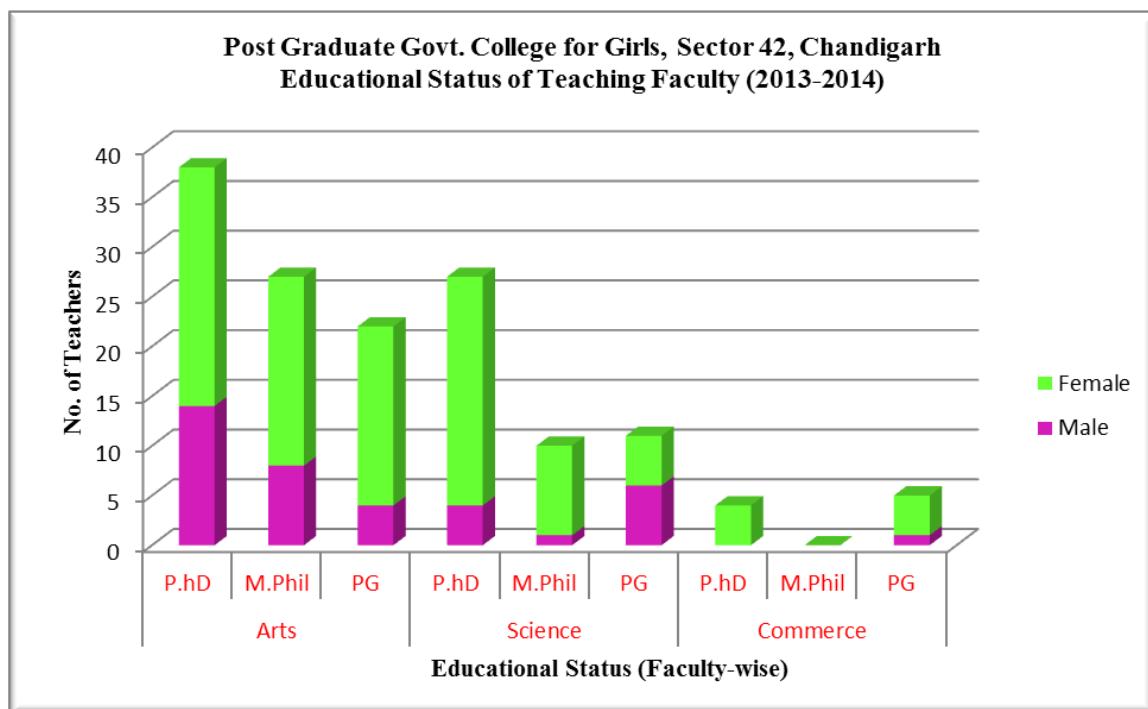
AQAR (ii) **31-05-2007** (dd/mm/yyyy)

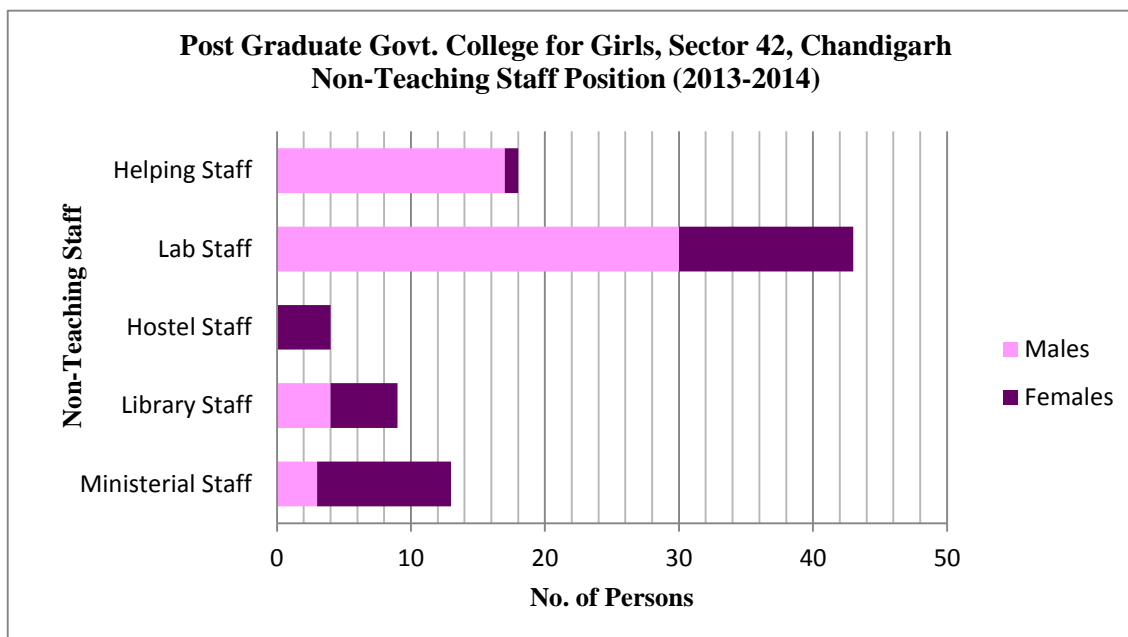
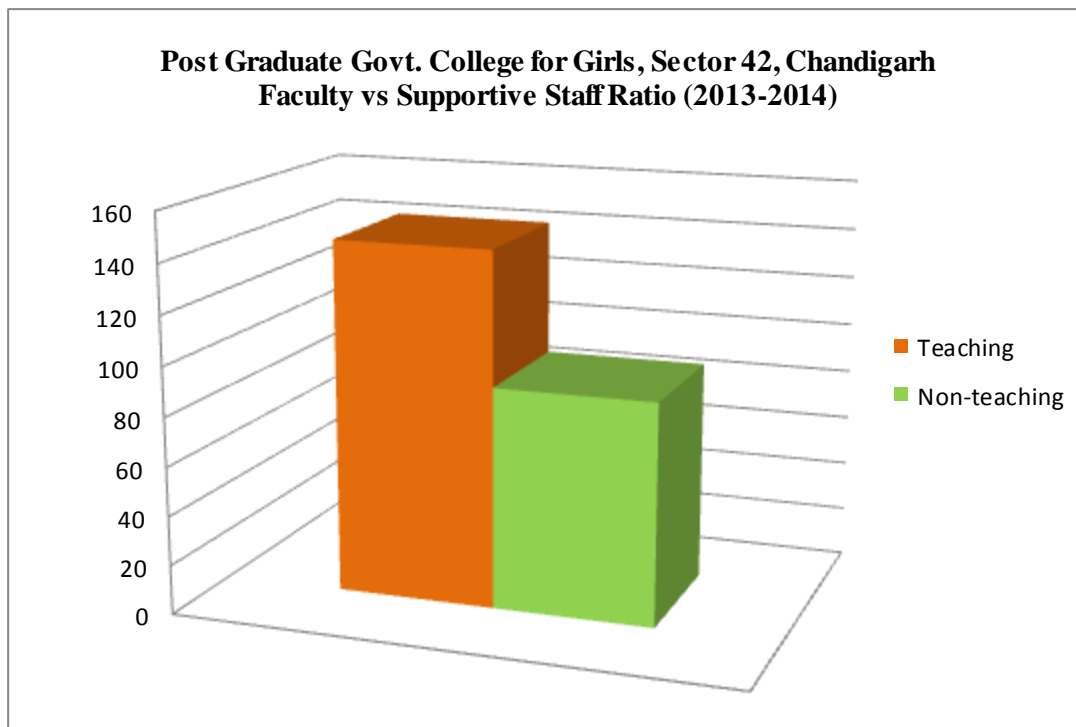
AQAR (iii) **31-05-2009** (dd/mm/yyyy)

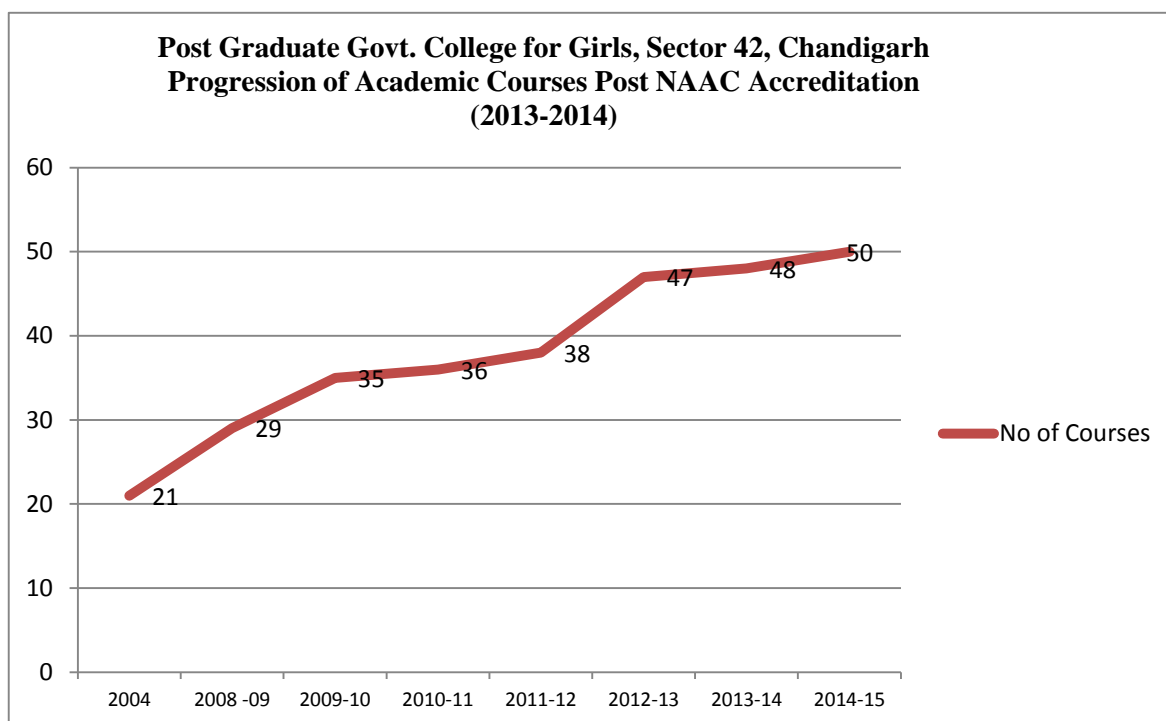
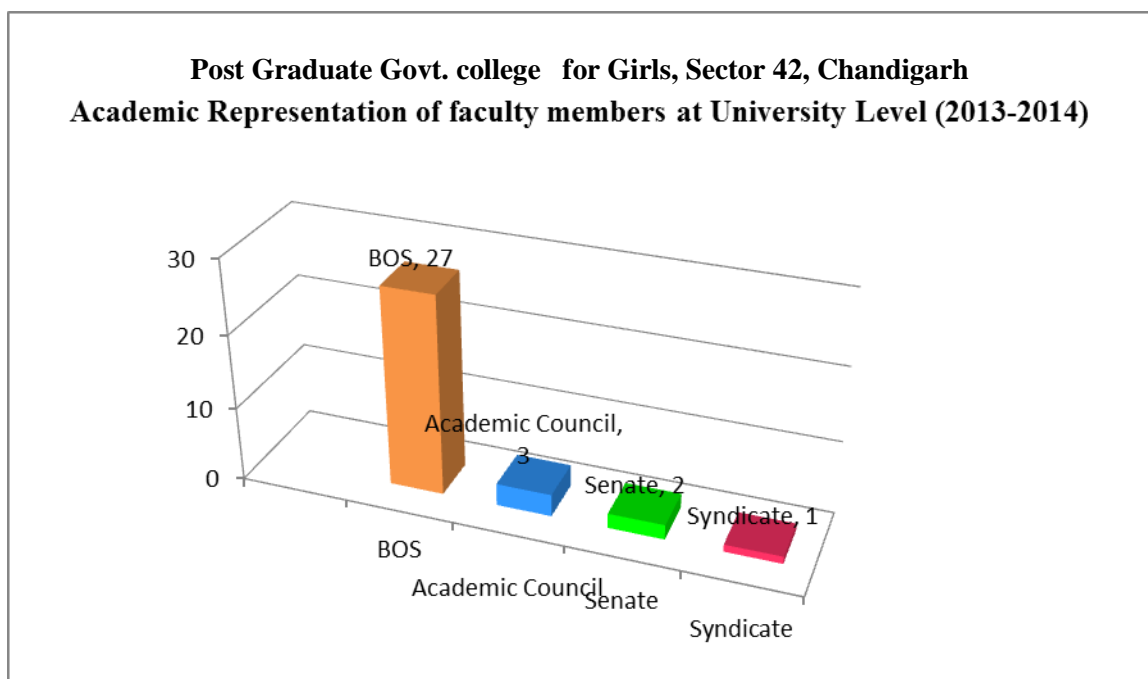
AQAR (iv) **26-09-2014** (dd/mm/yyyy)

35. Any other relevant data (not covered above) the college would like to include.

NA







Indian Map showing Hostel residents (PGGCG-42, Chandigarh)



## **D. CRITERIA-WISE INPUTS**

### **CRITERION I: CURRICULAR ASPECTS**

#### **1.1 CURRICULUM PLANNING AND IMPLEMENTATION**

**1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.**

**Vision:**

To empower young girls through education enabling them to be the agents of progress in order 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.

**Objectives:**

- To strive for academic excellence.
- To provide an excellent infrastructure.
- To inculcate the value of discipline in the students.
- To maintain conducive environment for the development of values in accordance with the best global traditions.
- To stimulate the academic environment for ensuring quality in teaching-learning.
- To maintain balance between education and life skills to promote knowledge and employability.
- To inculcate leadership qualities.
- To evolve positive attitude and inculcate familial and social values.
- To promote participation in co-curricular and extra-curricular activities.
- To facilitate the inclusion of minorities and differently-abled persons in the main stream of higher education.

- To create a favourable environment for knowledge generation through improved research facilities and excellent infrastructure.

**Values:**

- **Commitment:** towards creating a distinct culture of academic and holistic development.
- **Creativity:** in administering curriculum to optimize relevance and utility.
- **Compassion:** by addressing the diverse needs of the learners to disseminate effective learning and equal opportunities for personality development, career building, stress management and remedial classes.

The vision, mission and objectives of the college aim at healthy practices of inculcating culture and values among young girls to make them responsible citizens. These are communicated to the stakeholders through:

- a) College website.
- b) Common prospectus of all city Government colleges.
- c) Orientation Programme.
- d) Regular tutorials.
- e) Society functions/activities.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The effective implementation of the curriculum is a continuous process which includes four stages namely –curriculum setting, implementation stage, appraisal and feedback on the implementation.

- a) **Curriculum Setting:** Being an affiliate of Panjab University, Chandigarh, our college conforms to University Curriculum. Within that broad framework, each department prepares its own weekly teaching plan and the plan of activities to be conducted within that time frame. This teaching plan is subsequently uploaded on the college website.
- b) **Implementation Stage:** The traditional lecture method is widely supplemented with use of technology and other effective methods of teaching learning to augment critical thinking. These include:

- Problem solving exercises like MCQs, tests and quizzes
- Class Presentations, GD, Case studies etc. by a group or individual students
- Field/Industrial visits/ OJTs to acquaint the students with the actual work environment
- Practical viva-voce.
- Audio/Visual Aids/ICT.
- Poster making/Models and Charts/PPTs.
- Demonstrations of different skills and techniques by coaches/experts in the specialized field.
- Research Projects on academics/ current social issues.

c) **Appraisal:**

- Regular departmental meetings and compliance reports prepared by the faculty members to remove the gaps if any in the implementation.
- Periodical assessment through bi-annual tests (as per university norms) ensures effective implementation of the action plan.
- Monthly tests for regular assessment as per requirement and weekly plan.
- For viva (theory and practical), external faculty is appointed by the University to examine the students.
- From the session 2014-2015, semester system has been introduced in the first year of undergraduate level.

d) **Feedback on the implementation of the curriculum:** The feedback received from the students and other stakeholders regarding curriculum is conveyed to the University for necessary action by Board of Studies of respective faculties and accordingly, BOS modifies and frames the syllabi. Implementation of curriculum is regularly assessed and amended as per the need of the students. Also, in December 2012, the Chandigarh Administration initiated a workshop on “Teaching and Learning: Curriculum, Pedagogy and Employability” for all the allocated courses and the report of the same was submitted to the university for necessary action at their end as per the procedure laid down in the university calendar.



### **1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

The University provides both procedural as well as practical support to the affiliated colleges and faculty members.

**Procedural Support:** The University defines and confines our operational area by specifying/conducting the following:

- a) Defining the Syllabi for each subject which is subsequently transacted to the learners.
- b) The Academic Staff College, Panjab University regularly organizes refresher courses, orientation courses, faculty development programmes, training programs and workshops update the knowledge of the teachers.
- c) The faculty of the college discuss their issues or problems regarding syllabus, if any, while participating in the workshops on syllabus restructuring and revisions organized by the University or through members of 'Board of Studies' and concerned faculties.
- d) Deciding the number of teaching hours per week both for theory and practical subjects.
- e) Deciding the number of teaching days in an academic session
- f) Providing the list of Text books , Reference Books and books for additional reading for each subject
- g) Weightage for evaluation of theory and practical subjects.
- h) Provision of allowed Subject Combinations/Specialization/Options (Elective and Honours).
- i) Broad guidelines for forming subject combinations for BA/B.Sc. classes.

**Practical Support:** The office of the Dean College Development Council (DCDC), PU deals with the matters related to affiliations and approvals of the opening of new colleges or new courses.

- a) Fresh appointments of the faculty in the affiliated colleges are also made through this office.
- b) The applications of those students who seek late admission in the affiliated colleges are forwarded to the Vice Chancellor's office for approval through this office.

- c) The office of the DCDC provides scholarships to the deserving needy students every year.
- d) The office also provides financial support to the colleges to organize seminars / conferences / workshops / symposiums etc. The teachers of the affiliated colleges who wish to participate in seminars / conferences / workshops / symposiums etc. in India get travel grants from this office.
- e) Appointment of external examiners, invigilators and superintendents for annual and semester examinations.
- f) Schedule for annual/ semester Exams.
- g) Appointment of Head Examiners, Sub Examiners, Paper Setter, Observer and Flying Squads.

**Institutional Support:** The college provides a conducive environment to develop new and effective ways of translating college goals and objectives into actions. It provides the faculty avenues for research, growth and development. The procedural support provided by the college includes:

- a) Facilitating research/ publication among the faculty.
- b) Providing regular upgradation of library stock and reference material like Journals and e-journals, Magazines, and software.
- c) Computer and Internet facility for staff to update themselves.
- d) Well-equipped laboratories for conducting practicals.
- e) Motivating the faculty to participate in the Orientation/ Refresher Courses/ FDP/ Workshops/ Seminars organized by the Academic Staff college, Panjab University, Chandigarh and National and International institutions to update their knowledge and improve teaching practices/ skills.
- f) Organizing Conferences/Workshops/Seminars in the college
- g) Display of latest updates from UGC on faculty notice board with respect to projects/travel grant/sabbatical leave/workshops etc.
- h) Display of invitations/ calls for research papers and participation in workshops/ conferences by other institutes and universities.
- i) The Faculty Research Development Committee also conducts interfaces with faculty members about various funding schemes available.

j) The college facilitates smooth progression to the next grade.

The college has front-line infrastructure to support innovations in teaching learning practices:

<b>Teaching Space</b>	<b>Number</b>	<b>Facilities</b>
<b>Rooms</b>	40 with seating capacity of 60 each	For regular teaching including 19 smart class rooms.
<b>Lecture Halls</b>	10 with seating capacity of 80 each	Fitted with projector and electronic podiums
<b>Seminar Room</b>	1 with seating capacity of 70 people	Equipped with Round Table, Visitor chairs, Projector and Electronic podium fitted with Mike system
<b>Conference Room</b>	1 with the seating capacity of 200 people	Equipped with Round Table, Chairs, Projector and Air-Conditioned.
<b>Laboratories</b>	34 well equipped labs	For practical work of sciences and social sciences
<b>Library</b>	37,000 books and INFLIBNET, OPAC, LIBSYS software, bar Coding	Eclectic collection of books within easy accessibility of the staff and students.
<b>Wi-Fi</b>	Academic block, Administrative block, IT block.	Any time/ anywhere networking

### **IT BLOCK**

The four-storey IT Block has A.C. State-of--Art Smart Class Rooms, 4 computer labs (fully equipped with latest technology & Nebero Internet Software Management Solutions), Conference Room, Video Studio, Communication Skills Development Lab, Multipurpose Hall, Placement Cell, twelve teaching rooms and provision of special facilities for the differently abled students.

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

A range of sequenced and structured activities are used to enhance sharing, participation and collaboration between various stakeholders.

**Modern Teaching Methods:** Along with traditional teaching methods, the college also provides the modern technological resources which include:

- The latest software to support pedagogy, audio/ visual aids, LCD projectors and OHP's etc.
- The latest books, journals and e-journals.
- Annual IT Fest-OSMIUM to test the practical presentation of theoretical instruction.
- Entrepreneurial Fest/Chem Fest/Biotech Fest
- Making short films/documentaries as extension of curriculum.
- News gathering, editing, printing of annual newsletter SCOOP by the students as practical application of course work.
- Field visits/Industrial visits/visit to Science City (Kapurthala, Punjab)
- Demonstrations, lectures and interface by experts.
- Students are also entrusted with different responsibilities such as organizing, anchoring & photographing various events and activities in the college to hone their team building and organizational skills.
- The college magazine 'Shikhar' entrusts the students with responsibility as editors for different sections.
- In collaboration with Anti Human Trafficking Unit of Chandigarh police, 'Self Defense Training Programme' was organized.
- Under skill development and employment oriented programme, NSS volunteers attended adventure camp at Patani top, Jammu and Kashmir to train as low range tracking scouts.

### **1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?**

The institution takes the help of Industry experts, eminent professors from the university and other institutions of repute in the effective implementation of the curriculum. The interaction is in the form of:

- a) Professors from the university are invited to create awareness among the students on the latest information and research benefits of the subject concerned.
- b) Industry experts supplement theoretical knowledge with practical expertise. For example, Java is a part of M.Sc. Curriculum and the faculty teaches both theory and practical to the students but the college invites Industry experts to demonstrate how Java can be used to develop websites and other applications.
- c) The faculty from the college actively participates in the curriculum revision through University bodies like Board of Studies/ Faculty of Arts/ Science/ Medicine/Law etc. It is worth mentioning that 27 faculty members are associated with different boards at UG/PG level.
- d) The faculty is also involved in the paper setting and answer- book evaluation work of the Panjab University and other universities.
- e) Through industry visits the students are given exposure to the working environment of the industry.
- f) Some of the faculty members were nominated by the administration/college for FDP and programmes like introduction of AKAASH TABLET at New Delhi. The college has also submitted feedback report about AKAASH TABLET to IIT, Jodhpur.
- g) Faculty members are also nominated as subject experts by the Chandigarh Administration, Panjab University, Chandigarh and other universities in the selection of faculty in affiliated colleges of Chandigarh & Punjab.
- h) The college organizes industry-institute interaction that helps to assess the expectations of the job market. Accordingly the placement cell of the college invites experts from different specialized institutes and industry to bridge the gap between theory and practice.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of Studies), student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.**

Since the college is affiliated to Panjab University Chandigarh, it does not have the autonomy to effect changes in the curriculum except through representation in Board of studies of different subjects. **At present about 27 faculty members are members of the BOS and 20 departments** are represented through them (For details, refer Annexure VII-A). In an initiative by The Chandigarh Administration a workshop on “Teaching and Learning: Curriculum, Pedagogy and Employability” for all staff members in all the courses was organized and the report of the same was forwarded to the university for necessary action as per the procedure. Our college organized the above said workshop on five subjects.

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

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If ‘yes’, give details on the process (‘Needs Assessment’, design, development and planning) and the courses for which the curriculum has been developed**

During the session 2013-14, the faculty was engaged in the curriculum development of the following courses under the Community college scheme of the Government of India:

S.No	Name of the faculty	Area	Name of the course curriculum
1	Dr. Amarjeet Kaur	Home Science	Hospitality and Management
2	Dr. Dalip Kumar	Biotech	Health Care Education
3	Dr. Punam Agarwal	Commerce	Travel and Tourism

In order to develop the said curriculum, the faculty evaluated the syllabi of different universities where these courses were already running successfully. Industry partners were also identified to recommend necessary changes in the curriculum to make it relevant to regional and global employment markets. Dr. S Patterson, President, Niagara college, Canada visited the college for possibility of foreign tie-ups with reference to the above stated courses.

**1.1.8 How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

The college has outlined the objectives in line with the objectives stated for the curriculum by the university. The college has developed a three-tier mechanism to ensure the achievement of the stated objectives:

- a) **Advisory Committee:** The Advisory committee of the college comprising senior faculty of the college meets once a quarter to deliberate on issues related to curriculum and non-academic issues to frame policies e.g. Policy on selecting best student of the year, students’ safety and other strategic issues. (A register is maintained to record the proceedings of the meetings).
- b) **Departmental level:** The departments meet frequently to develop strategies to implement the decision of the advisory committee and take up other relevant issues such as subject allocation and activity schedule. The faculty then develops their weekly teaching plans (for every term) to ensure compliance with the overall

objectives of the curriculum keeping in mind the needs and capabilities of the students.

- c) **Individual level:** Recognizing and accepting the individualistic learning ability of the students, the faculty develops action plan for teaching/ learning and evaluation process to meet the needs of the stakeholders.

To ensure that the delivery of the curriculum is effective and as per the plan, the students' feedback and the feedback from other stakeholders proves useful.

## 1.2 ACADEMIC FLEXIBILITY

### 1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

As per the diverse needs of the learners, the college develops short term/long term career oriented programs. These courses are designed to enhance the employability quotient of the students & better field capability. The courses offered by the Institutions with their objectives are as follows:

S. No	Course Name	Level	Course Objective
1	Travel & Tourism	C/D/AD	To understand the nature and history of the hospitality/tourism industry.
2	Bio-Informatics	C/D/AD	To introduce students to the fundamentals of evolution, molecular biology, and molecular evolution.
3	Environmental Auditing	C/D/AD	To impart knowledge of the requirements and principles of ISO 14001 and Eco-Management and Audit Scheme (EMAS), providing them with the skills to competently perform internal EMS audits.
4	Event Management	C/D/AD	To provide students with the skills and knowledge for successfully conducting events in the entertainment, sports and recreation, business and the entertainment industry.



5	Web Designing & Multimedia	C/D	To help in the design, creation, and maintenance of web pages and websites.
6	Animation & Graphics	C/D	To enable the students to master the art of animation film-making.
7	Mass Communication & Video Production	C/D	It gives a basic understanding of how the print, broadcast, electronic and photographic media function.
8	Disaster Management	C/D	To strengthen training in prevention, preparedness, mitigation and to generate awareness about the likely damages of natural disasters.
9	Entrepreneurship	C/D/AD	This course will introduce the many aspects required to create a lucrative, new venture.

- **C= Certificate Course,**
- **D= Diploma**
- **AD= Advance Diploma**

**1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.**

Yes, the college offers dual degree in the form of **Graduation** with an added option of **9 Add on Courses**. A student of graduation may opt for these add on courses in addition to her regular degree course. Hence, she will get two degrees at the end of her three year graduation course namely Graduation and Certificate/Diploma/Advanced Diploma depending upon whether she has done one/two/three years of add on course.

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability**

- **Range of Core /Elective options offered by the University and those opted by the college**

The college offers **329** subject combinations in BA and **13** in B.Sc. within the broad framework of subjects offered by the universities. The college also offers honors in **13** subjects under BA/B.Com.

- **Choice Based Credit System and range of subject options**  
Panjab University does not allow Choice Based Credit System.

- **Courses offered in modular form**

The college offers **9** add on courses (refer to 1.2.1 section for details) at BA, B.Com, BCA, B.Sc. levels.

- **Credit transfer and accumulation facility**

Panjab University does not allow credit transfer and accumulation facility.

- **Lateral and vertical mobility within and across programmes and courses**

The college offers vertical mobility within programs. At present, the college offers PG degree courses in 9 subjects namely M.Com, Post-Graduation in English, Public Administration, Sociology and Political Science, M.Sc. in Information Technology, Zoology, Botany and Microbial-Biotechnology and PG Diploma in 5 subjects namely Computer Applications, Guidance and Counseling, translation, Mass Communication & Video Production, BPEd and Cyber Crime.

- **Enrichment courses**

- a) The college also stipulates compulsory Personality Development classes for the third year students. The purpose of introducing Personality Development classes is to enhance the employability of the students in the job market. It is also an effort to make each of our students a disciplined and responsible individual with the right attitude.
- b) As per the curriculum of the Panjab University, the students of undergraduate courses are required to study Environment Education and Road Safety as a

compulsory course which is an interdisciplinary approach to complex environmental problems.

**1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

Yes. The college offers four self-financing programmes which are as follows:

1. BCA
2. M.Sc.(IT)
3. PGDCA
4. M.Sc. Microbial-Biotechnology

The details regarding their admission, curriculum, fees structure and appointment of faculty are summarized below:

S. No	Item of Reference	Remarks	
1	Admission	1. BCA 2. M.Sc. (IT) 3. PGDCA 4. M.Sc. (Microbial-Biotechnology)	1. Centralized admission for all Govt. colleges of Chandigarh. 2. Merit Basis 3. Merit Basis 4. PG CET conducted by Panjab University and Merit List
2	Curriculum	As per University norms	
3	Fee Structure	As per University norms	
4	Teacher Qualification	As per UGC/PU norms	
5	Salary	As per UGC Chandigarh Administration guidelines.	

**1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries.**

Yes, the college offers 9 Add On courses as detailed in section 1.2.1. The college also offers 5 PG Diplomas in Computer Applications, Translation, Mass Communication, Career Guidance and Counselling, Cyber Crime and BPEd along with classes on Personality Development and Environment and Road Safety Education to the UG students.

**1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice” If ‘yes’, how does the institution take advantage of such provision for the benefit of students?**

No, the University does not allow this mode of learning in its affiliated colleges.

### **1.3 CURRICULUM ENRICHMENT**

**1.3.1 Describe the efforts made by the institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?**

The institution being an affiliated college of the Panjab University does not have the freedom of formulating its own curriculum. However, the courses run at UG and PG levels have their relevance to the institution’s goals and objectives.

- Women empowerment through education is the main objective of the institution which clearly envisions the following three areas for the accomplishment of this objective viz, Academic Excellence, Personality Development and a Societal Commitment.
- The college endeavours to maintain balance between knowledge oriented education and enhancement of the employability quotient.
- The college supplements the university Curriculum by imparting special courses in Personality Development, remedial classes for slow learners, Coaching classes for UGC NET /entry to services etc. to prepare them for the current trends in competitive areas.

- According to university core curriculum, Environment Education and Road Safety is a compulsory subject for undergraduate students. This paper ensures awareness of ecology preservation and traffic rules.
- The college promotes liberal use of ICT to hone communication and technical skills and generate placement opportunities.
- The extension activities workshops, guest lectures, seminars, debates, declamations, elocution competitions and educational tours organized by the eight societies, NSS, NCC and the departments are also in tune with the University Curriculum and the institutional goals.

### **1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?**

The faculty augments the curriculum with their own knowledge and expertise thereby refining the employability quotient of the students.

- Efforts are continuously made to update the computer skills necessary for competitive job market.
- The college encourages students to participate in workshops, presentations, seminars, debates & declamations, extempore and elocution competitions to hone their talents and emerge as confident individuals.
- Placement Cell endeavors to make the outgoing class career ready. It provides information about job vacancies and job oriented courses/classes in the city. A Copy of 'Employment News' is also made available. Training sessions are conducted on regular basis to equip the students with job oriented skills.
- As mentioned earlier, On Job Training with industrial houses & media groups is an integral part of the existing curriculum. The students get a hands-on experience in a professional atmosphere; thus readying them for future job situations.
- Regular student-parent-teacher interfaces and interfaces with **"The Ambassadors"** the alumni association to get inputs from all stakeholders. The faculty strives to act upon their suggestions.

### **1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?**

The college makes conscious efforts to incorporate socially relevant issues into the curriculum through different cells & 8 societies functioning in the college. A few of the programmes are enumerated below:

**Gender issues:** Gender specific issues are addressed by the curriculum(MA Sociology) and are effectively transacted to instill awareness on the students through:

- Movies/documentaries portraying gender related issues.
- Discussions on the rights and privileges of women in society in the Youth Adalat held every Friday.
- Theatre workshops & short term courses on gender-sensitive issues
- Lectures by eminent lawyers to address legal rights of women.
- UGC sponsored national seminars on Sensitization, Awareness and Motivation Workshops for Women Managers in Higher Education was organized and received enthusiastic response.
- Zero-tolerance stance on ragging.

#### **Climate Change & Environmental Education:**

Environmental Education is a compulsory component of the curriculum outlined by the Panjab University. Every student is required to clear one paper in Environmental Studies during the three year UG course.

Conscious of the paramount relevance of reservation of environment, The college makes all round endeavors to spread awareness about need for environment protection through activities like “Van Mahotsav”, “Akshay Urja Divas”, “My Earth My Duty”, Tree plantation, street plays, expert lectures on “Reducing Pollution & Biodiversity Conservation”, “Economic Zoology”, Visit to Chatbir Zoo and Workshop on Tyre farming.

#### **ICT:**

- The college has 19 smart class rooms equipped with interactive boards, projectors, multi-media screens and electronic podiums.

- We are the first govt. college in the area to have a four-storeyed IT block equipped with latest technological infrastructure.
- The IT block is fully A.C. with four computer labs fully equipped with latest technology & Nebero Internet Software Management Solutions, Conference Room, Video Studio, Skill Development Lab, Multimedia Hall, Placement and Career Unit & twelve teaching rooms.
- The modern infrastructure ensures active participation in the teaching/ learning process.

#### **Human Rights:**

- Special awareness camps are organized to empower students from marginalized sections of society, by making them aware of scholarship schemes of the UT govt.
- The rights and privileges of women are driven home by legal experts.
- Legal advice is also provided to the needy students in association with the Legal Aid Society and Women Cell.
- Issues regarding domestic violence, eve-teasing, sexual harassment & rape are taken up in the Youth Adalat. This path-breaking venture of The college strives to discuss & seek solutions to the problems faced by women on a daily basis at home, workplace & society at large.
- In a signature campaign to stop discrimination against people living with HIV/AIDS, NSS volunteers supported the cause of Health Insurance coverage for PLHAS.

#### **1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?**

- **Moral and ethical values**
- **Employable and life skills**
- **Better career options**
- **Community orientation**
- **MORAL AND ETHICAL VALUES:**

##### **i. Colony visits:**

- In a community service drive, the NSS Volunteers have adopted a neighbouring village, Kajheri & some of the slum areas. They regularly study the status of health & education of the dwellers.

- NSS volunteers visited Snehalaya (Maloya) and Asha Centre (Burail) as part of a research project on skill development among SC and OBC students (assigned by Social Welfare Department.)
- Under 'Helping Hands' venture, NSS volunteers visited old age homes to help the senior citizens.

➤ **EMPLOYABLE AND LIFE SKILLS**

The college offers 9 Add On courses as detailed in section 1.2.1. The college also offers 5 PG Diplomas in Computer Applications, Translation, Mass Communication, Career Guidance and Counselling, Cyber Crime and BPed along with classes on Personality Development and Environment and Road Safety Education to the UG students.

➤ **BETTER CAREER OPTIONS:**

To introduce our students to different careers, we conduct the following programs:

- Option to dual degree through nine career oriented add on courses.
- Basic Computer Operations, MS office, Internet operations, video/audio editing etc.
- Special training sessions on Interview Skills, Group Discussion, Personal Interviews, Body Language, Camera Handling, Analytical Abilities and Resume/CV writing.
- Holding mock interviews.
- Organizing workshops on career opportunities & employability skills.
- Interactions with professionals from contemporary fields like media (Radio/TV/Print Journalism).
- Field/industrial/studio/media visits.
- On Job Training with industrial houses & media groups.
- Holding Campus placements drives.
- Organizing coaching classes for UGC-NET/ Bank/ Clerical posts/ PO/ SSC Board/ Other services aspirants.

➤ **COMMUNITY ORIENTATION:** Refer Annexure – VII -B



### **1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?**

The college collects feedback on the curriculum from the stakeholders and analyses the feedback for future use. The suggestions are communicated to Panjab University through B.O.S. members.

- A conference on “Existing Syllabi- Reflection and Revision” which was organized on 12<sup>th</sup> and 13<sup>th</sup> December, 2012 as per directions of the Dept. of Higher Education, UT, Chandigarh. The curriculum workshops for English, Chemistry, Home Science, Botany, Biotechnology, Zoology & Sociology were organized in our college and the inputs of all concerned stakeholders were taken as far as difficulty factor, student response, topical relevance etc. is concerned. The report regarding changes, additions & deletions was duly forwarded to the authorities for necessary action.
- The students express their opinion on the syllabus and the delivery mechanism through feedback Performa’s. The teachers also collect the exit level feedback from the graduates regarding the teaching-learning processes at the end of the academic year.
- The Alumni provide relevant insights during the annual get together.
- Oral responses are also considered during class and tutorials where students are encouraged to express themselves freely.
- There is provision of a suggestion/complaint box in The college which is used by the students extensively to voice their opinions regarding every aspect of college life. All efforts are made to deal with the suggestions/complaints. The identity of the complainant is kept a secret.
- Special parent-teacher-student interfaces are held in every session to maintain a two-way communication channel regarding the progress of their wards and any other observations regarding curriculum.
- The college communicates timely information regarding lecture shortage, class response, attendance & behavioural aspects to the parents about their wards & invites them to resolve issues through discussion. This is done primarily to reduce the number of detainees.

- Student performance reports (post OJTs) from the industry/media provide good feedback on & for need-based improvements in the Curriculum.
- During extension activities undertaken by students and teachers, valuable feedback is received which is noted & acted upon. Case in point being the regular interaction with the Sarpanch and other residents of Kajheri village with NSS volunteers.

### **1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?**

The college has a very transparent way to monitor and evaluate the quality of its enrichment programmes.

- The evaluation system based on house examinations held in September and December and the Annual/Semester examinations held in April/May.
- Periodic class tests are conducted to ensure revision & comprehension of the lessons taught in the class.
- The students are also assessed on the basis of class participation, seminars, presentations & assignments.

## **1.4. FEEDBACK SYSTEM**

### **1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?**

The college is affiliated to Panjab University, Chandigarh and as such it does not have the autonomy to effect changes in the curriculum except through representation in Board of Studies/ Faculties of different subjects. **At present about 27 faculty members are members of the Board of Studies and 20 departments are represented through them.** Apart from direct representation, all the faculty members also participate in curriculum revision indirectly. For example, in December 2012, the Chandigarh Administration initiated a workshop on “Teaching and Learning: Curriculum, Pedagogy and Employability” for all the courses and the report of the same was forwarded to the university for necessary action at their end as per the procedure.

**1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If ‘yes’, how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?**

Yes, the institution has a formal mechanism to obtain feedback from students and other stakeholders. (Refer to 1.1.6 and 1.4.1)

**1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?)**

During the last four years, the college has started the following new courses. The rationale for introducing new courses/programmes is:

- i. To allow vertical mobility within the programmes.
- ii. To develop employability skills among the students.
- iii. To make them suitable for regional and global employment markets.
- iv. To improve the soft skills of the graduating class.

Year	Name of the Course
2009-2010	<ul style="list-style-type: none"> <li>• MA (Sociology)</li> <li>• MA (Public Administration)</li> <li>• MA (Political Science)</li> <li>• Add on Courses               <ul style="list-style-type: none"> <li>• Travel and Tourism</li> <li>• Bio-Informatics</li> <li>• Environmental Auditing</li> </ul> </li> </ul>
2010-2011	<ul style="list-style-type: none"> <li>• PG Diploma in Computer Applications</li> </ul>
2011-12	<ul style="list-style-type: none"> <li>• M.Sc. Botany</li> <li>• BA Police Administration (E)</li> </ul>
2012-13	<ul style="list-style-type: none"> <li>• M.Sc. Microbial Bio-Technology</li> <li>• M.Sc. (IT)</li> <li>• BA/B.Sc. (IT) Elective</li> <li>• Post Graduate Diploma in Career Guidance and Counseling</li> </ul>

	<ul style="list-style-type: none"><li>• <b>Add on Courses:</b><ul style="list-style-type: none"><li>• Web Designing</li><li>• Animation and Graphics</li><li>• Mass Communication &amp; Video Production</li><li>• Disaster Management</li><li>• Entrepreneurship</li></ul></li></ul>
<b>2013-14</b>	<ul style="list-style-type: none"><li>• M.Com</li></ul>
<b>2014-15</b>	<ul style="list-style-type: none"><li>• PG Diploma in Cyber Crime</li></ul>

## **CRITERION II: TEACHING –LEARNING & EVALUATION**

### **2.1 STUDENT ENROLMENTS AND PROFILE**

#### **2.1.1 How does the college ensure publicity and transparency in the admission process?**

The college ensures wide publicity of the courses to attract students from far flung areas through:

1. Advertisement in the leading national and local news papers
2. Display on The college website
3. Printing and distribution of detailed prospectus of all the government college s.
4. Notices and informational charts on the college notice Boards

Moreover, every year different admission committees are formed for different classes to streamline the work of admissions. In case the number of students seeking admission to a course is very large e.g. in case of BA I; multiple committees are formed based on percentages to ensure fast and smooth flow of the process.

To ensure transparency in the admission process at entry and succeeding levels, the college has a clear cut policy based on merit cum interview. Class wise details of the admission criteria are summarized below in 2.1.2.

From the session 2014-2015, the college has introduced online admission process for all classes (undergraduate, post-graduate and diplomas).

The college is using software “Campus Solutions” 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. Fee Collection
3. Examination
4. Student Assignment/homework and evaluation
5. Society Activities
6. Student Attendance Records
7. Student’s Return and Ledger

**2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.**

1. As reflected above in 2.1.1; except for B.Com. I and B.C.A I, the admission to all classes is based on merit cum interview.
2. The admission notice for all classes is given through newspaper advertisement. This notification specifies the last date of admission, hostel form submission and date of display of merit list.
3. After the college receives applications for admission to all classes, respective admission committee's examine them and prepare a merit list of eligible candidates. The merit list of each class/ programme is prepared as per the admission guidelines of that class/ programme and as disclosed in the prospectus.
4. The merit list is then displayed on the college notice board at least 3-4 days before the actual admission day. This list is also uploaded on the college website for easy accessibility.
5. Before admissions every year we have a staff meeting and the Principal and Admission Coordinator clearly define the admission criteria to be strictly followed by each committee.
6. Admissions are carried out at two stages- one at the level of committee and second at the level of stream coordinator to ensure complete transparency in the process.
7. From the session 2014-2015, the college has introduced online admission process for all classes (undergraduate, post-graduate and diplomas). (As discussed above in 2.1.1.)

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:

Sr. 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 for other courses (2010-2011 to 2013-2014)**

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. college s
3.	BSc I (Med, Biotech (E), Bio-Info (E), Microbiology (E), Non-Med, C.Sc (E), IT (E), BioTech(H))	Display of merit list prior to admission on college website and notice board
4.	BA	On the spot admission but on merit basis
5.	PGDCA/ PGDMC/ PGDGC/ PGDT	Display of merit list prior to admission on college website and notice board
6.		Display of merit list prior to admission on college website and notice board
7.	MA Pub Adm/ Socio/ Pol.Sc/ English, M.SC (IT, Botany/ Zoology/ Microbial Biotechnology), M.Com	Display of merit list prior to admission on college website and notice board
8.	B.PEd (One Year)	Display of merit list based on written and physical fitness test.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

The percentages as calculated below are inclusive of reservations\*.

<b>Percentage (U.T and General Pool)</b>								
	<b>2013-2014</b>		<b>2012-2013</b>		<b>2011-2012</b>		<b>2010-2011</b>	
<b>Programme</b>	<b>Max</b>	<b>Min*</b>	<b>Max</b>	<b>Min*</b>	<b>Max</b>	<b>Min*</b>	<b>Max</b>	<b>Min*</b>
<b>Under-Graduate</b>								
<b>B.Com I</b>	97.3	60	93.40	51.20	92.60	42.13	93.60	51.00
<b>B.C.A I</b>	87.6	50.0	85.50	51.00	89.2	50.60	82.60	51.56
<b>B.A I</b>	92.1	50.2	99.67	40.00	99.88	37.60	92.20	34.00
<b>B.Sc. I (NM)</b>	90.2	51.8	90.00	50.80	88.80	52.80	90.00	52.20
<b>B.Sc. I (M)</b>	90.4	55.2	91.20	52.80	86.20	48.40	85.00	53.40
<b>B.Sc. C.Sc I</b>	78.8	69.0	85.80	59.20	86.20	52.20	86.40	45.40
<b>B.Sc. Biotech (H) I</b>	91.6	64.2	92.20	64.20	87.80	59.60	89.00	61.40
<b>B.Sc. Biotech E</b>	87	60.4	89.60	61.20	84.88	53.00	73.60	55.40
<b>B.Sc. Med Bioinfo. E</b>	86.6	59.6	84.40	52.00	85.00	58.20	87.80	49.56
<b>B.Sc. Med Micro E</b>	88.2	62.6	87.40	61.10	85.00	55.60	86.00	47.80
<b>B.Sc. (IT)</b>	80.8	56.6	82.70	57.80	--	--	--	--
<b>B.A (IT)</b>	77.4	54.4	88.00	54.60	--	--	--	--
<b>Post-Graduate</b>								
<b>PGDCA</b>	71.2	54.3	83.83	50.13	73.42	43.17	73.42	43.71
<b>PGDMC</b>	65.3	54.9	59.70	51.16	73.20	51.33	74.94	55.60
<b>PGDCG</b>	69	53.4	70.33	53.75	75.90	47.54	--	--



<b>M.Com.</b>	93.1	71.1	--	--	--	--	--	--
<b>M.Sc. IT</b>	74.5	63.8	77.78	67.08	--	--	--	--
<b>M.Sc. Zoology</b>	56.8	48.8	67.05	49.35	77.55	42.75	76.15	51.83
<b>M.Sc. Botany</b>	60.3	58.7	79.20	53.70	68.00	51.70	--	--
<b>M.Sc. Microbial Biotechnology</b>	71.7	61.3	75.47	51.47	--	--	--	--
<b>M.A Pub. Adm</b>	69.58	45.4	72.25	45.25	68.83	41.63	65.96	48.38
<b>M.A Socio</b>	71.25	50.1	71.10	51.08	71.21	41.63	72.00	44.63
<b>M.A English</b>	64.83	48.5	64.96	47.29	84.67	44.06	69.00	51.50
<b>M.A Pol Science</b>	71.66	52.5	67.38	45.67	72.79	50.63	65.67	46.42

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If ‘yes’, what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Though there is no formal mechanism to review the admission process and students profile annually, the college is preparing itself to introduce the same soon. Following are a few initiatives taken by the college in this direction:

- The students are allowed to change their subject combination within one month of the admission if they have a valid reason for doing so.
- There is a career counseling and guidance cell in the college which guides the students regarding subject options and future prospects of the course.
- During the time when the prospectus is available for distribution, the college runs a power point presentation on the course contents and future prospects of the courses offered by the college and this presentation is open to public viewing.
- From the session 2014-2015, the college has introduced online admission process for all classes (undergraduate, post-graduate and diplomas). As discussed above in 2.1.1.
- As a result of these efforts the number of applications for subject change in BA I has reduced significantly.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**

- **SC/ST**
- **OBC**
- **Women**
- **Differently abled**
- **Economically weaker sections**
- **Minority community**
- **Any other**

The college adheres to the reservation policy of the Chandigarh Administration under which 85% seats are filled up from amongst the students who pass their qualifying examination from schools/colleges recognized by the Chandigarh administration and situated in the union territory, Chandigarh termed as ‘U.T Pool’. The remaining 15 % seats will be filled from amongst students from institutions, who pass their qualifying examinations from institutions other than those located in the Union Territory, Chandigarh or otherwise, termed as “ General Pool”.

**Reservation of Seats (For All Classes)**

**Note: The reservation is out of 85 % seats of U.T. Pool and 15 % of General Pool.**

<b>Category</b>	<b>U.T. Pool</b>	<b>General Pool</b>
SC	14 %	15%
ST	-----	5%
Differently Abled/Physically Challenged Persons	3%	3%
Wards of freedom Fighters	2%	2%
Wards of Defense Personnel	5%	----
Sports Categories	2%	2%

In addition there is also reservation of seats for following categories:

1. Concession to the Direct Descendants of Kargil Martyrs ( 1 seat)
2. Reservation of Single Girl Child (1 seat)

3. Cancer ,Thalassemia and AIDS Patients ( 1 seat)
4. NCC ( weightage of 1% for Certificate B and 2% for Certificate C)
5. NSS ( weightage of 1% in marks)

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.**

Programme	No of Applications		No of students admitted		Demand Ratio	
	2012-13	2013-14	2012-13	2013-14	2012-13	2013-14
<b>Under Graduation</b>						
<b>B.Com I</b>	Centralized Admission by the University (admitted 141)	Centralized Admission by the University (admitted 152)	Centralized Admission by the University (admitted 141)	Centralized Admission by the University (admitted 152)	Centralized Admission by the University	
<b>B.C.A I</b>	Centralized Admission for all Govt. colleges (admitted 70)	Centralized Admission for all Govt. colleges (admitted 69)	Centralized Admission for all Govt. colleges (admitted 70)	Centralized Admission for all Govt. colleges (admitted 69)	Centralized Admission for all Govt. colleges	
<b>B.A I</b>	892	820	796	820	1: 1.12	1:1
<b>B.Sc. I Non Med</b>	643	645	140	112	1: 4.59	1:5.75
<b>B.Sc. C.Sc I (E)</b>	152	195	29	37	1: 5.24	1:5.27
<b>Biotech (H) I</b>	173	216	24	26	1: 7.21	1:8.31

<b>B.Sc. I Med</b>	103	200	75	108	1: 1.37	1:1.85
<b>B.Sc. Biotech (E)</b>	91	68	39	29	1: 2.33	1: 2.35
<b>B.Sc. Bioinfo (E)</b>	35	30	17	26	1: 2.06	1:1.15
<b>B.Sc. Micro (E)</b>	75	109	27	26	1 : 2.78	1:4.19
<b>BA/B.Sc. (IT)</b>	90	88	33	56	1 : 2.73	1:1.57
<b><u>Post Graduation</u></b>						
<b>PGDCA</b>	79	65	26	26	1: 3.04	1:2.5
<b>PGDMC</b>	20	10	7	06	1: 2.86	1:1.43
<b>PGDCG</b>	31	12	16	06	1 : 1.93	1:2
<b>B.P.Ed (One Year)</b>	50	51	29	32	1 : 1.72	1:1.59
<b>PG Diploma in translation</b>	8	5	7	02	1 : 1.14	1:2.5
<b>M.Sc. IT</b>	85	50	18	23	1 : 4.72	1:2.17
<b>M.Sc. Zoology</b>	62	17	22	17	1 : 2.82	1:1
<b>M.Sc. Botany</b>	66	50	15	19	1 : 4.40	1:2.63
<b>M.Sc. Microbial Biotech</b>	39	28	9	14	1 : 4.33	1:1.2

<b>M.A Pub. Adm</b>	43	30	20	18	1 : 2.15	1:1.66
<b>M.A Socio</b>	114	99	27	27	1 : 4.22	1:3.67
<b>M.A English</b>	92	79	17	25	1 : 5.41	1:3.16
<b>M.A Pol. Sc</b>	50	43	27	21	1 : 1.85	1:2.05
<b>M.Com</b>	NA	377	NA	41	NA	1:9.20

## 2.2 CATERING TO STUDENT DIVERSITY

### 2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

There is a provision of reservation of 3% seats both in UT Pool and General Pool for the Physically Challenged students in the admission to all the courses as per directives of Chandigarh Administration. The college also provides a user friendly environment to these differently abled students by way of:

<b>S. No</b>	<b>Facilities</b>
<b>1</b>	Provision of Ramp in the main building
<b>2</b>	Wheelchair for the students available at all times
<b>3</b>	Software for visually impaired students
<b>4</b>	Provision of a writer during Annual Exams as per University calendar
<b>5</b>	Separate washroom for physically challenged students in the IT block
<b>6</b>	Provision of elevator for access to all the floors in the IT Block (Administrative approval pending)

**2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.**

Yes, the institution assesses the students' needs in terms of knowledge and skills before the commencement of the programme. The University has set eligibility criteria for its various courses. However, in the some subjects the assessment is done at college as well (For details refer to Question 2.1.2)

**2.2.3 What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc).**

The college runs remedial classes for the weak students, Add on courses for the students interested in doing job oriented courses and enrichment courses to help the students become responsible citizens. The college conducts the following courses to help the students have a smooth transition through their entire course. The comprehensive knowledge of the essentials relevant to all these courses lays the strong foundation for the students in their entire programme.

S. No	Remedial Course	Add-On Course	Enrichment Course
1	BA/ B.Sc./ BCA/ B.Com. I/II/III	Travel & Tourism	PD Classes
2	--	Bio-Informatics	Environment and Road Safety Education
3	--	Environmental Auditing	Theme Based Industrial visit.
4	--	Event Management	Computer Organization Workshops
5	--	Web Designing & Multimedia	--
6	--	Animation & Graphics	--
7	--	Mass Communication & Video Production	--

8	--	Disaster Management	--
9	--	Entrepreneurship	--

The students who are interested in entering the job market after their graduation usually take up Add on courses to have their skills and abilities. Remedial classes equip the students to improve their performance in University examinations. The enrichment courses like Personality Development help in holistic development of the students. Environment and Road Safety education spreads awareness among the students about the need of environment protection and traffic awareness. The Placement Cell of the college is active in conducting workshops and career advancement classes for the students interested to enter into industry or higher education after their graduation and post-graduation.

#### **2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

The teachers and students of the college are associated with one or the other 8 societies operating in the college as per their interest /area of specialization. It is mandatory for all the students to be members of at least three societies listed below:

1. **AIDS Awareness & Public Health Society** This society holds talks on AIDS, its causes, prevention and value of blood donation on regular basis. It organizes Blood Donation Camps in the college along with Rotary Blood Collection Center, Chandigarh. Approximately, 800 units of blood have been donated in last 4 years.
2. **Science Society:** Interactive sessions on Alcoholism are organized on annual basis in association with Alcoholic Anonymous ( an organization dealing with the problems of alcoholism in society and providing support to those whose near and dear ones are affected by this problem) for spreading awareness among the students about the ill-effects of drugs and alcohol.
3. **Gender Equity and Non-discrimination Society:** The mandate of this society is to promote gender sensitization with equity, gender justice and non-discrimination practices; enabling the girls to make informed choices regarding their lives.
4. **Traffic Awareness & Road Safety Society:** This society is actively working to sensitize students about road and traffic safety. It promotes a positive attitude towards enforcement laws and infuses sense of courtesy and concern among road users

- through activities like self defence programmes and preparedness for any natural contingency.
5. **Commerce Society:** The Society aims at updating the students in commerce and related areas. It seeks to develop entrepreneurship skills among the students. The society organized an Entrepreneurial fest “COMENZAR” and activities like “DREAM MERCHANTS”, visits to banks, seminars, talks of experts to give hands on experience to the students.
  6. **Heritage Society:** This society aims to create awareness about heritage in global, national, regional and local terms. This is achieved by holding discussions, writing contests, quiz contests and field visits to Museums, and archaeologically important sites in & around Chandigarh.
  7. **Literary Society:** This Society provides a platform to the students to showcase their talent in public speaking and creative writing and hone their literary skills. Every year talent hunt is organized in the beginning of the session to identify talented students. Competitions are organized in Debate, Declamation, Paper reading, Poem Recitation, Essay Writing. Poetry Writing and Short Story Writing .The students selected in the Talent Hunt are further groomed to participate in Inter college and Intra college competitions.
  8. **Srishti Society:** This society meets regularly and conducts talks, slogan writing/poster/essay writing competitions, workshops and presentations to sensitize students about burning issues relating to the environment.

### **2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

The college conducts two house exams every year to identify the advanced learners in each course. These advanced learners are further encouraged and motivated to be winners.

1. The advanced learners are facilitated with awards, prizes, certificates and cash prizes during Annual Prize Distribution Function.
2. These students are also encouraged to take up electives/ honours in the same course/ subject so that they can explore their potential in that area.



3. The advanced learners are also encouraged to take up post-graduation in their area of interest so that they can take up jobs in that field.
4. These students are also provided with books, additional study material and useful links to further polish their potential.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?**

The college collects, analyzes and uses the data and information of the students' performance in the two house exams that are held twice in a year. All the collective data is stored and maintain in the Examination branch of the college. The students who are not able to score 20% in BA and 25% in B.Com/B.Sc./BCA are covered under remedial classes held in select subjects in each stream. They are allowed to appear in special tests. If still they are not able to clear the condition as laid down by the Panjab University these are not allowed to appear for the final examinations of the Panjab University. Also, the students who do not attend required 75% of lectures delivered are detained.

On the basis of house examination results, students are felicitated with prizes, trophies, certificates and cash prizes during Annual Prize Distribution function.

The drop out ratio is as low as 0.67% in BA. For other classes, there is no drop out.

## **2.3 TEACHING-LEARNING PROCESS**

### **2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The college is affiliated to Panjab University, Chandigarh. The University frames the Teaching Learning and Evaluation schedules which are to be mandatorily followed by the college.

#### **Academic calendar:**

- At the beginning of the academic year, the college prepares the Academic schedule which includes the teaching timetable and tentative House Examination schedule including tutorials and test / attendance / class participation based internal assessment etc. This information is passed on to students in their orientation programme held at the beginning of the session by college principal.

- The academic schedule is published in the college prospectus and uploaded & updated regularly on the college website (www.gcg42.ac.in) before the beginning of the session every academic year.
- Timetable is displayed and uploaded on the notice board & website of the college for the convenience and information of the staff & students.
- Care is taken that all students are adjusted in the timetable as per subject combinations.
- The college also offers the facility of subject change to the students within stipulated time period as per subject combinations available.
- It also includes the provision for special tests conducted for the students of National Cadet Corps (NCC), National Service Scheme (NSS), participants in Youth Festivals etc. and Physical Education students who are unable to take the exams because of their state and national level games/ activities in and outside the city.

**Teaching plan:**

- Each department functions according to the teaching plan prepared at the department level. The unit wise syllabus is discussed with the faculty of the department and the course work is distributed.
- A copy of the weekly/term wise teaching plan is submitted to the Principal and uploaded on the website.
- It is mandatory for every faculty member to complete his/her syllabus prescribed by the University within stipulated time limit.
- The Principal conducts frequent rounds to ascertain the conduct of classes according to the time table schedule.
- To make the learning process more interesting, interactive teaching is practiced. The various innovative ways of teaching used by faculty members are quizzing, walk-chalk-talk method, Question – Answer sessions, anecdote-relating & exemplification, Oral and poster Presentations, Seminars, group discussions, situational role play, model making, PPT presentations, mock sessions of real life processes like Mock Parliament, audio/video recording, documentary/short film making, demonstration of concepts through Body Language, use of interactive boards etc.

- The Principal of the institution, through the HODs conveys the directives of the Department of Higher Education, UT Chandigarh to the faculty, which are then incorporated in the teaching plan.
- The faculty transacts the lesson plan, which contains the details regarding institutional objectives to be achieved, details of contents to be covered, kinds of teaching aids and the logistics to be used inside the class room.

**Evaluation blue print:**

- The departments also carry out internal assessment based on student test performance, class response, attendance and punctuality.
- The final evaluation of students is done according to the university schedule. Towards the end of each session / semester, theory and practical examinations are conducted by the university and evaluation is carried out. The exam results are declared by the affiliating university.
- Evaluation blue print for every paper in postgraduate courses is prepared by the course teacher giving details of relative weightage for each paper.
- The *viva voce* are conducted for practical subjects every semester/term. Oral presentations, extension activities like documentary making, editing etc. of newsletters, project making, PPT presentations etc. are given extra weightage.
- Evaluation is also done through the tutorials and home assignments submitted by the students.

**2.3.2 How does IQAC contribute to improve the teaching –learning process?**

- The college has established the Internal Quality Assurance Cell (IQAC) as an administrative cell that seeks to maintain post accreditation quality sustenance. The following endeavours are made by IQAC to improve teaching learning process:
- IQAC has a major role in the documentation of the various programmes/ activities which will translate into quality improvement. Various academic activities are organized for effective execution of curriculum and evaluation process. The faculty is guided on ways & means to procure financial aid for institutional projects. It also generates concepts of academic excellence and strives towards developing state-of-the- art, student-centric infrastructure. It communicates all information regarding various schemes/ projects of UT govt. & GOI to the faculty & students.

### **2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

The students being our most important stakeholders, the college offers a lot of support services to its educators for making the learning student centric.

- The college has a fully air-conditioned, fully-automated & user-friendly library which caters to the academic and educational needs of the students and the staff. The library has a vast compendium of about 37,000 books. It also subscribes to 39 magazines, 45 subject journals and 18 newspapers, which the faculty uses resourcefully to disseminate the latest information to the students. The latest addition in the library is INFLIBNET facility, which gives easy accessibility to the world of e-knowledge. Students are also encouraged to use the library independently which enhances their knowledge.
- The college also encourages the use of computers, LCD Projectors for PowerPoint presentations and Internet by the staff and students to keep them abreast with latest developments in their respective fields of study. Each department has been issued a laptop to develop e-contents and study material for the benefit of students.
- Industrial/field/media visits, practicals, projects, OJTs, interactions with experts, inputs from successful alumnae are also some of the factors that contribute towards instilling confidence & professionalism in the students.
- Values like punctuality, honesty, sincerity and discipline are inculcated in the students by emphasizing upon them the importance in attending classes regularly and sincerely.
- Teachers are also advised to make their instructions more interesting, interactive, tech-savvy to appeal to the learner's dynamic mindset. The college constantly reminds the faculty to update themselves according to the need of the hour.

### **2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

- The college nurtures creativity & critical thinking by organizing Essay Writing, Quiz Competitions, Debates & Declamations, Elocution, Paper Reading, Poetry

writing/Recitation Competitions, Ad Making Contests, Caption-The-Photo Contests, Situational Role Play, Enacting Mock Sessions Etc.

- To encourage the artistic temper among the students, the college encourages participation of the students in all segments of the Panjab University Youth & Heritage festival to give an outlet to their burgeoning creative talent. The prizes that we win each year are an ample proof of this.
- The college Readers Club encourages its young members to read & discuss literary works, which hones their comprehension, vocabulary, literary acumen & presentation skills. Every year, the readers club selects and awards its best member in the Annual Function which motivates other students to enlist in this innovative endeavor.
- To encourage the scientific temper among the students, the faculty engages them in various practical works in Science, Functional English, Functional Hindi and Computer Science Laboratories.
- Group discussions, interactions and seminars are organized in which students explore new vistas and also get a chance to listen and interact with eminent professionals.
- Creativity is also nurtured through the preparation of models, fine arts projects, preparation of study material, assignment writing etc. The institution encourages the students to think out of the box.
- The college staff room, seminar room, multi media room, waiting areas & corridors are adorned with sketches & murals made by the students which showcases and encourages their creative talents.

**2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning -resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**

- The college ensures that the students get benefit of operative learning by providing them the modern teaching aids and tools like computers, audio-visuals, multi-media, internet and other information / materials.

- The students are also given access to computer software packages for enhancing their communicative skills, improving their vocabulary & analyzing the experimental data collected/acquired by them.
- The students are taken for field/industry/studio/media visits to give them an authentic work environment experience.
- Certain courses like B.Sc. Biotech (H), M.Sc. (IT), Functional English & Functional Hindi include the mandatory component of OJT which helps the learners to acquire confidence and career-readiness.
- The upkeep of the Botanical Garden, Bio Gas and Solar Energy Power Plant and Vermi-Composting unit are also part of the practical component of the theoretical scientific study.
- The syllabus, reference books and model question papers of UG and PG courses are available on Panjab University website for ready reference.
- Our staff efficiently uses the teaching course material available online.
- The Government of India is keen to use the technological resources in its mission to make Higher Education accessible to all deserving students. In this regard, it has launched its National Mission on Education through Information and Communication Technology (NMEICT). The staff of our college is aware of this mission and uses the ICT enabled teaching.
- The college is a member of N-LIST - an online source of reading materials in the form of e-books and journals. It keeps our staff updated with recent developments in the respective subjects.

### **2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

- The college is aware that academic excellence cannot be achieved without regular updating of its faculty. As such the staff is encouraged to attend refresher/orientation/faculty development programmes courses so that they can be in touch with all new innovations & pedagogic techniques.
- Workshops, seminars, interfaces with experts are a regular feature wherein the faculty & students get an opportunity to organize, present & interact with the scientists and experts in the respective subjects (Details in Departmental Evaluation report).

- The institution aims at holistic development of its students. With this premise in view, efforts are made to hone the soft skills & community orientation of the learners. Case in point being the numerous community outreach projects of NSS, the Gender Equity & Women Cell projects & workshops with NGOs, Blood Donation, Eye Donation, AIDS awareness drives etc. in which our students voluntarily take part & sensitize the general public about relevant issues.

### **2.3.7 Detail (process and the number of students/ benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advice) provided to students?**

- **Academics**
  - The college staff counsels the students about their academic and personal issues.
  - Record is maintained about the attendance of the students & they are periodically informed about the status of their attendance.
  - Class participation/response by the learners is encouraged so that the teacher can ascertain the learner's capabilities & aptitude & guide them accordingly.
  - The teachers also keep a watch on the constancy of the learner's performance in class. Any inconsistencies are fully explored to ascertain the cause of the unusual behavior by the student & solutions are suggested.
  - Constant efforts are made to make the students confide in their mentors about their problems—both personal & academic. Tutorial meetings are an effective channel of communication with the students where feedback regarding the college processes is obtained.
- **Personal/ Psycho-Social**
  - The Youth Adalat held every Friday by the Women Cell is another innovative endeavor of the college to help students deal with their problems. It is a forum of the students, by the students & for the students. The teachers are also present there as counselors & mentors to oversee the proceedings & provide valuable inputs when needed. In the current session, the NGO Jagori is partnering with the Women Cell to facilitate the Youth Adalat process. Approximately 600 students have participated in the Youth Adalat in the last three years. About 700 students

have been counseled on various issues in the Women Cell (past three years) with about 116 follow up cases.

- The students, who need psychological support, are given psychological counseling by the counselor who is on the regular staff of the college. She also holds frequent interactive sessions with students to help them to deal **with exam stress, personal & social problems and as many as 759 students have been counseled till date.**
- The students are encouraged to use the suggestion/complaint box to express & vent their feelings about any issue that affects them or any aspect of college life that disturbs them. The suggestions/grievances of the students are dealt with the Principal & senior members of the staff. The identity of the complainant is kept a secret.
- The faculty regularly collects money to help poor, deserving students by paying their fee; buying books & stationary items & by giving them special attention in class. This effort is besides the Half-Tuition Fee Concession that is availed of by the students.
- During the current session, Half Tuition Fee Concession has been given to 400 students while 79 (General) + 19(SC/BC) girls have benefitted from Student Aid Fund of 2000/- each. The college awarded Amarjeet/ Beena, Baba Kundan Singh Memorial Scholarship to 15 students for outstanding performance in House/University examinations. Besides this, Smt. Saroj Vasudeva scholarship is awarded to poor brilliant students.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

The traditional walk-chalk-talk method is a useful practice but our college goes a step further and uses technology and other effective methods of teaching learning.

**Innovative Teaching Approaches/Methods:**

- Information and Communication Technology is used by teachers for integrated instruction.



- In the science faculty, models, charts, flash cards, OHPs, LCD, power point presentations are used for teaching the theory part of the course.
- In arts and commerce faculty, Charts, LCD and OHPs are used for teaching. The language departments use charts, multi-media, Television and DVD player for illustrating poems, novels, plays and phonetics.
- Modern ICT resources like the latest software, audio/ visual aids, LCD projectors, multi-media and OHP's etc. are used to support pedagogy.
- In some subjects in Arts and almost all subjects in the Commerce and Science faculty, students are required to prepare projects as a part of their learning process. These projects are assessed and evaluated according to university guidelines.
- Field/Industrial/Media/Studio visits are organized for UG and PG classes
- The English department screens the movies based on the texts prescribed in the syllabus for both UG/PG classes.
- The language teachers encourage the students to compose poems, write articles and essays. Noteworthy compositions are published in the college magazine "Shikhar" & annual Functional English newsletter "Scoop".

#### **Institutional Efforts:**

- Provision of computers, personal laptops and Internet facility for staff to update themselves.
- Subject to govt. policies, financial support from the college is readily available for infrastructural improvement.
- All teachers apply computer-assisted learning and make use of softwares like Microsoft Windows XP and 7 / C/C++ Language / MS – Office 2010 (50 User) / Linux / Fortran 77 / Oracle (SQL/PL) / Visual Studio / Fox Pro / Adobe Photoshop CS (25 User) / Antivirus: Quick Heal (Quick Heal internet security version: 12.00(5.0.0.1), SP1) and Microsoft security essential/ Adobe Flash CS3 Professional (Single User) / CHERUB SOFT (Combo set of chick ) Zoology / HYPER CHEM8-Bio- informatics / CLARITYSNET – Language software for Functional English / Number of nodes/ computers with Internet facility etc. to instruct/transact syllabus.
- The college has a four-storeyed IT Block with State-of-the-Art teaching facilities in the form of Smart Class Rooms and equipped with the latest technological

infrastructure. It is fully A. C. with four computer labs equipped with the latest technology. It also has Nebero internet software management solutions, Conference Room, Video Studio, Communication Skill Development Lab, Multipurpose Hall, Placement Cell & twelve teaching rooms. This building is first of its kind in the govt. college s of the region.

- The college also has 19 smart classrooms equipped according to ICT specifications, which facilitate interactive teaching.
- Interactive boards are provided for science faculty for innovative teaching.

The faculty has been using the following innovative teaching aids during the last four years like Power point presentations, OHPs, Audio- Visual resources, Models, Charts, Projects, Documentary/short film making by students, Screening of text-related films, News gathering, editing, printing, proof reading of Scoop (annual project of Functional English students), Role play and student participation in mock sessions

### **The Impact on Student Learning**

- By using the above tools and methods, learning has become easy, collaborative, innovative and student centric.
- It has been observed that visual representation of facts, theories, texts is a definite memory aid for students & makes teaching-learning an interesting & stimulating experience.
- The effect of using these teaching methods is that the learner who exits The college is a confident, involved, holistically integrated & professionally proficient individual.

### **2.3.9 How are library resources used to augment the teaching-learning process?**

1. The college has a fully air-conditioned, fully-automated & user-friendly library which caters to the academic and educational needs of the students and the staff.
2. The library stocks approximately 37,000 books, 39 magazines, 45 subject Journals and 18 Newspapers in Hindi, English and Punjabi to keep the students and staff abreast with current affairs home and abroad.
3. The college has subscribed to INFLIBNET facility – An online source of reading material in the form of e-books and journals to update subject knowledge of the teachers.

4. OPAC (Online Public Access Catalogue) facility is available in the library for the convenience of the staff and students to locate books through various approaches like author, title, accession number, publisher, subject, or a combination of these.
5. A computerized list of books, journals etc. is available for the convenience of the faculty & students.
6. Photostat facility is available in the Library for the convenience of the students & faculty.
7. Five computers with internet have been added for the students.
8. The faculty can order the latest books through the library.
9. The college Readers Club meets regularly in the library.
10. The library holds essay writing contests & library quiz to test the memory & retentive power of the students.
11. The students were also granted membership to the prestigious British Library and State library free of cost which will further enrich their knowledge resource.

**2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

- Till date, the faculty has not faced any challenges in completing the curriculum in time. If a situation arises where any teacher is unable to complete the syllabus on time due to refresher/orientation courses or medical leave etc., then extra classes are organized to fill the gaps.
- The Principal keeps a check on the syllabus covered by the various departments on regular basis.

**2.3.11 How does the institute monitor and evaluate the quality of teaching learning?**

- The Principal, HODs & IQAC monitor & evaluate the quality of teaching/ learning in the institution.
- All departments, societies & committees submit reports of the activities/events conducted by them during the session.
- Re-shuffling is done periodically amongst the incharges of societies & other office-bearers to ensure efficiency & results.

- The ACRs of the faculty members based on individual performance are scrutinized by the Principal & forwarded to the Department of Higher Education for information & necessary action which are finally endorsed by Education Secretary.

## 2.4 TEACHER QUALITY

**2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**

The faculty members of the college are recruited by Union Public Service Commission as per the norms specified by the UGC and the Chandigarh Administration. Additionally faculty from the states of Haryana and Punjab are also serving the institution on deputation. Full time contractual lecturers are recruited centrally for all government colleges of Chandigarh by a Selection Committee consisting of the Principal, Vice Principal/Dean and the Head of the Department concerned, by interviewing eligible candidates as per the requirements of UGC. The selection is based on merit, clearance of UGC NET/PhD, teaching experience at college level, publications made in referred journals/national /International journals having ISSN or ISBN numbers and the seminars attended/presentation made at national/ International level (Panjab University criteria).

This college, being a government college, has not faced any difficulty in retaining its talent. The college pays salary as per UGC norms, grants medical and other extraordinary leave benefits and all other benefits as admissible to an employee of the Punjab Government. At present, the pool of faculty includes (as on 31<sup>st</sup> March, 2013)

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	M	F	M	F	M	F	
<b>Permanent Teachers (92)</b>							
D.Sc/ D.Litt	-	-	-	-	-	-	-
Ph.D	1	2	6	28	4	5	<b>46</b>
M.Phil	-	-	5	18	2	5	<b>30</b>
PG	-	-	3	10	3	-	<b>16</b>
<b>Full Time Contractuals (52)</b>							

Ph.D	-	-	-	-	7	16	<b>23</b>
M.Phil	-	-	-	-	2	5	<b>7</b>
PG	-	-	-	-	5	17	<b>22</b>

**2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

Refer 1.4.3, the college has introduced 7 Post-Graduate, 2 PG Diplomas and 5 Add on Courses besides two under graduate courses since 2010-11 (2010-11: 1 PG Diploma, 2011-12: 1 Post Graduate and 1 Under Graduate (BA - Police Administration), 2012-13: 2 Post Graduate, 1 PG diploma, 1 Under Graduate (BA - IT) and 5 Add on Courses, 2013-14: 1 Post Graduate and 1 PG Diploma in 2014-15). All these courses relate to the areas of growing/emerging job market demand. This indicates that the college is interested in venturing into modern techno-savvy world through introduction of new courses and attracting students for the new courses. As far as scarcity of senior faculty to teach new programmes is concerned the college has made following efforts to nullify the shortage of staff:

1. The existing faculty is encouraged to attend orientation/ Refresher courses and training courses to apprise them of the latest in the field.
2. The existing faculty attends seminars /workshops and conferences to update their knowledge.
3. Duty leave and TA/ registration money is granted to the staff to attend and present papers in these seminars.
4. Eminent faculty from other institutes is invited to deliver talks on emerging areas.
5. Experts from Industry are invited to train and update the students.
6. Wherever required resource persons are called upon to teach the courses.
7. Full time contractual staff is appointed as per the qualifications laid down by UGC norms and as per the guidelines of Chandigarh Administration.
8. Faculty is motivated to undertake higher studies/ Major/ Minor projects.

**2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

**A) Nomination to staff development programmes:**

<b>Academic Staff Development Programmes</b>	<b>Number of faculty nominated</b>
Refresher courses	52
HRD programmes	--
Orientation programmes	11
Staff training conducted by the university	32
Staff training conducted by other institutions	
Summer / winter schools, workshops, etc.	20
FDP	05

**B) The college believes in enriching its human resources through various approaches.**

**a. Teaching learning methods:**

**Training Programmes:** (for teaching/ non-teaching staff/ students)

- On use of interactive boards / Projector/ Electronic Podium & Internet
- On use of INFLIBNET.

**b. Handling new curriculum:**

In December 2012, the Chandigarh Administration initiated a workshop on “Teaching and Learning: Curriculum, Pedagogy and Employability” for all the courses. The effort was common for all Government colleges of Chandigarh. Our college organized workshop for six subjects- Chemistry, Botany, Zoology, Biotechnology, English and Sociology. The report of the same was forwarded to the University for necessary action at their end as per the procedure.

**c. Content/ Knowledge management:**

- All the departments hold expert talks and organize field visits for the students.
- Teachers actively participate/ and make presentations in local/National/International level workshops, seminars and conferences.

- Faculty organizes workshops, seminars and conferences on topics of common interest.( Bio symposium, workshop on Examination Reforms, SAM Workshops on ‘Capacity Building of Women Managers in Higher Education’, workshop on Counseling services, Workshop on Intellectual Property Rights)
- d. **Selection, development and use of enrichment materials:**
- The college subscribes to 39 magazines, 45 journals and 18 newspapers and is fully automated with INFLIBNET, LIBSYS and OPAC facility..
  - The Functional English department publishes an annual newsletter “SCOOP” covering major events and activities of the college. It is an exclusive work of the students right from news gathering to editing to printing.
  - The faculty members help the students develop question bank based on past papers and teacher’s manual.
  - The faculty members prepare power point presentation for each chapter and upload the same on college website for student reference.
  - The faculty members also share their experience of seminar/workshop/conference participation with the students to keep them abreast with the latest in the field.
- e. **Assessment:**
- Student’s feedback on teacher’s performance is one way of assessing the teachers and the same is used for self-appraisal.
  - ACR (Annual Confidential Report) of the teachers prepared by the Principal is another way of assessing the teachers. Since our college is a Government institution, ACRs of the faculty are forwarded to Director Higher Education, and Education Secretary, Chandigarh Administration for endorsement.
- f. **Cross Cutting Issues:**
- The faculty of the college attended two day workshop on “Guidance and Counseling services”.
  - The faculty actively participates in guiding and organizing workshops for the benefit of students under various societies.
  - Environment society- ‘SHRISHTI’ regularly organizes Tree Plantations, student cycle rallies to sensitize the public about energy conservation on Rajiv

Gandhi Akshay Urja Diwas. It organized a street play competition on the theme 'Climate Change' and celebrates World Environment Day in collaboration with Panjab State Council for Science and Technology, Chandigarh

- Women cell and Gender Equity and Non-discrimination society organizes participatory activities to generate awareness and sensitize girls towards gender biased and discriminating society. As part of its Safe City Campaign, and in support of the global movement 'One Billion Rising', Chandigarh Police and our college brought to the students and the public on 10<sup>th</sup> January, 2013 *Women with Broken Wings*-- an emotive musical performance by renowned danseuse Dr. Mallika Sarabhai and pianist Elizabeth Sombart. A five Day theatre workshop "Awareness - Breaking the Silence"- was also organized to train the students to discover 'themselves' and break the shackles.
- Our students have also been involved in "Each One Teach One" and a minor research project on status of health & education in Kajheri & adjoining slum areas.
- We were one of the institutions earmarked as a nodal centre for carrying out the Mock Drill held at Railway Station and in the campus for National Disaster Management Awareness Drive by Govt. of India.
- In collaboration with anti-human trafficking unit of Chandigarh police, Self Defense Training Programme was organized wherein 35 of our students were imparted training in self-defence.

Holding such events is prima facie evidence of the hard work and coordinated efforts put in by the staff in organizing the events. These activities benefit the students and enable them to become agents of progress, transforming lives and society.

g. **Audio Visual Aids:**

BCA department of the college is active in imparting training to the faculty of the college in the use of modern means of technology by way of holding:



- Interactive sessions with the faculty and the lab staff in the use of modern technology aids.
- Upkeep of Smart Classrooms.
- Teachers facilitate students preparing presentations and projects.

#### h. **Open Educational Resources (OER):**

The college encourages its faculty and staff to make a liberal use of Open Educational Resources for teaching, learning and resource purposes.

- The college provides access to INFLIBNET facility
- Local radio networks (FM Radio and All India Radio) and National TV are used as sources of information.
- Downloaded motivational lectures for students of B.Com and BCA/BA/BSc.

#### i. **Teaching learning material development, selection and use:**

- Power Point Presentations on each topic and chapter are developed by the teachers and uploaded on The college website
- Teachers also prepare text notes in some subjects and distribute to the students.
- Online links are provided to the students to help them understand a topic better with the help of videos.
- INFLIBNET facility is available to the teachers through college library to support their learning material development process.
- A vast collection of 37,000 books in the college library also helps the staff members develop teaching- learning material for the students.

#### C) **Percentage of faculty**

- **Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies: 15**
- **Participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies --- (For details, Refer to Evaluative Report of Departments)**
  - ✓ International : 61 (42.36%)
  - ✓ National : 359 (249.3%)
  - ✓ Local : 532 (369.4%)

- ✓ Overall : 952 (661.1%)
- **Presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies ---**
  - ✓ International : 78 (54.17%)
  - ✓ National : 185 (128.47%)
  - ✓ Local : 90 (62.5%)
  - ✓ Overall : 353 (245.14 %)

**2.4.4 What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The college provides whole hearted support to the teachers to upgrade their knowledge and improve their qualification along with their regular teaching schedule. The college provides an open, supportive and vibrant environment to the staff members to undertake major and minor research projects under the guidelines of UGC. The number of staff members benefitted under various schemes of UGC is summarized below:

**1. Research Grant:**

- Minor Projects: 23
- Major Projects: 7
- Local travel: 30
- International Travel: 14

**2. Study Leave: 5**

**3. Teaching Experience in other Institutions: 4**

**4. Specialized Programmes and Industrial engagements:** The college faculty participated in following workshops/seminars held in the college for the benefit of staff and outsiders

- a. UGC sponsored National Seminar on "Institutional Planning and Qualitative Development in Higher Education"
- b. UGC sponsored National Seminar on "Examination Reforms-A plan of Action"
- c. UGC sponsored workshop on "Capacity Building for women in Higher Education"

- d. PU sponsored National Seminar on “IPR—Its Role in Design, Research & Development”
- e. Chandigarh Administration sponsored workshop cum training programme on “Counseling services”
- f. Chandigarh Administration sponsored workshop on “E- Content Development”
- g. Chandigarh Administration sponsored workshop on “Syllabus revision for UG Classes”.
- h. Two day workshop on “Ethical hacking” for the BCA staff and students
- i. Week long training programme of Computer Literacy by the BCA staff for other teaching and non-teaching staff of the college.

The faculty is regularly informed about upcoming events/schemes of UGC/ICSSR / other Institutions through display of information on Staff Notice Board. There is also a UGC committee working in the college which assists the faculty in applying to UGC under various schemes. The college has also constituted a research committee for the promotion of research orientation among the staff.

**2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

The conducive, open and vibrant environment of the college has contributed towards teachers’ exemplary performance in the field of pedagogy. Teachers are granted duty leave to participate and make presentations in national/International level seminars/workshops/conferences without any reservation. There is no discrimination at any level regarding subject allocation, timetable distribution and access to library. The friendly and welcoming environment helps the faculty seek clarification regarding any issue relating to teaching or subject material. As a result of favourable philosophy and ethos prevailing in the college as many as eleven faculty members have achieved accolades in the field of teaching and they are summarized as follows:

Total Awards: 27

International Awards: 2

National Awards: 14

State Awards: 1

The concerted efforts of the teachers have brought laurels to the college by way of our students receiving national /International prizes in various games, activities and academics.

**2.4.6 Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?**

Feedback is necessary to teach effectively and for enhancing student achievement level.

The college has a three-tier evaluation process of the teachers.

1. **Student level:** The students' feedback is collected at the end of the session through a structured questionnaire. A teacher is evaluated on parameters like his /her knowledge of the subject, communication skills, punctuality, encouragement to students to ask questions and problem solving capability. This feedback is important for the teachers to rebuild their strategies for classroom teaching and understand the dynamic mindset of the young learner.
2. **Individual level:** An individual is his/her best judge. At the end of the session, the result of the students provides a clear cut feedback on the teacher's ability to deliver in class. Accordingly teachers change their teaching learning process and make it more useful to the students.
3. **External level i.e. by the Principal of the college:** At the end of the session each teacher/faculty is required to fill requisite information in the ACR Performa. The information includes
  - a. Comparison of university and college result of the concerned subject,
  - b. Seminars/conferences/workshops/science congress attended,
  - c. Papers presented in seminars/conferences/workshops/science congress etc.,
  - d. Research projects sanctioned/completed/ travel grant availed, seminars organized,
  - e. Use of audio visual aids in teaching, any innovative teaching learning introduced remedial classes,
  - f. Co-curricular activities undertaken, extra duties performed and examination duties performed, and

- g. Any other achievement whether academic or non-academic during the relevant year.

The Principal awards grades to every Faculty member using a five-point scale (Excellent, Very Good, Good, Average & below Average), which is based on the ACR filled by the individual her/himself. The ACRs along with the Principal's comments are then forwarded to the Director, Higher Education and Education Secretary, Chandigarh Administration, for counter signatures. In case any faculty member gets a negative grade he/she is informed and given a chance for clarification. This external evaluation helps the teachers improve their performance both in terms of teaching and other responsibilities. This multilevel feedback has resulted in unbiased appraisal of every teacher in the college. This exercise helps the college identify the areas where improvement is needed and contributes towards the growth of the institution.

## **2.5 EVALUATION PROCESS AND REFORMS**

### **2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?**

The evaluation of students and teachers is a must to achieve desired results of the teaching learning process. The college ensures that the students/teachers are fully aware of the evaluation process by adopting the following methods:

1. All the necessary information on evaluation pattern, subjects and subject combinations is available in the college prospectus and the prospectus is available on college website.
2. The finer details of the evaluation process are discussed by the principal and senior faculty in the orientation programme of the students at the beginning of the session.
3. Presentations are shown to the students about the scope of each subject during the induction program.
4. Examination date sheet and tutorial schedule is displayed on the student and teacher notice boards.
5. A copy of the University Syllabus is available in the college library as well as on the university website (the link is provided on college website also).
6. Examination related information i.e. house exams and annual exams notices, time tables are displayed on college website and student notice boards.

7. Question banks are prepared with questions of last 10 years and discussed with the students in the class.

**2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

The college adheres to the Panjab University guidelines with respect to evaluation and assessment.

1. The undergraduate classes are examined on yearly basis whereas Post-Graduation examination is held under semester system.( However, w.e.f 2014-15 all first years will be covered under semester system)
2. The students must obtain 20% of the aggregate marks to qualify for final university exams.
3. The students must fulfill the criteria of 75% attendance in each subject to qualify for final exams.
4. The students' examination record is maintained as soft and hard copy in the examination branch.
5. Remedial classes/ Regular tests/quizzes are conducted for the better performance of the students.
6. Internal assessment to the maximum of 10% marks based on theory/practical examinations is awarded to each student. This is displayed on the student notice board.

**2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The college conducts house examinations bi-annually as per the Panjab University guidelines. The examination process is conducted by the examination Branch of the college. The detailed information regarding following thrust areas is displayed on teachers' notice board:

1. Pattern for the examination i.e. maximum marks and passing marks in each subject.
2. Question Paper and Award List submission date.
3. Duty list of the teachers etc.

The college believes in the Kaizen model to continuously upgrade the examination system. The examination branch organized a UGC-Sponsored workshop on

“Examination Reforms –A Plan of Action” in February 2012. The aim of the workshop was to sensitize the Examination administrators, teachers and students to bring vigorous reforms in the field of Higher Education.

After the examinations, the teachers submit their award lists in the examination branch and then entries are made in the registers maintained for this purpose. These registers serve as easy reference for calculating assessment, prizes and identifying students who do not clear university condition of 20% marks in aggregate. The defaulting students’ names are displayed on the notice board and are allowed one additional chance to clear their condition if they have a valid reason for absence during examination. Information regarding such students is sent to their parents also via Post.

**2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

When incorporated into classroom teaching, the formative process serves as a practice model for the student and a check for comprehension during the learning process. **There are various formative and summative evaluation approaches adopted to measure student achievement that are as follows:**

**Formative Evaluation Approach:** Under formative evaluation approach regular observation of students in the class, questions, quizzes, discussions, seminar & presentations and Group Discussions are conducted to assess the depth of the understanding of the students. Formative assessment is an approach to evaluate the overall performance of the students.

**Summative Evaluation Approach:** House examinations and tests/quizzes are conducted for evaluation of knowledge level/skills.

**2.5.5 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

The college keeps a record of each student’s performance. This record is maintained in the college examination branch as well as with each individual teacher. The students who

do not qualify (fails to get 20% marks in house examination) for final exams are notified by putting up notices on student notice Board and examination notice board. The parents of such students are informed through post. These students are given an opportunity to improve their performance. If in spite of our best efforts she fails to qualify for the final exams she is detained in that class and she is at liberty to appear in final exams as a private candidate.

As a result of our concerted effort, our college has achieved a record 100% result in 14 out of 17 outgoing classes in 2013-14. The college pass percentage was more than the universities pass percentage in all classes.

S. No	Class	2013-14		2012-13		2011-2012		2010-2011	
		College Pass%	Univ. Pass%	College Pass%	Univ. pass%	College Pass%	Univ. pass%	College Pass%	Univ. pass%
1	BA III	96.14	80.2	94.3	65.40	94.3	58.76	93	73.2
2	BCOM III	99.2	96.6	100	90.45	100	91.29	99.3	--
3	BCA III	100	85.21	100	89.18	100	89.69	100	--
4	BSc III	99.5	87.11	87.6	83.79	87.6	84.43	97.4	--
5	B.Sc Biotech (Hons)	100	95	100	98.96	100	99.6	100	--
6	B.P.Ed	100	98.08	100	--	100	--	100	--
7	PGDMC	83.33	--	83.33	--	100	--	100	--
8	PGDGC	100	100	100	--	100	--	100	--
9	PGDCA	75	64.57	100	--	100	60.04	81.8	--
10	M.Sc Zoology	100	--	100	--	100	--	100	--
11	M.A Sociology	100	79.52	100	--	100	--	100	--
12	M.A English	100	74.27	100	80.17	100	82.30	100	--



13	M.A PubAdm	100	84.75	100	--	100	--	100	--
14	M.A I Pol.Sc.	100	90.57	100	62.55	100	84.35	100	--
15	M.Sc Botany	100	97.87	100	--	100	--	--	--
16	M.Sc. Microbial Biotech	100	100	--	--	--	--	--	--
17	M.Sc. (IT)	100	99.85	--	--	--	--	--	--

**2.5.6 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.**

As per the Panjab University guidelines, internal assessment of students of UG classes is 10% of the total theory examination marks. This 10% is calculated on the following criteria:

- 30% based on September examinations (Summative Assessment).
- 50% based on December examinations (Summative Assessment).
- 20% based on class room performance (Formative assessment).

In addition, there is 10% practical based internal assessment also in some subjects like Home Science, Functional English, Functional Hindi, Music V, Music I, and Dance, BCA, and all Sciences classes. In B.Com, there is project based assessment of 10 marks which is counted towards their end result.

For PG Classes, the assessment criterion is as follows:

S.No	Class	Theory	Assessment	Practical	Assessment
1	M.Sc.IT	80	20	80	20
2	M.Sc. Botany/Zoology/ Microbial Biotech	60	15	20	5
3	MA English	80	20	--	--

4	MA Socio/Pub Adm/Pol Science	80	20	--	--
5	M.Com	80	20	--	--

Assessment tasks are designed to assess relevant generic as well as subject-specific skills and knowledge. Communication of the assessment to the students is equally important as students study more effectively when they know what they are working towards. Our assessment system is designed to ensure there are no inherent biases that may disadvantage particular student groups.

**2.5.7 Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.**

Assessment is an integral and prominent component of the entire teaching and learning process. Assessments are designed to assess relevant generic as well as subject-specific knowledge. The information so generated is of much relevance both for the faculty and students. It helps the staff in recognizing the potential in a student, her study pattern, her level of understanding and performance. Based on these parameters the faculty can build his/her teaching strategy. Details of assessment of various courses are as follows:

- a. **BCAI/II/III:** All subjects carry internal assessment of 10 marks based on theory and 10 marks for practical
- b. **B.Com I/II/III:** All subjects in commerce carry 10 marks of internal assessment based on theory and 10 marks assessment based on project.
- c. **B.Sc. Biotech (H) I/II/III:** All subjects in Biotech Honours carry assessment of 10 marks based on theory and 5 marks based on practical.
- d. **BA II and BA III (H) Assessment:** 10% of the total theory marks i.e. 20 (10% of 200) and 10% of the total practical marks i.e. 10 (10% of 100).
- e. **BA I/II/III Theory and Practical Assessment:** 10% of the marks:
  - Compulsory Subjects = 10 (10% of 100)
  - Elective Subjects = 20 (10% of 200)
  - Practical Subjects = 10 (10% of 100)

**f. B.Sc. I/ II/III Medical and Non-Medical Assessment**

Subject	Theory internal Assessment			Practical Assessment		
	B.Sc. I	B.Sc. II	B.Sc. III	B.Sc. I	B.Sc. II	B.Sc. III
<b>Bio-Info E</b>	16	16	16	10	10	10
<b>BioTech E</b>	15	15	15	--	--	--
<b>Botany</b>	14	14	14	5	5	5
<b>Chemistry</b>	15	15	15	5	5	5
<b>Comp. Sc E</b>	20	20	20	--	--	--
<b>IT</b>	10	10	10	--	--	--
<b>Micro Bio E</b>	16	16	16	5	5	5
<b>Physics</b>	15	15	15	--	--	--
<b>Zoology</b>	16	16	16	5	5	5

The students who excel in extracurricular activities are given due weightage in the assessment process. The students who take admission under sports quota in BCA/BCA/BSc/BA are also duly compensated in assessment for their absence from the class to attend state and national level games.

Awarding prizes to good performers is our way of improving the teaching learning process. Remedial classes, Regular assignments, tests, discussions and extra notes help the weak students improve their performance.

**2.5.8 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?**

The evaluation process should provide candid information about a student's performance in the house/university exams. The faculty takes utmost care while evaluating the answer books of the students. However, if a student is not satisfied with the evaluation, she is free to get her grievances redressed.

- a. **At college level:** Post exam, the question paper is discussed in the class and the answer books are shown to the students to ensure that they understand the evaluation process completely. These answer books are available in the respective departments for a few weeks to ensure that everybody gets opportunity to see them. This also helps students to understand their mistakes and identify areas where they need to

improve in future. If a student is not satisfied with the evaluation, she is free to discuss the issue with the teacher. It is worth mentioning that the college has no case of student grievance unsettled till date.

- b. **At University level:** At university level, the answer books are not shown to the students after evaluation. However, to ensure transparency in the evaluation process the university has evolved a system under which if a student is not satisfied with the marking/evaluation he/ she has two options:
- i. To get the copies reevaluated after paying the requisite fee as per university rules. For this they must apply to the university within two weeks of declaration of the result. If still the student is not satisfied with the result he/she can apply for second reevaluation also and best of the three results will be counted towards her final score.
  - ii. To see the answer books physically to ensure that all questions are marked and evaluated to her satisfaction. This facility is available on payment of fees to the university within time specified by the university.

## **2.6 STUDENTS PERFORMANCE AND LEARNING OUTCOMES**

### **2.6.1 Does the college have clearly stated learning outcomes? If ‘yes’ give details on how the students and staff are made aware of these?**

Good learning outcomes are focused on what the learner will know or be able to do by the end of a defined period of time and indicate how that knowledge or skill will be demonstrated /utilized in real life situation. The college being affiliated to Panjab University has its learning outcomes finely aligned to that of the University. For example:

- B.Sc. (M) students upon completing the their course will be able to provide accurate diagrams of cells and be able to classify cells from microscopic images.
- BA/MA Sociology students will be able to identify and develop data collection instruments and measures for planning and conducting sociological research.
- B.Com students will be able to identify and classify their spending habits and prepare a personal budget and read an annual report of a company, fill banking forms, calculate personal tax etc.
- B.Sc. Non-Medical students will be able to predict the appearance and motion of visible celestial objects, formulate scientific questions about the motion of visible

celestial objects, plan ways to model and/or simulate an answer to the questions chosen.

- BCA students will be able to develop programmes and do data entry, develop websites and understand the working of computers.

These outcomes are communicated to the students and teachers through:

- a. Induction and orientation programmes at the beginning of the year.
- b. Departmental meetings and class room interactions.
- c. Regular tutorial meets and class discussions
- d. Syllabi of Panjab University, a copy of which is available in the college library as well as on the PU website.

### **2.6.2 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The desired outcome of the teaching learning process is achieved through strategic planning and activities:

<b>S.No</b>	<b>Desired Outcome</b>	<b>Strategic Planning and Activities outlined</b>
<b>1</b>	To acquire relevant knowledge, and academic and technical skills	<ol style="list-style-type: none"> <li>1. Lecture method is complemented by expert lectures from industry/other institutes</li> <li>2. Use of ICT in class room teaching</li> <li>3. Hands on experience from industry experts in case of practical subjects</li> <li>4. Regular tests, quizzes, presentations and university conducted exams</li> <li>5. Field visits, Industry visits</li> <li>6. Well-equipped Library with facility of e-journals</li> <li>7. Participation in inter college theme based fests/festivals/competitions.</li> <li>8. Compulsory personality development for the outgoing classes.</li> </ol>

2	To develop as intellectually mature, morally upright, socially responsible and spiritually inspired women leaders to serve the society.	<ol style="list-style-type: none"> <li>1. Students participation in activities of different societies like AIDS awareness, heritage , Traffic awareness, Environment protection, Gender equity</li> <li>2. Participation of students in NSS activities</li> <li>3. Holding Blood donation camps/eye checkup/health checkup camps regularly</li> <li>4. Training students in Self Defense techniques</li> <li>5. Creating awareness regarding hygiene and safety (Celebrated National Hands Wash Day in September 2012)</li> <li>6. Compulsory teaching of Environment education to the students of under graduation.</li> <li>7. Celebrating festivals like Basant Panchmi and Monsoon festival to help promote and stimulate unity, co-operation and preservation of old traditions, culture, and values etc.</li> <li>8. Organizing street plays on issues of social importance.</li> </ol>
3	To make students employable and contribute towards the jobs market/ Self employment	<ol style="list-style-type: none"> <li>1. Formation of college Placement cell</li> <li>2. Offering job oriented Add on courses in 9 areas (refer 1.2.1)</li> <li>3. Interactive Session on Interview Skills, Career Guidance/ Opportunities</li> <li>4. 7 –Day Workshop on Interview Skills, CV writing and communication skills</li> <li>5. Interactive session with Radio Jockeys</li> <li>6. Placement Drive by IBM and AVIVA insurance/Genpact</li> <li>7. Employability Tests by AMCAT-Aspiring Minds</li> </ol>

4	To develop research orientation among students	<ol style="list-style-type: none"> <li>1. Offers 4 PG courses in Arts and 4 PG courses in Sciences including IT</li> <li>2. Proposal to establish Research Centre in college is already underway.</li> <li>3. Students are introduced to the techniques of research methodology and apply the same in real life situation</li> <li>4. Students of Sociology are encouraged to do empirical research in the area of their choice</li> </ol>
---	--	--

**2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

The college offers an encouraging environment to combine theory with practice and make the courses relevant to the society. Some of the initiatives taken up by the college include:

**1. Jobs/ Entrepreneurship Development Activities:**

The college has a Placement Cell which apart from catering to campus placements equips the students for interviews and organizes various training programs to refine their skills for future employment. Despite the threatening atmosphere of recession, a number of companies like Aircel, Genpact, IBM Daksh, WIPRO BPO, HDFC Standard Life Insurance and Aviva have been visiting our college and conducting placement drives. During the last session, the college in collaboration with other govt. college s invited 30 companies at GC-46, Chandigarh for campus placements where 1800 students participated & 480 students received Letter of Intent.

- Professionals and trainers from various fields interact with the students regarding job opportunities and train them in preparing profiles, appearing in interviews and participating in group discussions.
- Placement cell also provides information to the students about job vacancies and the availability of different job oriented courses/classes in the city run by different institutes in the city.

- Placement Cell also conducts computer based employability tests to make the student aware of their levels of learning/knowledge which help them in improving upon their shortcomings in different areas.
- Copies of the weekly paper 'Employment News' are also made available for the students in the Placement Cell.
- The internet facility in the Cell is frequently used by students to look for the job vacancies and apply online. The facility is also used for online form submission of various competitive exams also.
- During the last four years, approximately 1175 students participated in the college placement drive and 486 students got selected.

## **2. Innovation/ Research aptitude development:**

Each department holds subject specific activities for the enrichment of their course curriculum. Major activities include:

- Organizing talks by experts in industry/institutes.
- Field visits to the Zoo/Botanical Gardens/slums/Industry/ nearby villages to study parameters/variables of their interest.
- Assignments/surprise tests/quizzes/MCQ's/presentations.
- Use of Internet facility and presentations for class room use
- Making of Documentaries and short films.
- Newsletter "SCOOP" by Functional English students.
- Conducting essay writing/slogan writing/ poster making/paper reading/ declamation contests.

## **3. Promotion of Research:**

The college promotes research among students in a collaborative way. Though each student is not exposed to handling research, some courses like M.Sc. Microbial Biotechnology, MA Sociology, MA Public Administration, M.Com., BA Geography, BA Functional English, B.Com. require student's exposure to research and its techniques at graduation and post-graduation levels. Recently Panjab University has approved a Research centre in Zoology and the application for two more research centres in Sociology and Pol Science are pending for University inspection/approval.



#### **2.6.4 How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?**

The college maintains record of each student's attendance, examination and performance. This data bank is used in planning and overcoming barriers to effective learning.

Apart from the above records, each teacher maintains a record of the student's class performance based on presentations, tests, assignments and projects. The teachers issue warnings to the defaulting students to bring them back to the main stream.

#### **2.6.5 How does the institution monitor and ensure the achievement of learning outcomes.**

A student is continuously monitored for her attendance, performance and behavior in the class throughout the year. The college ensures concept clarity, confidence building, decision making, team building, Problem solving, soft skills, writing skills, analytical skills and thinking skills, self-awareness and good citizenship skills among the students through various initiatives taken by The college.

1. The vision and mission statements are communicated to the teachers and students to ensure that the plans and strategies are focused towards the achievement of learning outcomes.
2. The teachers prepare their weekly plan of teaching and activities before hand to ensure effective implementation.
3. Regular review meetings of The college Advisory committee, staff meetings and departmental meetings help to stream line the implementation of the plans and strategies.,
4. Allocation of subjects to teachers as per their specialization and interest guarantees effective teaching
5. Summative and formative assessment helps to evaluate students overall performance.
6. Attendance records help maintain discipline in the college.
7. Counseling and guidance services are available to the students on continuous basis.
8. Regular tutorial meets, Personality Development classes and Environment & Road Safety Education classes are held.
9. Parent teacher interfaces ensure much needed transparency in the working in the college

10. Placement records help to develop employability skill.
11. University results each year indicate our achievement of learning outcomes.
12. Student's feedback gives us much needed direction.
13. The regular meetings of various committees warrant effective execution of college plans and strategies.

**2.6.6 What are the graduates attributes specified by the college /affiliating university? How does the college ensure the attainment of these by the students?**

The college seeks to transform students as intellectually mature, morally upright, socially responsible and spiritually inspired women leaders to serve the society. The academic attributes for each course/subject are clearly outlined in the University curriculum. However, the co-curricular and extra-curricular attributes needed for the holistic development of the students are inculcated in the students as per the design of the college vision and mission.

**Academic Attributes and their achievement:**

In order to ensure that the academic characteristics of each course/subject are realised in true sense, the college takes following initiatives:

1. Lecture delivery by traditional method is supplemented by modern technology like Power Point Presentations, Internet, and Projectors.
2. Experts are invited to update students about latest in the concerned subjects.
3. Hands-on experience is given to the students to combine theory and practice.
4. Field visits / Theme based activities are a part of the teaching plan and are regularly organised in the college.
5. Projects from real life situations are assigned to help the learner understand the world better.
6. Apart from two mandatory house exams, quizzes & tests are also conducted for the continuous assessment of the learner's knowledge.
7. Presentation/seminars by students on topics of common interest are also encouraged.
8. Group Discussions are conducted in the class on latest economic and social events/ activities.
9. Students are shown documentaries to enhance their knowledge.
10. Compulsory teaching of Environmental Road Safety Education to the students.

11. Compulsory Personality development classes for outgoing students.

12. Remedial classes for weak students are also conducted under the scheme of UGC.

### **Co-curricular and Extra-curricular Attributes**

Extracurricular involvement allows students to link academic concepts with practical experience, leading to a better understanding of their own abilities, talents, and career goals. These activities also hone their “Soft Skills” that relate directly to social interaction, time management, public relations, community service along with skills specific to their career path and future job success. In today’s competitive globalized world, future employers seek individuals with these augmented skill levels, making them more sought-after in the job market. It is thus the responsibility of every educational institution to encourage students to marshal their skills by allowing them to participate in the extra-curricular activities that they excel in. Our college encourages students to participate in community development initiatives of the college by being members of any one society out of 8 functional societies (Refer to 2.2.4 for society details)

These societies undertake different activities relating to cross cutting issues, rural development, creating awareness among masses about issues of social relevance, holding blood donation camps, health check-up camps, Poster making/Slogan writing/essay writing/Paper reading/ debate/ declamation contests etc. to involve students in community outreach programmes.

### **CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION**

#### **3.1 Promotion of Research**

##### **3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?**

Yes, the college has an approved Research Centre in Zoology affiliated to the Panjab University. The application for Research Centres in Sociology and Public Administration is pending for inspection/approval from the Punjab University.

It is worth mentioning that a number of faculty members are approved supervisors for guiding Ph.D students. There are 69 faculty members who hold Ph.D degrees and 37 hold M.Phil degrees. This erudite faculty is supervising research scholars - 15 students are currently pursuing Ph.D. whereas 5 have already been awarded Ph.D degrees.

##### **3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact?**

Yes, the institution has a Faculty Research Development Committee which periodically organises programmes for general awareness of the faculty members pertaining to different funding agencies. As a result thirty major and minor projects have been sanctioned to the faculty members from different agencies (like UGC /DST/State Govts.).

##### **3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/ projects?**

UGC committee and Research Development Committee supervise and monitor the progress of all the research projects/ research schemes.

- Periodically, the notice board of the Staff Room carries information / notices sent by the UGC/ DTC which call for proposals for research. The committee also supports the faculty in drafting research proposals and sending them to the appropriate authorities.
- Besides, sufficient autonomy is granted to the Principal Investigator to carry on research.
- Above all, there is a conducive environment and adequate infra-structural facilities for carrying out research in the institution.

### **3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

As discussed above The college has gradually progressed to introduce PG courses in 9 subjects in all the three streams ( 4 in Science, 4 in Arts and 1 in commerce),

1 research centre in Zoology has been approved by the Panjab University, 2 research centres in Sociology and Public Administration pending university approval. This is ample proof that college is keen to develop scientific temper and research culture among students.

### **3.1.5 Give details of faculty involvement in active research Guiding Students research, leading Research projects, engaged in individual and Collaborative research activity.**

Keenly engaged in academic research, our faculty has been consistently undertaking research projects and supervising students for research at the Masters, M. Phil and Ph.D levels. The areas of research undertaken are diverse and cover a wide spectrum in every discipline. This then contributes to the knowledge pool as well as encourages a scientific temper.

The following faculty members are supervising Ph.D / M.Phil students:

- **Dr. Ranjay Vardhan - Sociology:** One student has been awarded Ph.D degree. Currently Supervising 6 Ph.D. Research Scholars: affiliated to the Panjab University, Chandigarh. Also guided 5 M. Phil students affiliated to Mewar, Rajasthan.
- **Dr. Saubhgya Vardhan – Music (Vocal):** Three students have been awarded Ph.D. degrees, affiliated with Indira Music and Fine Arts University Khairagarh, Jharkhand. Currently supervising 3 Ph.D. students affiliated to Raja Mansingh Tomar Music/ and Fine Arts University, Gwalior.
- **Dr Sudhir Hindwan – Political Science:** One student has been awarded Ph.D degree. Currently supervising 1 Ph.D. scholar affiliated to the Punjab University, Chandigarh.
- **Dr. Jyoti Seth - Sociology:** Supervising 1 Ph.D. Research Scholar: affiliated to Panjab University, Chandigarh.
- **Dr. Sunita Kumari - Biotechnology:** Supervised 7 M. Phil students.
- **Dr Punam Aggarwal – Commerce:** Supervised 2 M. Phil students.

- **Dr. Amandeep Kaur – Commerce:** Supervised 3 M. Phil students.
- **Dr. Indu Jindal – Mathematics:** Supervised 1 M.Phil. student.
- **Dr. Nemi Chand – Public Administration:** Supervising 2 Ph.D. students. Guided 2 M.Phil students from Kurukshetra Univ. and One from Choudhry Devi Lal University, Sirsa.
- **Dr Manjit Bassi - English:** Supervised One M Phil student from Kurukshetra University.

The Research Projects undertaken by our faculty are enumerated as under:

**Dr. Punam Agarwal - Department of Commerce**

- UGC Minor Project (2000): “*Comparative total performance measurement in selected Public and Private Sector Industries*” (Sanctioned amount- Rs. 30000/-).
- UGC Minor Project (2004): “*Relationship between stress, anxiety, locus of control, role conflict in married working Women*” (Sanctioned amount - Rs 40000/-).
- UGC Major Project (2009): “*Corporate Disclosure, Corporate Governance and Shareholders value—An Inter-sectoral study*” submitted in August 2009, (Sanctioned Amount -Rs 5,05,100).
- NIELIT sponsored Impact Assessment Report (2014) for Govt. of India project “IT for Masses”. (Sanctioned Amount – Rs 1, 75,000).

**Dr. Amandeep Kaur - Department of Commerce**

- UGC Major Research Project (2011): “*Core Banking Solutions and Customer Satisfaction – Challenges to Future Banking*” (Sanctioned Amount – Rs. 2, 49,000).

**Dr. Purnendu Ranjan - Department of History**

- UGC Minor Research Project (2010): *Collection of the Historical Evidences for the Study of Kabirpanth* (Sanctioned Amount - Rs.68,000/).
- UGC Major Research Project (2013): **An ongoing project**, ‘*Origin and Expansion of Kabir Panth in India and Abroad in Historical Perspective*’ (Sanctioned Amount- Rs.5, 94,800).

**Dr. Urvashi Roul - Department of Psychology**

- UGC Minor Research project (2011): “*Goal Setting Styles of University Sportspersons in Relation to their Task and Ego Orientation*” (Sanctioned amount – Rs. 1.20 Lakhs).

**Dr. Charanjit Kaur - Department of Punjabi**

- UGC Minor Research project (2009): “*Cuadh de Sanskar Log Geetan da Saskritik Adhyan*” (Sanctioned amount –Rs.40,000).

**Dr. Gurmel Singh - Department of Punjabi**

- UGC Minor Research Project Completed (2010): “*Globalization and the Relevance of Punjabi Language*” (Sanctioned amount – Rs. 70,000).

**Dr. Nachhattar Singh, Department of Punjabi**

- Department of Literary Studies, Punjabi University, Patiala sponsored a Project on “*Panini’s Astadhyayi’s Lipianteran, Translation and Explanation*”, (2011)

**Dr. Ranjay Vardhan, Department of Sociology**

- UGC Minor Project (2011) : “*ICT and its Usage: The Gender Question*” 2010-11 (Sanctioned Amount – One lakh)

**Dr. Dalip Kumar - Department of Zoology**

- UGC Major Project (2013): “*Molecular Phylogenetics of True Weevils*” (Sanctioned Amount – 13 lakhs).
- DST Project (2014): *A Potential Chandigarh Flora For Honey bee*(Sanctioned amount: Rs.70,000)

**Dr. Nemi Chand - Department of Public Administration**

- UGC Minor Project (2011): “*E-governance: A Case Study of E-gram Sampark in Chandigarh*” (Sanctioned Amount Rs. 1, 44, 000).

**Mr. Mohit Verma - Department of Public Administration**

- Research project (2012): “*Evaluation of Chandigarh Police Gully Cricket League*”, sponsored by Chandigarh Police.
- Research project (2011): “*Analysing Public Perception of Citizens of Chandigarh with Regard to the Police Services being provided by Chandigarh Police*” this project was sponsored by the Chandigarh Police.

**Dr. Manjeet Kaur - Department of English**

- UGC Minor Project (2012): “*Emerging Female Identity: Globalisation and Culture of Bhutan*” (Sanctioned amount- 1, 20,000).

- Research resource material on English classics which have been included in an *Encyclopaedia for Children* published by Department of Development of Punjabi Language, Punjabi University, Patiala.

**Dr. Deepika Kansal - Department of Chemistry**

- UGC Minor project “Energy Audit of Govt. college for Girls, Sector -42: *Pilot Study for Students’ Awareness of Reduce Carbon Dioxide (CO<sub>2</sub>) and other Green House Gas emissions*” (Sanctioned amount – Rs. 1,20,000).

**Dr. Lakhbir – Department of Sanskrit**

- *Contributed to The Encyclopaedia of Human Values* under the aegis of MHRD and GOI (2012-13)

**Dr. Narinder Kaur - Department of Hindi**

- UGC Minor project (2009): “*Bhumandikaran aur Hindi Bhasha*” (Sanctioned amount – Rs.70,000).

**Dr. V. Raghavan – Department of English**

- UGC Minor project (2009): “*Worshiping the English Legacy*”. (Sanctioned amount – Rs.50,000).

**Dr. Parvinder Singh – Department of Chemistry**

- UGC Minor project (2007) *Ultrasonic Velocity Measurement of Copper One Complexes in Binary Organic Solvents* (Sanctioned amount – Rs.1,00,000).

**Dr. Sudhir Hindwan - Department of Political Science**

- UGC Minor project (2007) :“*Atrocities and Social Injustice on Scheduled Castes*” (Sanctioned amount Rs. 60,000)
- UGC Major Project (2011): “*Management of Terrorism – Policy Analysis of Combating Strategies*” (Sanctioned amount - Rs. 5 lakhs).

**Collaborative Research Activity**

The faculty takes keen interest in pursuing research. The following is a detailed description of research work at individual and collaborative levels:

- **Ranjana Sharma (Environment Education)** collaborated on a project on Sustainable Development (2010): *Role of people’s participation in Sustainable Development: A Case Study of Satluj based Hydroelectric Power Projects in Kinnaur District, Himachal Pradesh, India.*



- **Dr. Punam Agarwal (Commerce) and Dr. Punam Tangri (Psychology)** collaborated on a Minor research Project: *“Relationship between stress, anxiety, locus of control, role conflict in married working Women”* in 2004.
- **Dr. Lakhbir (Sanskrit) and Dr. Nachattar (Punjabi)** : Ashtadhyayi of Panini - Transliteration, Translations, and Explanations – by Punjabi Literary Studies, Dept. of Punjabi, Punjabi University, Patiala. (2013)
- **Dr. Jyoti Seth (Sociology)** collaborated with an NGO – Joint Women’s Programme on two projects which were sponsored by *the National Commission for Women*.
  - a. *Assessment on the Conditions of Women in Detention in the state of Punjab. This has been published by NCW .(2004)*
  - b. *Women with Children in the Jails of Punjab and Chandigarh.(2006-07)*

**3.1.6 Give details of workshops/training programmes/sensitization programmes conducted/ organized by the institution with focus on capacity building in terms of research and imbuing research culture among the staff and the students?**

Several Capacity building initiatives for faculty members are carried out from time to time. Some of these initiatives include:

- **Sensitization, Awareness and Motivation among Women in Higher Management (SAM)** – a UGC sponsored Residential Workshop on Capacity Building for Women in Higher Education was organized and hosted by The college (9<sup>th</sup> to 13<sup>th</sup> January, 2012). Thirty three participants from Patiala, Kurukshetra, Jammu and Chandigarh participated in the workshop.
- The **Women Cell** organized a 10 Day Theatre Workshop for the members of the staff (09.09.2010-18.09.2010) which was facilitated by Manjul Bhardwaj from the Experimental Theatre Foundation (Mumbai) on the theme “Rediscovering Oneself”.
- A One day UGC sponsored National Seminar on “Women Empowerment in Socio Cultural Context: Issues and Concerns” was organized to provide a platform for academics to share their concerns on this vital issue. Forty Six delegates from different college s and universities from all over India presented their papers, followed by meaningful deliberations.
- A three day workshop on Gender and Health (Physical, Mental and Reproductive Health) was organized by the Gender Equity and Non Discrimination Society. The

workshop addressed health issues of young girls, their reproductive health and rights; sensitizing them towards negative impact of early marriage, early and frequent child birth; providing them an open atmosphere where they can talk about their insecurities and doubts.

- Workshop cum training programme for faculty on ‘Relevance of Counselling in Teaching Practice’ (21.01.2011 to 22.01.2011) with a focus on the operationalization of Counselling while teaching was organized.
- Special One week training Initiative for the faculty on the Use of ICT for class room teaching was taken.
- Three Day Workshop on “E-Content Development” was organized in PGGCG-11, by the Chandigarh administration (10th -12th March 2010) for the entire faculty.
- A workshop on Examination Reforms – A plan of Action was organized to relook at the examination process. A first of its kind initiative provided an opportunity to deliberate on issues pertaining to the examination system.
- National Seminar (UGC sponsored) on “Institutional Planning and Qualitative Development in Higher Education”, organized by our college.
- A National Seminar on “Intellectual Property rights and its importance in Research, Design and development” organized by our college.

### **3.1.7 Provide details of prioritized research areas and the expertise available with the institution?**

Many of the faculty members have specializations in particular areas and they bring a richness of understanding and add to the knowledge quotient of the institution.

- The institution offers Post Graduation / PG diplomas in 14 subjects. Courses are run by an erudite faculty who have specializations in their respective fields. For example, our college is the only institution in the city, which offers a specialization on Gender in Sociology; Public Administration offers specialization in Public Enterprise; Police Administration offers specialization in Indian Police System and Procedures; Biotechnology offers specialization in Microbial biotechnology, Medical laboratory Technology and Entomology; M.A English has Linguistics as a specialised field.

- The Masters students in all the courses run in the college submit two terms papers and make presentations every semester. They also undertake research work and present reports.
- A research centre in Zoology has been approved by the Panjab University for the promotion of research in Life Science.
- Research Centres in the subject of Sociology and Public Administration is pending inspection visit by the Panjab University.
- All basic facilities for research are available for M.Sc. Microbial Biotechnology.

### **3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**

With a firm commitment to promote exchange of ideas for interactive learning, eminent scholars, academicians and activists from other institutions/ organizations are invited to interact with the staff and students of the college. (For details, refer **Department Evaluation Report**).

### **3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

The following members have availed sabbatical leave for research – Dr. Deepika Kansal, Mr. Jatinder Singh, Mr. Om Prakash, Mrs. Gurinder Kaur and Mr. Salinder to gainfully devote time for research.

### **3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

The aptitude of the students is honed through participatory processes, providing them a platform to express it through creativity and ingenuity. The students are enrolled in three out of eight subject societies. Refer 2.2.4 for society activities and Extension lectures. Activities of these societies, and OJT's help to spread awareness about research and its importance in career building.

The research efforts of the faculty are communicated to the students by the Principal of the college during her address at the Annual Prize Distribution and the Convocation of

the college wherein she facilitates the erudite faculty for their outstanding contribution to research.

### 3.2 Resource Mobilization for Research

#### 3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization?

The following departments have been allocated grants for up-gradation of research related infra-structure and resource:

S. No	Name of Department(from all sources)	Allocated Fund	Remarks
1	Library	3,00,000 /-	Panjab University has approved Research Centre in the subject of Zoology. A grant of sum of Rs.4,00,000/- has been sanctioned to the department concerned for further upgradation of infrastructure resource of the research centre. The other departments have also been provided additional resources for strengthening their existing facilities for enhancing practical skills.
2	Physical Education	70,000 /-	
3	Physics	75,000 /-	
4	Geography	3,00,000 /-	
5	Zoology	4,00,000 /-	
6	Chemistry	50,000 /-	
7	Home Science	70,000 /-	
8	Bio-technology	3,00,000/-	

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and percentage of the faculty that has availed the facility in last four years?**

As such the college does not have any provisions for seed money for research. However, cases for such grants are forwarded to Panjab University/ UGC/ DST/ Chandigarh Administration. As a result of this interface, required grants have been received regularly.

**3.2.3 What are the financial provisions made available to support student research projects by students?**

The college has no formal financial provision to support student research. However college undertakes to reimburse all the expenditure of students for field work out of respective departmental funds. During the last session, an amount of Rs. 2 lakhs was provided to the students of Microbial Biotechnology for chemicals and related material out of department fund.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavours and challenges faced in organizing interdisciplinary research.**

The faculty from various departments/ disciplines jointly undertake research projects which widens the scope and content of the project. Experts from different fields provide inputs which contribute to a comprehensive understanding. Refer 3.1.5 for inter-disciplinary research efforts.

So far the researchers have not faced any substantive challenge while carrying out inter-disciplinary research.

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The infrastructure of the institution – well equipped laboratories/ equipment/ other facilities are used in best possible ways by the faculty and students in numerous ways.

- More than hundred hours are being clocked annually by the students of *Functional English & Functional Hindi*.
- Well-equipped laboratories: There are thirty four labs which are fully equipped with latest facilities which help students in experimentation, exploring information related to the subject matter under study.

- Log Registers are maintained by all the science departments.
- Smart classrooms, Conference & Multi-media Room: The college has 19 smart classrooms, one conference room, one Seminar room, one Committee room and one multimedia room with Home Theatre facility. Various departments use these facilities and organize workshops and seminars from time to time.
- Main library and Departmental libraries: The college has a fully computerized library with a vast compendium of Books, Reference books, Journals, Magazines and Newspapers for the staff and students. Besides this, each department has their own stock of books.
- Book Bank - college has a Book bank which provides books to needy students.
- Laptops for faculty members: The UT administration has provided 49 Laptops to the teachers to facilitate them in their teaching.
- Other Equipment: These include Mikes, White Boards, Interactive Board, TV's, Projectors – all these are available in the college and are used for various activities and functions.
- Equipment of Physical Education Department: Physical Education Department has 204 kinds of teaching equipment which helps in smooth functioning of teaching and other activities of the college.
- Wi-Fi connection: The IT block is completely Wi-Fi. The main block has Wi-Fi on the ground and first floor, Library and Administrative block which facilitates the staff and students.

All the Science / Computer science laboratories are used by the students for 6-7 hours daily. The Home Science and Geography students clock in 7-8 hours daily. Given below are the numbers of students who have been using these labs in the last 4 years

Year	Computer Science	B.C.A	Bio-Technology	Chemistry	Physics	Botany	Home Science	Geography
2010-11	139	120	208	699	265	305	193	148
2011-12	140	155	213	628	440	282	219	177

2012-13	143	178	212	671	447	278	245	182
2013-14	151	257	220	702	500	346	275	200

- Besides, the labs are also used for demonstrations and other events.
- The Computer Science labs have been used during the summer vacations to upgrade the computer skills of the administrative and supportive staff.
- Periodically the faculty also updates itself on learns soft skills in these labs.
- A number of add-on courses have been started which helps in optimally using the class rooms, labs and equipment.
- There are several competitive examinations held in the college on Sunday which often bring the building into use on all seven days of the week.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If ‘yes’ give details.**

For details, refer to Question No. 3.1.5

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details of ongoing and completed projects and grants received during the last four years.**

Details of the numerous projects are provided in Question No. 3.1.5 wherein the funding Agencies are UGC and DST.

**3.3 Research Facilities**

**3.3.1 What are the research facilities available to the students and the research scholars within the campus?**

Providing a favourable environment for research is a priority for the institution. Some of the faculty members are pursuing their Ph.D. and utilise these resources. At present, research students are enrolled in subjects of Zoology, Sociology, Political Science, English, Music and Public administration. The facilities available for the students, faculty members and the research Scholars include:

- **Internet Facility** – Broadband internet facility has been made available for the students and faculty members in all the Departments, Library, Computer labs, UGC

Resource Centre and Hostel. This round the clock access supports the information needs of the users.

- **Computer labs** - are available at all times for the students and faculty members.
- **Library** – The Library has adequate collection of reference books, journals and magazines in various disciplines –Literature, Social sciences, Sciences and Computer science which cater to the needs of the students. Special attention is given to acquiring books in Hindi and Punjabi mediums since a substantial number of students study in these mediums. The OPAC system has the computerized list of books which makes for easy access by the users.
- **Access to e-Journal** – The students can access the e-Journals, online. Thesis and other research reports are also available online.
- **Specialized software** in Sciences, Functional English and Functional Hindi is available for faculty and students.
- **Separate area** is allocated for research scholars in the college library - a set of desks are also set up in one part of the library for students.

### **3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

- The Panjab University has approved a Research Centre in Zoology, while research centre in subjects of Sociology and Public Administration are in the process of getting approval.
- The college has allocated a sum of Rs. 2 lakh for research facilities for the M.Sc. students of Microbial Biotechnology.

All these facilities would contribute towards enhancing quality research.

### **3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If Yes, what are the instrumental/facilities created during the last four years.**

None



### **3.3.4 What are the research facilities made available to the students and research scholars outside the campus/other research laboratories.**

Encouraging research orientation, the institution also offers facilities outside campus:

- Access to the University Library (Panjab University, Chandigarh): The Post-graduate students and faculty members access the University Library on a regular basis. This is one of the best libraries in the northern region and stocks a wide range of books, encyclopaedias, journals, manuscripts, thesis and on-line journals.
- Regional Institute of English is also accessed by the students of Functional English.
- Students of Functional English are sent for OJT every year during summer vacation.
- The college collaborates with Studios, Doordarshan, Radio - All India Radio, Chandigarh and FM channels for the students of Mass communication. They also get hands-on training at film shoots and exhibitions.
- For the students of BSc (Biotechnology) honours there is a mandatory provision in their curriculum to undergo 4 weeks industrial training. The college works out modalities for such industrial interface in reputed Biotechnology related industry.
- M.Sc. IT students undertake 6 months internships in an industry.
- Students of M. Com.1 also go for 6-8 weeks internship to different banks and companies as a part of their curriculum and submit their project reports to be evaluated later. Such practical exposure adds to the theoretic pedagogy.
- Collaboration with Jagori Grameen, Dharamsala an NGO which motivates students to join training and workshops at Jagori during summer vacation. A group of students have also presented street plays at different locations at Dharamsala.

### **3.3.5 Provide details on library/ information resource centre or any other facility available specifically for the researchers?**

The institute has an air conditioned and fully computerized library. The students and faculty members can access the internet and e-journals through gateway INFLIBNET. The E-journals are IP based. The library also has hard copies of journals in different subjects, latest books and publications.

The faculty as well as the Research Development Committee provides suitable information to research students.

**3.3.6 What are the collaborative research facilities developed/created by the research institutes in the college. For example, laboratories, library, Instruments, computers, new technology etc.**

The college has developed collaborative research facilities with research centre in the subject of Zoology with D.A.V., Sector 10, Chandigarh. The college would like to initiate more such collaborations with other institutes of Higher Learning in vicinity of Chandigarh.

**3.4 Research Publications and Awards**

**3.4.1 Highlight the major research achievements of the staff and students in terms of**

- **Patents obtained and filed (process and product) - Nil**
- **Original research contributing to product improvement- Nil**
- **Research studies or surveys benefiting the community or improving the services:**  
Several initiatives of the faculty are listed before:

- *Ms. Harvinder Kaur, Associate Professor Dept. of English, has translated a number of books and articles from English to Punjabi and vice versa. This includes an anthology of essays 'Cry for Justice' by Upton Sinclair in collaboration with Ms. Monica Singh; biography of St. Prem Singh ji Murala wale (Lubana Foundation U.S.A) for a weekly newspaper of U.S.A; a number of articles on Shaheed Bhagat Singh and material on health under NRHM scheme of Government of India. She has also written articles for Jag Bani on agriculture and women empowerment in Punjabi, and published a book of Punjabi poems in 2006 under the title of "Aarjoe" (prayer).*
- *Dr. Jyoti Seth H.O.D. Sociology conducted two research studies on "Women in Detention in the Jails of Punjab " and "Women with Children in the Jails of Punjab and Chandigarh". She has been involved in the NGO drafting group which coordinated with the Ministry of Women and Child Development while formulating the National Policy for Children 2013. She drew attention of the Punjabi writers towards gender stereotypes, violence against women in language, literature and cultural practices in workshops to *Relook at Punjabi stories, poems, songs for children* and rewrite them in a gender neutral manner.*

- CHANDIGARH COLLEGES BIOTECH MISSION (CCBM ) : In an interactive workshop “*On Need Based Changes in the Existing Curriculum of Biotechnology*” organized under the aegis of Department of Higher Education, Chandigarh Administration at PGGCG-42, on 14<sup>th</sup> Dec. 2012 ,teachers from various colleges shared the common problems of limited resources, student placements due to limited industries in the Northern Region. Dr. Parikshit Bansal, I/C of the IPR Cell from the National Institute of Pharmaceutical Education and Research (NIPER), Mohali proposed the setting up of IEDS (Innovation and Entrepreneurship Development Cells) in the Biotechnology Department of every college to promote ‘job creators’ than ‘job seekers’. CCBM is the outcome of this workshop. **CCBM** has well-defined **thrust areas and objectives for biotech applications** as Nutrition (Human and Animal);HealthCare (Medicinal Plants Germplasm identification and propagation/certified extracts for medicinal use);Energy Conservation (Bio-fuel promotion as an alternative to LPG);Pollution Control (Bio-technology interventions for managing water pollution/sludge disposal and also air-pollution caused by foul gases from city garbage); Employment Generation (at UG/PG level i.e. B.Sc./M.Sc.)
- **Research inputs contributing to new initiatives and social development**

All the collaborative interdisciplinary research, as well as research in Social sciences are initiatives in social development. The diverse areas in which faculty and students are pursuing Ph.D in social sciences specially focus on social development issues. For details, refer to 3.1.5

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

The department of Biological Sciences in collaboration with Association of Biology Teachers (Colleges) published Annual Research Journal Biospectrum—ISSN:0972-8023 **BIOSPECTRUM JOURNAL** of ASSOCIATION OF BIOLOGY TEACHERS (C) REGD. The following faculty members are part of the Editorial Board **EX. OFFICIO MEMBERS** -DR. DALIP KUMAR, PRESIDENT, ABT(C) and DR NEELAM SHARMA, VICE PRESIDENT, ABT (C).

### 3.4.3 Give details of publications by the faculty and students:

#### Publication per faculty

- Number of papers published by faculty and students in peer reviewed journals (national/ international)
- Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) - 299
- Monographs- 01 ; Chapter in Books - 13 ; Books Edited - 14; Books with ISBN/ISSN numbers with details of publishers - Refer to Evaluative report of the Department s ; Citation Index - Nil ; SNIP - Nil ; SJR - Nil ; Impact factor - 21; h-index - Nil

The faculty of our institution is engaged in research on contemporary and cross-cutting issues both in the Sciences and Social Sciences. The range and diversity of issues taken up for research show the level of scholarship and commitment to academics and research among the faculty members.

### 3.4.4 Provide details (if any) of

- **Research awards received by the faculty**

#### **Dr. Punam Aggarwal ( Commerce)**

Research Award by UGC 2013-15. This National award is given to only one deserving person in each faculty in the general category.

- **Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**

The Awards conferred on Faculty members for their contributions are as follows:

S. No	Name of the Faculty	Research Award Details
1.	Dr. Ranjana	Paper- Role of people's participation in Sustainable Development: A Case Study of Satluj based Hydroelectric Power Projects in Kinnaur District, Himachal Pradesh, India Was Awarded 2 <sup>nd</sup> in International Conference on Environmental Challenges: A Global Concern held on 15-16 <sup>th</sup> Oct 2010 organize by Kanya Maha Vidyalaya, Jalandhar.
2	Dr. Sujata	Best research Paper award published in Indian Journal of Transport management By ASRTU
3	Dr. Indu Jindal	Awarded first prize in the Poster presentation of Research paper at CHASCON 2010 (4 <sup>th</sup> Chandigarh Science Congress) held at Panjab University.
4	Dr. Jaswinder	<ul style="list-style-type: none"> <li>• Awarded Degree of Excellence in <i>Rosa Vetrov</i> International Festival held from 1<sup>st</sup> – 6<sup>th</sup> Nov. 2009 at Moscow, Russia</li> <li>• <i>Asian Universities Youth Festival</i> (Synergy 2009) organized by Punjab University, Chandigarh.</li> <li>• Awarded Certificate of Appreciation at <i>World Dance Day</i> organized by Punjabi University, Patiala held on 29<sup>th</sup> April, 2010 (International Award).</li> </ul>
5	Nemi Chand Golia	Doctoral Fellowship by ICSSR New Delhi

6	Dr. Indu Jindal	Awarded first prize in the Poster presentation of Research paper at CHASCON 2010 (4 <sup>th</sup> Chandigarh Science Congress) held at Panjab University.
---	-----------------	---

- **Incentives given to faculty for receiving state, national and international recognitions for research contributions.**

The faculty gets duty leave, local travel grant, registration amount is reimbursed by the Institution. The UGC funds travel expenses for presenting research papers abroad.

### **3.5 Consultancy**

#### **3.5.1 Give the details of the systems and strategies for establishing Institute – Industry interface?**

The college favours partnerships and Institute –Industry interface. Recently, the college has signed an MOU with VEE Software Solutions Pvt. Ltd. The collaboration with this company affords insights into the functioning of IT industry to students. Experts from the company are sent to the college to give training in JAVA and VC++ to the students during the year. They also provide expertise in running a six month internship for the M.Sc. (IT) students, on the campus. Later, the company will assist in job placement of the students both within their own industry, as well as with other IT industries. There are plans to expand such partnerships.

Students of M.Com. takes up 6-8 weeks internship to different banks/ Companies/ Mutual Fund / Companies. The students submit project reports, which are evaluated thereof.

#### **3.5.2 What is the stated policy of the Institution to promote consultancy? How is the available expertise advocated and publicized?**

Being a Government institution, it is obligatory for the college to follow government policy. Several staff members are members of Boards / Trusts / NGO Advisory Committee / School Advisory Committees, as well as other Educational and Policy making agencies. The Institute provides a conducive environment for the growth and development of academic and research interests of the faculty.

Dr. Punam Agarwal provided consultancy to Ambuja Cement on Corporate Governance on Honorary basis.

Dr. Jyoti Seth was part of the NGO drafting group for the National Policy for children and worked with Ministry for Women and Child Development.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The faculty has the freedom to take up consultancies and share expertise on an honorary and paid basis. In case any money is involved permission from higher authorities is mandatory and 1/3 rd of the income so received has to be deposited in Govt.Treasury.

**3.5.4 List the broad areas and major consultancy services provided by the Institution and the revenue generated during the last four years.**

Teachers of the college offer honorary consultancy services in the following areas:

Corporate Governance/ Ecology and Environment/ Finance and Accounting/ Coaching for Gymnastics/ Gender/ Women and Child rights/ Classical Music and Classical Dance.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

Since the consultancy services were given on honorary basis, no revenue was generated. However, as per Chandigarh Administration guidelines 1/3 rd of the revenue earned has to be deposited in Government Treasury.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**

**3.6.1 How does the institution promote institution- neighbourhood – community network and student engagement, contributing to good citizenship, service orientation and holistic development of students.**

With a commitment to holistic education, the institution undertakes activities beyond the structured, formal classroom teaching and involves students in creative processes- instilling ethical values and societal responsibility. We have been consciously working towards facilitating our students to undertake higher education and careers in-order to become self-reliant and economically independent. Workshops and related activities are regularly organised to generate awareness among our students thereby developing their creative skills and enabling them to organize events, work in groups, take-up leadership roles and engage themselves at the community level. Several activities are carried out throughout the year. (Refer to Annexure VII B for details).

### **3.6.2 What is the Institutional mechanism to track students' involvement in various social movements/ activities which promote citizenship roles?**

The college has a well institutionalized mechanism to motivate students to participate in nation building. It is mandatory for every student participate in any of 3 the college Societies. Teachers in-charge of each Society work as facilitators and mentors to finalize activities and projects for an academic year. The societies also maintain record of the activities and award participation certificates. The details of various community outreach initiatives of the students are given in Annexure VII B.

### **3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**

A participatory approach leads to a democratic and progressive environment for better functioning. The college adopts different methods for an inclusive approach through the following methods:

- Students - Feedback is important to evaluate and consider the suggestions for the improvement in procedures and methods of teaching.
- Suggestion and Complaint box, opened every Saturday, provides inputs and appropriate action is taken accordingly.
- Parent- teacher meetings: Such inter-faces help to resolve many issues pertaining to students' attendance, behaviour and performance. Suggestions from the parents are also welcomed.
- Anti-ragging Committee – works to ensure Zero incidents of ragging among the student in the college and Hostel. Posters are also put up on the notice –board.
- Anti- Sexual Harassment Committee – The college has a duly constituted Anti-Sexual Harassment Committee to look into any reported cases of harassment among the students or faculty. It also works to generate awareness about Laws and agencies which support the cause of girls.
- Administration –The officials of the Administration UT Chandigarh are part of the college Advisory council and IQAC.



**3.6.4 How does the institution plan and organized its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students?**

In college it is compulsory for committees and societies to submit their plans for coming academic year to college administration. The college administration provides funds, Amalgamated and Personality Development fund to conduct various activities. The Youth Festival provides a platform to large number of students to participate in performances ranging from Quiz/ Creative Writing/ Debates/ Declamations/ Plays/ Histrionics/ Mime/ Skit/ Folk Songs/ Classical music / Instrumental music / Folk Dance / Classical Dance and many more cultural activities. The students get an opportunity to enhance their talents and showcase them. They get full support from the faculty to practice and perfect their skills and compete with other performers. The performances are riveting and our students bring laurels to the institution every year. For details, refer 5.3.2.

There is no separate budget provision for such activities. The college uses its AF, Personality Development Fund and specific department fund for organising these programmes.

**3.6.5 How does the Institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?**

Moving beyond the domains of structured teaching -learning processes, the extension activities taken by the institution include the NSS activities. The 8 NSS units are actively engaged in various activates throughout the year. The ongoing project UDAY which educates children of daily wagers has been working for the last five years in Kajehari village and the college campus. The NSS volunteers actively participate in awareness drives / rallies / campaigns to sensitize the students and the community on issues ranging from women empowerment / importance of suffrage / anti -human trafficking / HIV AIDS / tree-plantation to communal harmony .This is a double edged process whereby volunteers themselves get sensitized while they participate to sensitize others.

**NCC:**

The college has one NCC unit (Army Wing) with authorized strength of 114 cadets. The NCC cadets participated in various activities during the session like Blood Donation Camps, rallies held to generate awareness regarding Female Feticide, Drug Abuse among Youth, Cancer Awareness etc. Our NCC Contingent has been adjudged the BEST contingent during the Independence Day Parade held at Parade Ground, Chandigarh. Our cadets are the official escorts of the Chief Guests and Dignitaries during all functions and remain instrumental in maintaining discipline in the various functions of the college.

**3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under privileged and vulnerable section of society?**

A holistic approach to education is inclusive of activities beyond the classroom and we persistently involve students in a range of extension activities. Gender justice, Gender equality and non-discriminatory practices remain a serious mandate to generate empowerment among our students.

- A special scheme of the UGC with a funding Rs.1,20,000/- supported underprivileged students. Stipends were given for academic advancement of students from economically deprived, BPL sections of society. This was extremely beneficial for students from underprivileged sections since they were able to continue their education.
- Under a special scheme of the UGC (2012), the Equal Opportunity Centre, college organized a three day Workshop, to empower young girls in decision making, negotiating and taking positive action in a gender sensitive manner was organized in collaboration with an NGO, Jagori .
- Awareness Camp for Minorities: The concerned students were given information to avail scholarship under scholarship schemes of the U.T. Government with an aim of mainstreaming the underprivileged students.
- Personality Development Classes have been specially designed to enhance communication skills and like skills.

### **HIV AIDS Society**

This society works towards spreading awareness among the students, the marginalized and the larger community on an extremely sensitive issue which is shrouded in negative social - cultural connotations. A few activities are listed below:

- *Students' Rally on World AIDS day.*
- *Formation of Human Chain and Pledge for Donation of Blood.*
- Poetry Writing Competition on 'AIDS Awareness'.
- Interactive Sessions with HIV affected persons.
- Lectures on "Youth and HIV-AIDS.

As part of an extension activity, students of functional english make and screen documentaries/ short films on socially relevant issues like life in slums, minority community issues, problems in boarding life etc. It affords an opportunity to sensitize, learn and relate to the marginalized sections of society. For Details, refer to Annexure - VII B.

### **3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated?**

The overall objective of education is to inculcate values of fellow-feeling, empathy and compassion with responsibility among individuals. To complement and enhance academic learning and inculcate ethical values and concern for others, numerous activities are initiated in the college.

- A sense of service to the community is an area which is taken up in all the activities initiated by NSS. Therefore, the objectives around which the NSS wing works are is to create *social consciousness among students* by providing them opportunities to work with and among people.
- To develop an awareness and knowledge of social realities and generate concern for the well-being of the community and engage in creative and constructive social action.
- To involve the students in consciously working towards an environment friendly attitude.

- To encourage them to join yoga and other fitness regimes to promote good health practices.
- The Principal and staff regularly advise students to eat nutritious food / eat breakfast / milk products and be aware of iron and calcium nutrients in their diet. As an alternative to junk food we have introduced Indian Tandoori food which is fat free and nutritious.
- To associate with NGO's and work in villages/ slums and among the underprivileged, several volunteers of different societies in the college, begin to relate with different sections of society and learn to understand and empathize with their concerns.
- To develop leadership skills, work in groups, enhance career orientation and encourage them to become economically independent.
- To endorse a Gender sensitive attitude among students is the core commitment of the Gender Equality and Non-discrimination Society. Exploring different mediums like Theatre/ Gender workshops/ Story and Song Writing/ Movies followed by discussions etc. students are oriented towards gender issues and non-discriminatory practices. Enabling them to discover their identity as individuals with human rights and women's rights, they are empowered to make informed choices in all matters that relate to their lives.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**

The outreach activities of the Societies operating in the college encourage and support community participation of the students. Refer Annexure VII B for details.

## **CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES**

### **4.1 Physical Facilities**

#### **4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The institution receives periodical grants from U.T Administration and UGC. The institution attempts to bring modern facilities to enhance infrastructure that accelerates effective teaching and learning practices. As a result 19 Smart classrooms, Conference rooms, Multi-media room, Gymnasium, an Auditorium was added to the existing infrastructure in the last four years. These grants are also used for the purchase of computers for the labs supporting new courses, equipments required for the PG Science subjects, and for making additions to college library. One more block will be added to the Hostel wing, along with a Swimming pool for the students in the next phase.

#### **4.1.2 Detail the facilities available for -**

##### **a) Curricular and co-curricular activities –**

For details on Smart classrooms/ Technology enabled learning spaces/ Seminar rooms/ Conference rooms and upgraded infra-structure refer to 1.1.3.

- **Tutorial spaces:** 105 tutorial groups consisting of 30-35 students in each group meet at regular intervals to discuss specific issues. Current and socially relevant topics, problem resolving and mentoring are part of the Tutorials.
- **Specialized facilities and equipment for teaching, learning and research etc.:** There are interactive boards / software for visually impaired students. Senior faculty members have been provided laptops for ICT based learning. All the laboratories have special equipment, plant and animal models. The equipment in the gymnasium includes both fitness training and relaxation machines.

**b) Extra –curricular activities:** The newly built Gymnasium and playgrounds promote, trains and support students in Outdoor and Indoor games, Gymnastics and Yoga. The B.PEd course provides for specialization in Physical Education. The hockey stadium in sector 42 and sector 7 is also used by our students.

- **NCC/ NSS:** The college has a NCC and 8 NSS units. The NCC cadets are the official escorts of the Chief Guests and Dignitaries. They are also instrumental in maintaining discipline during all functions and important events of the college

**c) Cultural activities:** Departments of Home Science, Fine Arts, Dance, Music (I) and Music (V) in collaboration with the Heritage Society organize activities related to preserving cultural heritage – Phulkari/ Pakhi making/ Rangoli/ Crochet/ Dasuti . The Dance and Music Departments constantly promote in classical/ folk music and dance forms (Vaar/ Bhajan/ Shabad/ Sammi/ Giddha). Youth Festivals provide a platform to exhibit creativity of the students.

As part of our endeavour towards holism, The college celebrates various festivals – Independence Day, Republic Day, Basant Panchmi, Lohri, Monsoon Fest, Fresher and Farewell Parties. Students actively participate and practice for Dramatics, Mime, Histrionics and Skit on the open-air stage and have done the college proud with their outstanding performances year after year.

Intra and inter-college Competitions in story, poetry and essay writing bring out their creative abilities. A vibrant Quiz team has been participating at the inter-college, zonal and National level competitions and bringing laurels to the institution.

**4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).**

(Attached Annexure VIII)

Initially we followed the ‘walk, talk, chalk’ method of teaching. Gradually, we progressed to the inclusion of smart classroom / laptops for faculty / PC in every department and other interactive equipment. This has brought a marked change in our teaching methods.

The college has an IT Block with 6 computer laboratories. The computer laboratories along with Internet facility are available for all college students and faculty.

The Chandigarh Administration had provided substantial grant of Rs. 8 crores during the last four years for new capital projects – IT block, Auditorium, Gymnasium and up-gradation of academic resources. This has enabled ICT based learning, online form submission and use of the facility for imparting computer education to the school children and non-teaching staff during summer vacations.

The college plans to build an additional hostel block with capacity to house 370 students in the next phase to keep pace with growing demand for the hostel.

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

The institute's infrastructural facilities meet the requirements of the differently abled students. These include ramps, wheel chair, special washrooms, Braille, writer for exams and the provision for installation of a Lift in the IT block (pending administrative approval).

- a) The students are encouraged to assist differently abled students in preparing notes on rotation basis.
- b) Two outstanding, differently abled students were selected by the Women's Cell to be honoured by Chandigarh Social Welfare Board on International Women's Day.

**4.1.5 Give details on the residential facility and various provisions available within them:**

- **Hostel Facility – Accommodation available:** The college has a residential Hostel facility for out-station students. There are 170 rooms in the Hostel- 96 in the old Block and 74 in the new block. There are 33 seats for the Master's students in Government Hostel, sector 24, Chandigarh.

**Activities for Hostlers:**

- Transportation facility
- A Common room with audio-visual facilities.
- A TV with cable /DVD facility for the recreation.
- Yoga Classes by Physical education department for instilling good health practices.
- Contemporary dance classes after college hours are arranged.
- Indoor games like Carom Board, Table Tennis, Chess, Word Spell, and Monopoly are available.
- Computer facility including access to Internet.
- Facilities for medical emergencies: A qualified Nurse on the hostel premises to look into minor ailments. Doctor on Call in case of emergencies. There is a sick room as well.

- **Library Facilities:** Hostel Library contains newspapers, magazines, and books.
- The Department of Urban Planning, Chandigarh Administration has finalized the layout for a new Hostel Block to accommodate 370 students (ground floor – 30 rooms / 1st floor – 112 / 2<sup>nd</sup>&3<sup>rd</sup> floor – 114). In this block 16 rooms will be reserved for differently abled and 12 for research students.

Accommodation is available for the Hostel Warden and the Nurse on the premises. There is provision of Aqua Guard and Cooler facilities for safe drinking water.

**Security:**

- a) A security guard at the entrance of the college.
- b) A security guard outside the hostel round the clock.
- c) A lady attendant at the main door of the Hostel during the daytime.
- d) Two police personnel (1 male and 1 female) are deployed at the main gate during the working hours.

**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

All medical emergencies in the college are taken care of by a qualified Nurse and Doctor on call and the Government Dispensary located near the college.

**4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**

- **IQAC:** There is functional Internal Quality Assurance Cell.
- **Women Cell:** The college has an effective Women’s Cell, which has been functioning since 2003. The Women’s Cell, besides spreading awareness among the girls regarding various social issues also provides a platform for young women to discuss their problems and issues in a forum -Youth Adalat organized on every Friday. Workshops/events are also organized to promote gender sensitization..
- **Anti - Sexual Harassment Committee and Grievance Redressal Unit:** The Unit has been constituted according to Chandigarh Administration norms and has separate designated room for addressing the needs of the students.



- **A Complaint and Suggestion Box** is kept at a convenient place, opened weekly by the teachers in charge and appropriate action is taken thereof.
- **Counseling and Career Guidance:** The college has a full time professional Counselor and a separate Counseling room. The students approach the Counselor for their personal and academic problems. The issues relating to stress, relationships, adjustment with peers and career are also addressed by organizing periodic lectures on emotional well- being, time management, study skills and life skills.
- **Placement Unit:** There is a spacious placement cell in the IT block with 5 computers and internet facility. The students use these computers for online submission of forms for competitive exams, annual exams and preparing their presentations. The placement unit invites various multi-national companies for on- campus placements. It also ties up with many colleges, universities and industries for job- placements of the students. The unit also partners with Chandigarh Social Welfare Board / NGO's for internships and job placements.
- **Health Care:** There is a Nurse on the premises of the hostel. There is also a provision for a Doctor on Call in case of emergencies.
- **Canteen:** A big canteen with a variety of foods is available to the students and employees. There is a Juice shop and a Chat shop on the premises as well. The mess for Hostel Students provides quality food. The hostel welfare committee and the canteen committee monitor hygienic standards regularly. Along with this testing of portable water is carried out periodically.
- **Recreational spaces for staff and students:** Large playgrounds and a well-equipped gymnasium, indoor games, magazines section in the library is available for the use of the staff and students.
- **Safe drinking water facility:** Aqua Guard Facility, Water Coolers, Water tanks, Direct Water Facility (through tanks/ motor) are available at all times (24 x 7).
- **Auditorium:** State-of-art auditorium is available for practices and presentation of shows.

## 4.2 Library as a Learning Resource

### 4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

- A formally constituted Advisory Committee appointed by the Principal which comprises of 5 Faculty members, member of Student Council and the Librarian. The committee meets to look into different aspects related to the library.

Initiatives taken by the Committee to make for a student-friendly environment:

- In the beginning of each academic year, an orientation session is organized for one week for the newcomers to provide information primarily regarding the procedures and layout of the library.
- During the year, numerous competitions are organized in the library. These include (a) Essay writing (b) Story writing (c) Library quiz.

These activities provide a platform to the students to share and hone their creative skills.

- Students visit the library to read books/ journals and work on their assignments on a regular basis.
- *Tagore: The Reader's club* is an integral part of the Library. The purpose of this club is to inculcate reading habit among the students. They are inspired to read books in different languages beyond their curriculum, which may include information oriented/ motivational books/ Arts/biographies or other genres of Literature.

Monthly meetings of the Reader's Club are held in the library where books read are discussed. The students write articles and stories. Some of them are published in The college magazine "Shikhar". A *Literary Award* is given to the student who puts forward the best critique. Lectures by prominent individuals are also organized to keep up the motivation of the students. On the basis of their participation in various competitions and activities prizes are awarded.

### 4.2.2 Provide details of the following:

- **The total area of the library (in Sq. Mts.)**
  - One HALL comprising 100' x 45' = 45,000 sq. feet
  - Magazine Section 25' x 20' = 500 sq. feet
  - One small store 6' x 8' = 48 sq. feet

- **Total seating capacity:** The Library can accommodate 175 students at one time. Separate space for Faculty members and ten carrels are also available for the Post Graduate students.
- **Working hours** (on working days, on holidays, before examination days, during examination days, during vacation)

Monday to Friday: 9am to 4pm (issue of books); reading room upto 5.00pm

Saturday: 9am to 2pm

During Vacation Time (Summer Only)

Monday to Friday: 8am to 2pm

- Layout of the library includes individual reading spaces /carrels/ lounge area for browsing and relaxed reading/ IT zone for accessing E-resources.
- A Library in the hostel is open for the students till 11 p.m.
- **4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

An amount of Rs. 17.30 lakhs has been spent on the purchase of books, journals, periodicals, e-resources during the last 4 years.

<b>Sociology</b>	<b>Public Administration</b>	<b>Commerce</b>	<b>Science</b>
1. Social Scientist. 2. Social action. 3. GNDU Journal of Sociology 4. Sociological Bulletin.	1. IIPA <b><u>Political Science</u></b> 1. Journal of Political Science 2. World Affair –Journal of International Issues. 3. Man & Development (CRRID).	1. Finance India 2. ICFAI Journal of Accounting Research. 3. ICFAI Journal of Applied Finance 4. Indian Journal of Accounting 5. Prajan-Journal of Sound & Management Science 6. Vakalpa –Journal of decision making	1. Current Science 2. Journal of Bio-sciences 3. Journal of Genetics

		7. Chartered Secretary 8. Chartered Accountant	
--	--	---	--

In addition the requirements of the faculty regarding current titles are met immediately as per GFR rule applicable to library.

#### 4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC:** Online Public Access Catalogue 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.
  - Storing bibliographic and full text data
  - Direct access to a library bibliographic database.
  - Display of search results in readily understandable form.

All these modern facilities make for user friendly access to information for research and learning.

- **Electronic Resource Management package for E-journals:** The library has a wide range of E-Journals available for reference and reading. E-Journals are a preferred option because the cost of printed journals is too high and there is paucity of funds. Further, this may be treated as an environment friendly approach since Paper is also saved.

- **Federated searching tools to search articles in multiple databases:** No

- **Website:** [www.gcg42.ac.in](http://www.gcg42.ac.in)

- **In-house/remote access to e-publications:** Along with the Internet facility each department has separate IDS through which they have an easy access to E- Journals.
  - Inlibnet facility is available to access E-Journals at all times.

- **Library automation:** Library is fully automated with software LIBSYS.

LIBSYS is fully integrated multi-user library system incorporating the latest information technology, which supports all activities relating to acquisition, cataloguing, circulation and serials.

- **Total number of computers for public access:** There are 233 computers for access of the students. Five terminals have been provided for the use of students in the library. The students can prepare their power point presentation and search for information on the Internet throughout the day. This facility is also helpful for those students who don't have computers and Internet facility at home. UGC resource Centre has also provided all academic support to the students.
- **Total numbers of printers for public access –** Each department has at least one PC with a printer. There is facility of printer for the students in the library, placement cell and UGC resource Centre.
- **Internet band width/ speed -** 2 Mbps LL (lease-line) and one broad band connection
- **Institutional Repository –**NA
- **Content management system for e-learning:** The college website has an E-portal link.
- **Participation in Resource sharing networks/consortia (like Inflibnet):** Yes, INFLIBNET

#### 4.2.5 Provide details on the following items:

- **Average number of walk-in's:** Approximately 700 - 800 students/staff visit the library every day to access the general section, reference section, magazine section and use internet facilities for research.
- **Average number of books issued/returned:** Approximately 500 books are issued to the Students /staff daily. Reference books are issued to the students for 2 - 3 days. The Faculty also has access to Reference books at all times.
- **Ratio of library books to students enrolled**

Class	No. of Students	No. of Books/Title	Ratio
BA	3100	30701	990
BCA	180	740	4.11
B.Com	420	2044	4.87
Science	415	3515	8.47

- **Average number of books added during last three year:** During last three years 6000 general/reference books have been added.
- **Average number of login to OPAC:** 15-20 students/staff members login the OPAC on a daily basis.
- **Average number of login to e-resources:** 20-25 students/staff members login e-resources.
- **Average number of e-resources downloaded/printed:** 700 per day
- **Number of information literacy trainings organized:** Students of Library & information science from Govt. Polytechnic College for Women Sector-10, Chandigarh has been undergoing a six-month training as per the part of their curriculum. The training of students at our Library has been going on for the last four years. This inter-departmental internship and training is a ‘good practice’ initiative of the institution.
- **Details of “weeding out” of books and other materials**
  - 2008 - **3473**
  - 2011 - **1102**
  - 2012- **List of 495 books has been sent to the DHE office for weeding off.**

#### **4.2.6 Give details of the specialized services provided by the library**

- **Manuscripts** are available in the field of Languages.
- **Reference:** There is a reference section, which has books on specialized subjects.
- **Reprography:** Photostat facility is available to the students and staff. Students can get the required material Photocopied at a nominal price.
- **ILL (Inter Library Loan Service):** Masters’ students have been enrolled with the Panjab University Library /State Library Sector-17 & 34 and make extensive use of reading material.
- **Information deployment and notification (Information Deployment and Notification):** Yes, the list of new books is put on the notice board of the Library. This benefits the student and ensures that new titles are optimally utilized. The process of connecting the library to the college website ([www.gcg42.ac.in](http://www.gcg42.ac.in)).

- **Download:** The library staff downloads the syllabus of Panjab University for the students. The students / staff can use the Internet to download information. The students can also download material related to their curriculum with the help of Internet facilities available in the library.
- **Printing:** Printing facility is not available for the students/faculty.
- **Reading list/ Bibliography compilation:** A fully computerized list of books is available for ready access. This helps the students and the staff especially with their research.
- **In-house/remote access to e-resources:** INFLIBNET provides easy access to innumerable e-Resources.
- **User Orientation and awareness:** The students of the First year are given orientation in the beginning of the session (Know your library) to make them aware about the various rules and procedures (issue/ return) of the Library.
- **Assistance in searching Databases:** The staff of the library assists the students in searching database as and when required. The senior students also assist the students in searching database.

#### **4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**

- Downloading the syllabus of the current session from the Panjab University site for under graduate/ Post graduate students.
- Guiding them about the usage of OPAC.
- Help in searching for books.
- Net surfing.
- Providing reprography facility to the students and staff.

#### **4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**

There is special software for the visually impaired students. This facility has been specifically added to support students with special needs.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)**

The suggestion box kept outside the library provides feedback to improve library services. The suggestions received are analyzed by the Library Committee and shortcomings are rectified.

### **4.3 IT Infrastructure**

**4.3.1. Give details on the computing facility available (hardware and software) at the institution.**

- **Number of computers with Configuration (provide actual number with exact configuration of each available system):**

There are 233 Computers in different departments in the college.

Configuration of PC's available in the college:

<b>S. No.</b>	<b>Labs</b>	<b>Total No. PC's</b>	<b>Configuration</b>
<b>1.</b>	BCA Lab I , Lab II and Lab IV + Functional English + Computer Science	63 + 25 + 10 = 98	Wipro Desktop Computer with preloaded Operating System <b>Operating System:</b> Microsoft Windows 7 <b>Processor:</b> Intel(R) Core i5 CPU 650@3.20GHz <b>RAM:</b> 2 GB DDR+ 4GB Enhanced, DVD Writer <b>Hard Disk:</b> 320 GB <b>Monitor:</b> 19" <b>Graphic card:</b> 512 MB NVIDIA (on 25 Pcs in Lab I)
<b>3.</b>	BCA Lab III and Lab IV	27	Wipro Desktop Computer with preloaded Operating System <b>Operating System:</b> Microsoft Windows XP (Service Pack 2)



			<p><b>Processor:</b> Intel(R) Core 2(TM) 2 Duo cpu,E4500@2.20GHz</p> <p><b>RAM:</b> 1 GB DDR2 , DVD Writer</p> <p><b>Hard Disk:</b> 160GB</p> <p><b>Monitor:</b> 19”</p>
4.	Computer Sci. Lab + BCA Lab III	15 + 15 = 30	<p>Wipro Desktop Computer with preloaded Operating System</p> <p><b>Operating System:</b> Microsoft Windows XP (Service Pack 2)</p> <p><b>Processor:</b> Intel(R) D CPU 2.80GHz</p> <p><b>RAM:</b> 512 MB DDR2, DVD Writer, 1.44” Floppy Drive</p> <p><b>Hard Disk:</b> 160 GB</p> <p><b>Monitor:</b> 15”</p> <p>Wipro Desktop Computer with preloaded Operating System</p>
6.	Biotech Lab + Administrative Block + Departmental PCs + Functional Hindi	10 + 20 + 20 + 10 = 60	<p>Wipro Desktop Computer with preloaded Operating System</p> <p><b>Operating System:</b> Microsoft Windows XP (Service Pack 2)</p> <p><b>Processor:</b> Intel(R) Core 2 (TM) 2 Duo cpu,E4500@2.20GHz</p> <p><b>RAM:</b> 1 GB DDR2, DVD Writer</p> <p><b>Hard Disk:</b> 160GB</p> <p><b>Monitor:</b> 19”</p>
7.	Library	10	<p>Wipro Desktop Computer with preloaded Operating System</p> <p><b>Operating System:</b> Microsoft Windows 7</p> <p><b>Processor:</b> Intel(R) Core i3 CPU @3.20GHz</p> <p><b>RAM:</b> 2 GB DVD Writer</p>

			<b>Hard Disk:</b> 500 GB <b>Monitor:</b> 19”
8.	UGC Resource Centre	04	<b>Operating System:</b> Microsoft Windows XP SP 2 <b>Processor:</b> Intel(R) P4 @ 2.80 GHz CPU <b>RAM:</b> 256 MB DVD Writer <b>Hard Disk:</b> 80 GB <b>Monitor:</b> 17”
9	Hostel	04	Wipro Desktop Computer with preloaded Operating System <b>Operating System:</b> Microsoft Windows XP (Service Pack 2) <b>Processor:</b> Intel(R) D CPU 2.80GHz <b>RAM:</b> 512 MB DDR2, DVD Writer, 1.44” Floppy Drive <b>Hard Disk:</b> 160 GB <b>Monitor:</b> 15”

- **Computer-student ratio**

Total number of students: 4183

The computer-student ratio for the whole college is 1: 18

For BCA stream, the computer-student ratio stands at  $(184 / 100) = 1: 1.8$

- **LAN facility:** Yes

- **Wi-Fi facility:** is available in the whole of IT Block, Arts/Science Block (Ground Floor and First floor which includes the Administration Block/ Examination branch/ Departments/ Staff room and Classrooms on this floor).

- **Licensed Software:** The college has purchased software according to needs/ requirements for internal use. These include - Microsoft Windows XP and 7 / C/C++ Language / MS – Office 2010 (50 User) / Linux / Fortran 77 / Oracle (SQL/PL) / Visual Studio / Fox Pro / Adobe Photoshop CS (25 User) / Antivirus: Quick Heal (Quick Heal internet security version: 12.00(5.0.0.1), SP1) and Microsoft security essential / Adobe Flash CS3 Professional (Single User) / CHERUB SOFT (Combo

set of chick ) Zoology / HYPER CHEM8- Bio- informatics / CLARITYSNET – Language software for Functional English / Number of nodes/ computers with Internet facility.

**Any other:**

- The Internet management systems in operation in the college: Nebero Internet Software Management System helps to monitor site viewing by faculty / Students.(Social Net Working sites like YouTube, Facebook, Twitter are banned on the premises).
- A Daily Report of the sites visited and quantum of information downloaded by the users is generated and monitored by one of the faculty members with the help of NEBERO software.
- A 2Mbps Broad Band, 2Mbps Lease Line is available.
- There are 19 Electronic Podiums to make teaching innovative and effective. The faculty and students use this facility to make presentations.

**4.3.2 Detail on the computer and Internet facility made available to the faculty and students on the campus and off-campus?**

- The 4 BCA Labs are constantly in use - both for formal teaching and for practical classes.
- There is a Computer Science Lab, which is constantly accessed by the students. Students from the Commerce stream also use the lab while working on their projects.
- Bio-informatics, Functional English and Functional Hindi Lab are equipped with computers to facilitate the students
- Besides every department has a Computer / printer which is used by the faculty and students.
- In the Administrative office, computers are optimally utilized. All the admissions of the students are computerized. The data pertaining to every student is easily accessible. Information regarding profile of each student - fee / examination fee /marks in house exams is maintained online.
- The institution has provided Laptops for teachers (49) –Sony (33), Dell (16). The Wi-Fi availability on the college premises enables them to access any relevant information as and when required. These facilities are also used for administrative

work regarding their own departments, which may include storing data regarding the students' attendance / marks/ assessment and the like.

#### **4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**

The administration has given assurance for providing more smart classrooms / Interactive boards for classroom teaching / more laptops for faculty in the next academic session. A video conferencing unit for satellite based learning is also planned for next phase.

#### **4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

<b>Year</b>	<b>Purchase</b>	<b>O.E. Maintenance</b>	<b>Total</b>
<b>2009-2010</b>	Rs. 9,02,671/-	Rs. 2500/-	Rs. 9,05,171/-
<b>2010-2011</b>	Rs. 17,89,990/-	Rs. 17859/-	Rs. 18,07,767/-
<b>2011-2012</b>	Rs. 4,48,448/-	Rs. 26,196/-	Rs. 4,74,644/-
<b>2012- 2013</b>	Rs. 8,58,434/-	Rs. 25,453/-	Rs. 8,83,887/-
<b>2013 -2014</b>	Rs. 12,00,000/-	Rs. 30,000/-	Rs. 12,30,000/-

#### **4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The LCD projectors, Internet and other ICT facilities have been paving the way for a student centric environment of learning activities.

- Students can access the Internet sources for study materials.
- Students are being encouraged to present papers/ term papers through presentations on LCD projectors.
- Computer labs are used not only for learning computer skills but also for preparing assignments, projects reports, as well as other course related activities.
- The departments of Physics, Chemistry, Mathematics, Computer applications, Commerce makes maximum use of computer and other ICT facilities.
- The research centre in the department of Zoology provides computer aided testing devices for researchers.
- To facilitate ICT for teaching and learning

- 19 class rooms are provided with interactive boards and LCD projectors
- All departments are provided with laptops
- High speed Wi-Fi internet facility is available
- INFLIBNET facility
- Printing, scanning and photo copying facility is provided for students and staff
- Duplo copier machine for print outs for teaching materials

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.**

Modern technology has transformed methods of teaching and learning and students are encouraged to use IT facilities. Students access the Net Facility / E-Journals in the Library / Departments and give presentations using multi-media.

Students of Functional English and Hindi / Mass communication & video Production make videos for all the functions in the college ; they edit the raw clips and work on them to give it the form of a movie.

Functional English students make documentary films / compile a newsletter “Scoop” / reports and make extensive use of IT facilities.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

Through the INFIBLNET facility access resources from other libraries becomes possible.

**4.4 Maintenance of Campus Facilities**

**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

During the last four years financial resources have been optimally used. The maintenance of the building is supervised by the Engineering Department, Chandigarh Administration. For furniture Rs. 20 Lakhs; Equipment – 40Lakhs; Computers - 35 Lakhs; for running and maintenance of vehicles Rs. 2, 20,000/ have been allocated.

#### **4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

##### **Functionaries helpful in Maintenance:**

- Gate keeper – through Service provider (Day and Night )
- Hostel – Day and Night Guard/ Woman helper during the day
- There is also one separate night guard appointed in the IT Block Building.
- Parking facility in the college is facilitated by the contractor who is appointed through the process of e-tendering.
- There are also Malis and Baledars for maintaining the college gardens and grounds. Some among them are permanent employees appointed by the government. The rest of them are appointed through a service provider.
- Caretaker of the college is overall in-charge of maintenance.

##### **AMC (Annual Maintenance Contract) our:**

Most of the equipment is under AMC. The Air Conditioners in all the departments, Administration Block, IT Block, Staff Room; Intercom; Aqua guard are under AMC. The Lab staff maintains computers and equipment in the laboratories.

#### **4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

Through AMC (Annual Maintenance Contract) most of the equipment is maintained. The Lab staff also takes care of the equipment on a daily basis.

#### **4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)?**

- There are transformers for effective power maintenance in the college.
- Every PC has a UPS for power back up.
- There are online UPS (3x10KV) to provide power back up in the BCA lab.
- Water Supply is ensured through Tanks and Motors.
- Water Coolers with Aqua-guard facility in the college and hostel provide clean drinking water.
- Solar Power plant – 200kwp with 800 solar panels harness solar energy.

**4.4.5 Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.**

The college website has an “e-Learning Portal” link under which the college faculty has uploaded the e-Learning resources in the form of PowerPoint Presentations and PDF Documents. There are about 429 e-Learning resources which have been uploaded for the benefit of the students in different streams.

## **CRITERION V: STUDENT SUPPORT AND PROGRESSION**

### **5.1 Student Mentoring and Support**

#### **5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Till this session, the college had been publishing its updated prospectus as part of the joint prospectus of all city Government colleges under the aegis of Department of Higher Education, Chandigarh Administration.

The college prospectus is an important informative treatise on the rules and functioning of the college. It provides detailed information on admission procedure as regard to:

- Dates of submission of forms
- Admission Schedule
- Courses offered by The college and number of seats per course / subject
- Admission committees for various courses and classes
- Venue for admission to various classes
- Subject combinations offered
- Academic profile of college faculty
- Rules and regulations about attendance
- Hostel admission guidelines and hostel rules
- Fees
- Types of scholarships
- Code of conduct
- Eligibility details for various classes
- Courses offered with special reference to B.Com, B.Sc., B.PEd, BCA, Job oriented Elective subjects and Add-on Courses.
- Student Strength in each course
- Tentative fee structure
- General rules of admission as per PU rules
- Details of reserved seats out of 85% seats of U.T pool and 15% seats of General pool (for SC/ST/Differently abled /Physically challenged/wards of Freedom



Fighters/wards of Defense Personnel/Sports Category/ Single Girl Child /Direct Descendants of Kargil Martyrs/Cancer/AIDS patients /NCC /NSS etc.)

- Specimens of Character Certificate, Single Girl Child, application form for Fee Concession/Scholarship/Gap Year etc.
- Academic Calendar for all colleges affiliated to PU
- Since the Chandigarh Administration implemented E-Campus solution for on-line submission of admission forms and did not publish joint prospectus during the session 2014-15, this information has been made available to the students on the college website. The same was also displayed on the notice boards during the admission days and was made available at the college help desk and committee conveners for the convenience of the applicants.

To ensure its commitment and accountability, the college adheres to the rules and regulations laid down by the University and the administration. Also the following measures ensure accountability and transparency in the admission procedure:

- Display of course wise Merit list on college website, notice boards
- Display of cut offs.
- Display of no. of seats filled as per merit on regular basis.

**5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?**

Session	Dept/Source of Fund	Amount of Scholarships	No. of Students Benefitted	Total Amount
2013-14	Student Aid Fund	3500/-	46	1,61,000/-
	Navtej Singh Memorial Charitable Trust	3780/-	02	7560/-
	Director Sports, CHD		21	60,100/-
	ADM.		03	7200/-

	All India Confederation of Blind	800/-	2	1600/-
	Sub Marga Schulze Merit Scholarship for Visually impaired	3000/-	2	6000/-
	DPI, Pb. (SC Students )	7039	1	7039/-
	Dept. of Social Welfare Pb. (SC/BC)		11	(DBT) N.A.
	DHE,UT		13	(DBT) N.A.
	DHE (Disabled Blind)		2	(DBT) N.A.
	Poor Brilliant Scholarship funded by Faculty	1600/-	25	40,000/-
<b>2012-13</b>	STUDENT AID FUND	2000/-	79	1,58,000/-
	Amarjeet/ Beena, Memorial Scholarship	500/-	15	7500/-
	Smt. Saroj Vasudeva Scholarship	5000/-	1	5000/-
	Smt Shanti Devi memorial Scholarship		1	1000/-
	Poor Student Fund (Staff contribution)	2000/-	20	40,000/-
<b>2011-12</b>	Student Aid Fund	4000/-	65	2,60,000/-
	Rashtriya Sanskrit Sansthan, New Delhi	4000/-	04	16,000/-
	Director Of Tribal Affairs For SC Candidates from J & K.	6600/-	50	3,30,000/-

	DHE,CHD ADM	6000/-	30	1,80,000/-
	DHE,CHD ADM	8595/-,9300/-	02	17,895/-
	DPI,COLLEGES ,(PB)	825/-	03	2475/-
	COLLEGE DC,(PB)	6000/-	01	6000/-
	UGC Scholarship	4000/-	30	1,20,000/-
	Poor Brilliant Scholarship funded by Faculty		25	40,000/-
<b>2010-11</b>	DHE,CHD ADM SC, ST Scholarship, GOI.	185/-	11	2035/-
	Post Matric Scholarship Minority Students DHE,CHD ADM	4850/-	02	9700/-
	Post Matric Scholarship SC,ST Scholarship ,GOI	6170/-	08	49,360/-
	Post Matric Scholarship SC,ST Scholarship ,GOI	7815/-	03	23,445/-
	DHE, Haryana	3600/-	02	7200/-
	DPI,(PB),Social Justice Empowerment	2420/-,1210/-	02	2475/-
	DPI,(PB),Social Justice Empowerment	4360/-	01	4360/-
	District Welfare Office,Yamunanagar	3335/-	02	6670/-
	Poor Brilliant Scholarship funded by Faculty	1600/-	25	40,000/-

Direct Benefit Transfer system (DBT) has been initiated by Govt. agencies to directly transfer money to the accounts of the deserving students identified by them.

There are many other agencies which transfer funds directly into the account of the

students, as such the college has no record of this kind of student aid.

The Financial assistance received from various agencies was disbursed in time as per procedures laid down. An amount of Rs1755064/- was disbursed among 447 meritorious, economically weaker and students belonging to SC/ST and Minority communities.

### **5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?**

Approximately 18% of the students received financial assistance from the centre and the state through its various designated agencies.

### **5.1.4 What are the specific support services/facilities available for**

#### **➤ Students from SC/ST, OBC and economically weaker sections**

The students are given

- Scholarships by the GOI and U.T
- Fee concession as per Govt. rules.
- Free UGC- NET Classes; Entry to services/ Remedial classes under XI Plan UGC.
- Free computer classes during summer vacation.
- Poor student Aid fund (collected by the staff).
- Free Course books and stationery out of the funds collected by the staff and Govt. as well.
- Complementary copies of books are also distributed amongst the poor students.
- Old books are collected from the senior voluntarily and distributed among the needy students.

#### **➤ Students with physical disabilities**

The college adheres to the guidelines for conducting written examination for persons with disabilities issued by the ministry of social justice and empowerment, Dept. of Disability affairs, Govt. of India.

- Reservation of seats as per Govt. rules.
- The main college building is equipped with a ramp connected to all the floors which facilitates easy movement for these students.
- Wheel chairs are available for easy movement within the college.
- Special washrooms in the IT block for them.

- The U.T. Govt. has given administrative approval for installation of lift in I.T block.
- Proposed new Hostel block will have 16 rooms on the ground floor for the physically challenged students.
- **Overseas students**
  - A faculty member is assigned the duty to take care of the needs of overseas students whenever they seek admission in the college. The teacher also acts as a vital link between these students and the Govt./ University. Any clarification on eligibility, fees or any other matter is taken care of by the teacher in-charge.
- **Students to participate in various competitions/National and International**
  - To ensure whole hearted participation and to hone the talents of the students in sports/ extracurricular activities/ NCC/NSS, The college provides them with the following facilities:
    - Open competition for fair selection.
    - Special coaching and guidance from experts.
    - Stipulated diet/ refreshment during practice sessions.
    - Dresses/Sports gear.
    - Availability of Stadiums of Sector 7 and 42 and the lake sports facilities for water sports
    - College bus for transportation to the venue of the event and back
    - Incentives in the form of Roll of Honour, college Colour, Trophies, medals, prizes etc for those excelling in various fields.
    - Best available equipment, props and support
    - Flexibility in the examination schedules and lectures.
    - Extra /remedial classes.
- **Medical assistance to students: health centre, health insurance etc.**
  - The college dispensary caters to the needs of both the day scholars and the hostlers.
  - There is a round the clock nurse available on the campus and a doctor on call.
  - In case of emergency, the college has tied up with the Government Dispensary, Sector 42, Chandigarh.
  - Basic First Aid kit and medicines are available both in the administrative block

and the college Dispensary.

- For the students residing in Hostel at Sector 24, medical assistance is provided by a doctor residing in the vicinity.

➤ **Organizing coaching classes for competitive exams**

Under the XI plan of UGC, the college held special free classes for all the Post-Graduate students to help them crack UGC-NET Exam and entry to service and remedial classes. Experts and Alumnae who have cleared the exams are also invited regularly to interact with PG students to answer their queries and provide guidance regarding books, and method of solving the questions paper etc.

Coaching classes are also held for the students appearing in various competitive exams. The Placement Cell of the college also holds training sessions and workshops for preparing students to appear for interviews, group discussions and general confidence building techniques.

➤ **Skill development (spoken English, computer literacy, etc.,)**

Under the aegis of Director Higher Education, Personality Development classes are held every year. These classes are mandatory for the outgoing class i.e. B.A-III, B.Com-III, and B.Sc.-III. These classes provide students proficiency in spoken skills, pronunciation, grammar, comprehension, interviews, group- discussions, etc.

Computer is offered as an elective subject BA/BSc (IT), in PGDCA and BCA. Free computer classes are held for poor students. Dept. of Functional English and Functional Hindi, have language laboratories, equipped with computers and language software. These impart training in spoken skills to the students. Similarly, the Placement Cell organizes workshops and seminars by experts from the industry to train students in soft skills.

➤ **Support for “slow learners”**

The college faculty takes great care to redress the issues concerning the performance of “slow learners”. Apart from giving such students due attention in the class, the teachers identify and hold extra classes for them in their free time. The remedial classes also prove beneficial for these students. In fact, many a times the elementary fundamental concepts are also clarified at the beginning of the session to these students to promote better learning and understanding. These students are asked to

submit assignments and make presentations regularly to motivate them to take greater interest in the subject concerned.

➤ **Exposures of students to other institution of higher learning/ corporate/ business house etc.**

To initiate better learning, the college encourages the departments to undertake site/ field trips, Science city/ industry visit and to the concerned corporate/ business houses. The departments of Commerce, Bio-Tech, Zoology, Botany and Functional English provide first-hand experience of the corporate world to the students.

Subject experts and entrepreneurs are invited regularly to share their experiences and provide expert guidance to the students related to career options and expectations of the industry.

➤ **Publication of student magazines**

Every year, the students are provided with a platform for self-expression in the college Magazine “Shikhar” which caters to the diverse aptitudes and likings of both the contributors and the readers. To provide more and more students with opportunity to contribute to the magazine, apart from the regular sections such as English, Punjabi, Sanskrit, Hindi and Science sections, the college Magazine also has Art and Craft, Commerce, NSS and NCC sections. Also the students of Mass Communication are given hands- on experience in publishing by making them an integral part of the process of accumulating and editing the articles, designing and setting of the outlay of the magazine and the final publication of the magazine. The cover pages are designed by the students from the department of Fine Arts. Wall magazines are updated and maintained by various departments such as English, Functional English, Placement Cell, BCA, Geography, Sociology, Public Administration, Library etc.

The Department of Functional English also publishes ‘Scoop’ its annual newsletter to provide the students a peep into the world of Journalism. In fact, the writing, setting, designing, editing and the final publication of the newsletter is handled entirely by the students of print journalism.

**5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.**

To facilitate development of entrepreneurial skills among the students, the college has

introduced 9 career oriented programmes as already discussed under 1.2.1.

These courses provide training modules to equip the students for self-reliance and to acquaint the students with the latest career programmes available in the concerned areas.

During the session 2012-13, the college had set up the Innovation and Entrepreneurial Development Cell to promote entrepreneurship skills among the students. The college organizes different activities throughout the year in a scheduled manner particularly in the field of Entrepreneurship and Event Management.

‘COMENZAR’ was organized in the campus by the Dept. of commerce wherein first generation entrepreneurs were invited to interact and motivate students.

Entrepreneur festival was held during the session 2012-13 in which three leading entrepreneurs were invited to share their rags- to- riches success story. The Principal Consultant In-charge of Regional Centre for Entrepreneurship Development was invited to enlighten the students of all the schemes of the Govt. of India at both the state and the centre to promote setting up of a new business with special focus on women entrepreneurs.

A 4-day Workshop on ‘Jams and Pickles’ was also held in The college in 2013 in collaboration with Entrepreneurship Development Centre, DIC, Chandigarh.

**5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.**

Talent hunt is carried out at the beginning of the session to select the best student in all fields viz a viz sports, Dance, Music, Public speaking, Painting, Art and Craft, Dramatics, etc. The Departments of Physical Education, Fine Arts, Dance, Music and Literary Society are entrusted with the responsibility of honing the talent of these students. Special coaching is provided to these students.

- Practice sessions duly monitored by staff members.

- **additional academic support, flexibility in examinations**

- Apart from facilitating participation by providing the students guidance in Quiz, debate, declamations and cultural activities, The college ensures that the students do not suffer academically when they go for participation in competition and camps. For this purpose:



- They are enrolled for remedial/ extra classes to cover up the syllabi.
  - Special tests are conducted for such students who miss out on September or December House exams so that they can fulfill the conditions of P.U for eligibility to appear in final exams.
  - Some lectures are also condoned as per university rules.
  - Gymnasium equipped with frontline machines, Yoga mats etc.
- Special dietary requirements, sports uniform and materials
- Participants of Youth festival and inter college competitions are provided with refreshment during rehearsals and performance as per university rules.
  - Sportswomen are also provided with regular dietary supplements as per university rules
  - Sports uniform, tracksuits and other necessary equipment is also provided to the participants of major events
  - Transportation to the venue of competition and back is also arranged by the college. Back and forth transportation facility to the venue of completion is also arranged by the college.
- Any other Incentives: college Color and Roll of Honor.

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT / Central/ State services, Defense, Civil Services, etc.**

UGC coaching classes for entry in services for SC/ST/OBC and minorities were held in the college during the last two sessions. UGC sanctioned Rs 6.00 Lac under UGC XI plan (Merger scheme) VIII for providing coaching classes for the purpose of SC/ST/OBC (NEL) and minorities. Out of this, Rs 2.40 Lac was granted for equipment, Rs 1.60 Lac for books journals and study materials and Rs 2.00 Lac for honorarium, remuneration and contingency.

The objective of the scheme was to prepare students belonging to SC/ST and minority communities to get gainful employment in Group A, B or C central services, state services or equivalent position in the private sector.

135 students belonging to SC/ST/OBC (NCL) and minorities benefitted from these coaching classes.

In addition to this, UGC also sanctioned Rs. 4.30 lakh under UGC XI plan (merge scheme) for providing coaching for NET/SET for SC/ST / OBC and minorities for PG departments. These classes were organized in the subject of English, Political Science, Public Administration, Sociology, Zoology and Botany. 136 students benefitted from these classes. 10% of enrolled students cleared this exam. From this grant additional books were added in the library and new equipments were purchased for the benefit of the students.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

- 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 counseling 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.
- Personal Counseling 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.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

The college placement cell aims at providing information to students about job vacancies

and also the availability of different job oriented classes/ courses in the city. To prepare students as per the market trends, it conducts various training sessions wherein the students are equipped with the following skills:

- CV Writing/ Resume Writing.
- Interview –Skills/ Mocks Interview Sessions
- Reasoning ability Training Sessions.
- Career Guidance Sessions.
- Communicative English Skills.
- Body Language
- Group Discussion tips.
- Employability Test.

The Placement Cell is also actively involved in holding Campus Placement Drives every year. It also motivates students of graduating classes from B.A, B.Sc., B. Com to participate in the joint job fairs which are held every year for the city Govt. College collectively. Last session, the college in collaboration with other Govt. college s invited 30 companies invited at PGGC-46, Chandigarh for campus placement where 1500 students participated and 300 students received letters of intent. This year seventy students of B.A., B.Sc., B.Com have been given offer letter with average pay package of 1.80 lakhs annual plus incentives.

Some of the companies which visited the campus for recruitment include:

<b>Sr. NO</b>	<b>Placement Drive</b>	<b>No of Students Participated</b>	<b>No Students Selected</b>	<b>Year</b>
<b>1</b>	IBM DAKSH, HCL Technologies, IBM Global	180	48	2010-11
<b>2</b>	WNS Global Services, IBM, Genpact	340	116	2011-12
<b>3</b>	Aviva Insurance Co, IBM, Genpact	313	151	2012-13

4	DLF Pramerica Life Insurance, Aircel Company, IBM	342	171	2013-14
---	---	-----	-----	---------

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**

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

- Paucity of Faculty in Mass communication and Bio- informatics
- Installation of more water filters and coolers on different floors.
- Installation of more fans on the third floor classrooms
- Redressal of parking issues
- Display of Canteen and Photostat rates
- Placement of more benches in The college parks
- Deployment of Lady Police, PCR Vans regular patrolling in the college vicinity.

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

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

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**

The college has a separate committee to look into sexual harassment cases within and around the campus. The committee has been constituted as per UT administration norms and works in close liaison with college authorities and Chandigarh police to check eve-teasing and harassment around the college. There have been no such cases within the college. However, the students used to face many hardships outside the campus especially at the nearby local bus stops and in the vicinity of the college. This matter

came to light through complaints put by students in the suggestion box and mentors in the tutorial groups. Immediate action was taken in consultation with the local police which has been pro-actively policing the roads around the college ever since. The college has taken stern steps to curb the menace by engaging Lady Police, PCR Van and Patrolling around the campus.

The suggestion box is a vital organ which helps the committee to know about such issues for many a times students drop in vehicle numbers of cars and mobikes/scooters which harass them. The same are passed on to the police for necessary action.

*A case worth mentioning here is that of a college student who was victimized by a group of goons at the nearby bus- stop. An attempt to kidnap her was made but she retaliated, struggled and managed to free herself from their clutches. The near-by shopkeepers came to her rescue and informed the college authorities. The college took a serious note of this rowdiness, informed the police and held meetings with the high- ups in the police administration to assess the situation and to ensure that such incidents are not repeated in future. The SSPs visited the college, interacted with the students and noted their grievances which were immediately redressed. The pro- active role of The college in bringing to book the culprits of this Case and the initiative taken by The college in collaboration with Chandigarh Police to spread awareness about voicing and reporting such cases has been well appreciated and exemplifies our commitment to ensure the safety of the students. Another case that came up was of cyber crime wherein a student of M.Sc. II zoology was victimized. The college in collaboration with the cyber crime branch of Chandigarh police has solved the case.*

*Youth Adalat, a unique forum of the college is also instrumental in spreading awareness about the rights of the girls and what entails sexual harassment as per the Honorable courts' orders.*

**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

The college has constituted a six member anti-ragging committee. The college website carries the anti-ragging regulations of Govt. of India in detail and reiterates the college authority's Zero-Tolerance stance on ragging. The helpline number is also displayed prominently at various places within the campus. The committee puts up posters on every

floor and wing of the college and carries out anti-ragging drives in the campus and the hostel to make the students aware of the anti-ragging legislation. The telephone numbers of all the members of the committee are displayed prominently on all notice boards for easy access. Warning and prohibition against ragging is reiterated during the class-wise/stream-wise assemblies held at the beginning of the session. No cases of ragging have been reported so far. The Principal visits each class to reiterate college's non-tolerant stance on ragging.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**

The college is committed to promote the welfare of the students. Some of the most prominent welfare schemes of the college are:

- Fee concession and Scholarships
- Reservation for single girl child/two girl children
- Reservation for ST/SC
- Free books and Stationary
- Free membership of British Library and state library in 2012-2013
- Trips to industrial houses/ botanical gardens/research/ zoo etc.
- Remedial classes
- Coaching for competitive exams/UGC NET/Bank Clerk/PO/Railway entrance exams
- Transportation facility for Hostlers residing in Sector 24
- Poor brilliant student scholarship fund
- NSS/NCC
- Placement cell
- Regular health check ups
- Personality Development classes
- Extension lectures

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**

The college has a registered Alumni Association "Ambassadors" which is active in holding interactive sessions with the students from time to time. The purpose of the association is to develop and nurture life long relationship between the former students

and their Alma Mater. The Alumni are also connected with the college through Face book. The college website also has a separate portal dedicated to the link- Alumni.

The alumni are actively involved in interacting with the students especially during the Alumni interactive week which is organized every year. The alumni also provide feedback at the time of convocation which is integrated to initiate improvement in the academics and infrastructure of the college. The alumni have announced a scholarship of Rs 1000/-to be given to a needy meritorious student of the college. A shield will also be awarded to the most deserving meritorious student of B.A III.

## 5.2 STUDENT PROGRESSION

### 5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlight the trends observed.

The annual Alumni meet is the primary source of information regarding student progression to Higher Education. As per the information available, most girl students prefer short term professional and vocational courses like B. Ed, PGDMC, PGDGC and PGDMC. Roughly 25% girls prefer these courses. Approximately 55% girls join PG courses either as regular students or through Correspondence. A vital motivating factor is that The college offers PG courses in 9 subjects including English, Political Science, Public Administration, Sociology, Information Technology, Zoology, Botany ,Microbial Biotechnology and Commerce etc. as such many students prefer pursuing higher studies in the college itself.

Student progression	%
UG to PG	55%
PG to M.Phil.	2%
PG to Ph.D.	5%
Employed	<ul style="list-style-type: none"> <li>• 41%</li> <li>• 30% (As per available data)</li> </ul>
<ul style="list-style-type: none"> <li>• Campus selection</li> <li>• Other than campus recruitment</li> </ul>	

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)?  
Furnish programme-wise details in comparison with that of the previous

**performance of the same institution and that of the colleges of the affiliating university within the city/district.**

Refer to details under 2.5.5

### **5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?**

The college envisions women emancipation as one of its chief aims. To attain financial or economic independence, it is imperative that the girls should take upon higher studies or equip themselves with skills of self-employment. For this purpose, the following strategies are adopted by the college.

- Motivation for the progression to higher studies within the classroom.
- Academic counseling
- Placement Cell activities such as placement drives, mock interviews, CV preparation workshops, Extension lectures etc.
- The availability of PG courses within the college motivates the students to take up higher studies here only.
- Interaction with the alumnae and seniors who have progressed to higher level of education.
- NET/UGC classes in The college
- Personality Development classes for the final year students
- Motivation by Women Cell volunteers who strive towards women emancipation through various activities.
- Coaching classes for competitive Exams
- Career Counseling in the classrooms, by the counselor and placement cell
- Interface with parents especially in case of lecture shortage, continuous absence from a particular class or unresponsive behavior in the class.
- OJT's and industrial training

### **5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?**

The students who are at risk of failure or dropout are given special attention through the following measures:-

- Identification of students who are at risk of failure or dropout



- Counseling to assess factors responsible
- Constant motivation by the concerned teachers.
- Counseling by the Counselor.
- Remedial Classes to supplement classroom teaching
- Extra assignments and presentations.
- Weekly tests
- Economic support in case of paucity of funds for dropping out.
- Parent-teacher meeting to find the cause of poor performance /Lecture shortage or dropout.
- Redressal of specific problem.

Moreover, in order to enhance the academic skills, to increase the level of comprehension and to strengthen the knowledge, scientific attitude remedial classes/coaching are organized for undergraduate classes funded by UGC.

A grant of Rs 200000/- was received under this scheme. Classes were held in various subjects such as C++, C language, C-programming, Chemistry, Physics, (Electricity magnetism), Mathematics (calculus, trigonometry, Algebra), Financial accountability for the student of B.Sc. I, BAI, B.Com I, BCAI, II, III. About 15 resource persons were engaged for the remedial classes especially organized for students of SC/ST/OBC and minority communities.

### **5.3 STUDENT PARTICIPATION AND ACTIVITIES**

#### **5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

To ensure holistic development of the students, the college offers coaching to the sportswomen in games and sports such as archery, athletics, ball-badminton, boxing, handball, judo, kho-kho, karate, netball, kabbaddi, rhythmic gymnastics, shooting, swimming, taekwondo, volleyball, wrestling, weightlifting, yoga and Yachting etc. Similarly co- curricular activities are an integral part of college activities.

Apart from participating in debate, declamation, quiz contest, painting competitions, mime, drama, skit, folk dance, elocution, music instrumental and vocal etc., every department of this college holds at least two societal functions to encourage more and more students to participate in extracurricular activities. The college holds theatre

workshop, creative –writing sessions, Book review sessions, Science Festival to augment over all development. Lists of participation attached herewith.

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University/State/ Zonal / National / International, etc. for the previous four years.**

The concerted efforts of the teachers have brought laurels to the college by way of our students receiving national /International prizes in various games, activities and academics. A brief summary is tabulated below:

<b>Year</b>	<b>Name of the Activity</b>	<b>Prizes won at National/International Level</b>
<b>2013-14</b>	<b>Youth Festival</b>	At <b>Zonal</b> level The college won <b>5 Ist Prizes, 5 2<sup>nd</sup> Prizes, and 5 3<sup>rd</sup> Prizes</b> . At <b>Inter-Zonal</b> level The college got <b>1 Ist Prize, 2 2<sup>nd</sup> Prizes &amp; 1 3<sup>rd</sup> Prize</b> .
	<b>Games</b>	In various events our students brought laurels and The college bagged <b>14 Gold Medals, 16 Silver medals and 13 Bronze medals</b> .
	<b>Academics</b>	In 2013-14 PU exams our students got - <b>3 Ist Positions, 2 2<sup>nd</sup> Positions, and 3 3<sup>rd</sup> Positions</b>
<b>2012-13</b>	<b>Youth Festival</b>	At <b>Zonal</b> level The college won <b>7 Ist Prizes, 9 2<sup>nd</sup> Prizes, and 6 3<sup>rd</sup> Prizes</b> . At <b>Inter-Zonal</b> level The college got <b>2 Ist Prizes, 1 2<sup>nd</sup> Prize, &amp; 1 3<sup>rd</sup> Prize</b> .
	<b>Games</b>	In various games our students brought laurels and The college bagged <b>5 Gold Medals, 9 silver medals &amp; 9 bronze medals</b> .
	<b>Academics</b>	In 2011-12 PU exams our students got <b>2 Ist Positions, 2 2<sup>nd</sup> Positions &amp; 4 3<sup>rd</sup> Positions</b> ,

2011-12	Youth Festival	At Zonal level The college won <b>4 Ist Prizes, 10 2<sup>nd</sup> Prizes, and 10 3<sup>rd</sup> Prizes</b> . At inter-zonal level The college got <b>1 Ist Prizes, 1 2<sup>nd</sup> Prize, &amp; 1 3<sup>rd</sup> Prize</b> .
	Games	In various games our students brought laurels and The college bagged <b>7 Gold Medals, 14 silver medals and 11 bronze medals</b> .
	Academics	In 2010-11 PU exams our students got <b>4- Ist Positions, 6 2<sup>nd</sup> Positions, and 2 3<sup>rd</sup> Positions</b>
2010-11	Youth Festival	At Zonal level The college won <b>11- Ist Prizes, 10 2<sup>nd</sup> Prizes, and 12 3<sup>rd</sup> Prizes</b> . At inter-zonal level The college got, <b>2 3<sup>rd</sup> Prizes</b> .
	Games	In various games our students brought laurels and The college bagged <b>21 Gold Medals, 18 silver medals and 15 bronze medals</b> . Our NCC cadet Ms. Deepika climbed the peak <b>RUDUGARA</b> .
	Academic	In 2009-10, Panjab University exams our students got <b>4 Ist Positions, 4 2<sup>nd</sup> Positions, and 2 3<sup>rd</sup> Positions</b> .

### 5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

The data gathered from the graduates, students who go for OJTs and their employers is used to perk up pedagogic techniques, and to improve student presentation standards to suit the industry. To augment soft skills, apart from compulsory personal development classes which are held every year for the convenience and benefit of III year students of all classes, special workshops and training sessions are organized by various departments- the most prominent being Commerce, Functional English, Functional Hindi and Placement Cell. The college has the best infrastructure available in the city and constant efforts are made to upgrade the knowledge and ensure quality and excellence among the students.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

The college provides a platform to the students to hone their creativity and writing skills by publishing college magazine ‘Shikhar’ every year wherein the inputs by the students on varied fields are incorporated/similarly the department of Functional English publishes “Scoop”, the Annual Newsletter of Functional English students.

Many departments of the college such as Functional English, Mass Communication, Zoology, Botany and Commerce and also the literary societies have wall magazines which are updated regularly with contributions from the students. Besides the social sciences department such as Geography, Sociology, Public Administration hold intra-class chart making competitions. The prize winning charts and models are later displayed on notice boards within and outside the department.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

- After the approval of Chandigarh Administration, Dean Student Welfare, Punjab University, Chandigarh announces the schedule of elections to the Punjab University Students Council and to the Student Councils of the affiliated colleges of Chandigarh.
- Student Council consists of four office bearers (President, Vice-President, Secretary, and Joint Secretary) elected and deemed to be elected representatives from various classes. Representatives are also chosen from the Hostel, Sports, NCC, NSS, Academics, Women Cell, Placement Cell etc through nomination to Students Council.
- All the office bearers and the class representatives are elected through secret ballot by the students of the college.
- Newly elected student Council is administered oath by the Principal of the college.
- At the class level, no funds are kept at the disposal of the council.
- The student council helps to promote healthy rapport between the students and The college authorities.

- It helps in the maintenance of proper academic atmosphere.
- Students Council provides inputs relating to student welfare and maintaining good academic atmosphere in the college.
- It assists in the organization of various cultural, academic and sports functions.
- President of the council is a member of college Advisory Committee which is the highest body of the college.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

The students are given due representation in the college academic and administrative bodies. Some of the bodies where students are an integral part include:

- Advisory council
- Student council comprising vital posts such as President, Vice President, Secretary, Joint secretary, Class Representatives
- Various Hostel committees – hostel Welfare Committee, Mess/Common Room, Academic, Sports and Cultural committees.
- Representation in Student Council of NSS/NCC/ Sports.
- Presidents and members of various literary societies
- Presidents and other office bearers such as Secretary, Treasurers of all departmental Societies.
- Representation in the Scholarship committee.
- Library committee
- Canteen Committee
- Grievance cell etc.

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

The college stays in touch with its alumnae throughout the year through facebook, its website and by inviting them to interact with the students. Likewise, the former faculty is regularly invited as resource persons and for various college functions. The inputs received from both- the alumnae and the former faculty is used to upgrade the academic and infrastructural means of the college.

**5.3.8 Any other relevant information regarding Student Support and Progression which the college would like to include.**

The college boasts of an excellent rapport at various levels: between the college administration and the faculty within the members of faculty, and between the teacher and the taught. The personal interest and the urge to learn and share information has been the college USP since its inception. This, in turn, has helped the college to be regarded as one of the best colleges of Chandigarh.

## **CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 INSTITUTIONAL VISION AND LEADERSHIP**

**6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?**

The vision and mission of the college are as per the objectives of National Policy of Education 1986. In fact, vision is imaginative planning for times to come. On the other hand, mission is its execution with a sense of zeal and duty-consciousness. The objectives of the vision actually provide a platform for holistic development and education of our Girls students. The college motto, "Higher Still" also re-affirms our vision and mission. The college seeks to make students confident, self-reliant and competent to face the challenges of the modern world. The college is committed to bring the students hailing from semi-urban and rural areas, and socio-economic backward classes at par with the urban counterparts.

**6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?**

The college endeavours to upgrade its infrastructure and academic excellence by being an active participant in designing and implementing the quality policy and plans as per requirement. The Chandigarh Administration circulates various plans for colleges in the areas of academics and capital projects. In this backdrop, the college administration usually prepares a Detailed Project Report (DPR) which is then sent to the administration for final approval and implementation. The Principal, in consultation with IQAC and Advisory Council finalizes various infrastructural, academic and extra-co-curricular plans for a particular session and these are implemented and uploaded in the form of academic calendar on the college website for easy reference for all.

Also, details about the requirements in each department are sought frequently from the concerned heads of the departments under the material and supply (M&S) plan and UGC plan. These cater to the requirement both pertaining to laboratories and general infrastructural up-gradation. For instance, during the sessions 2011-12, 2012-13, 2013-14, Rs. 50 Lakhs were spent to provide quality up-gradation to the various departments.

### **6.1.3 What is the involvement of the leadership in ensuring?**

- **the policy statements and action plans for fulfillment of the stated mission**
- **formulation of action plans for all operations and incorporation of the same into the institutional strategic plan**
- **Interaction with stakeholders**
- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**
- **Reinforcing the culture of excellence**
- **Champion organizational change**

The college administration, faculty and students contribute immensely to the academic and professional growth of this college. The college Principal Mani Bedi heads all the 57 committees constituted to facilitate holistic development of the students. These committees have been constituted after much deliberation and take into account the needs and suggestions of the faculty members, administrative staff, students, alumni. The academic, curricular, and extra – curricular activities are guided and supervised by different cells, committees, departments, support units and Internal Quality Assurance Cell (IQAC) etc. The college IQAC, Advisory Council and Planning board formulates all necessary action plans for all required operations. It also incorporates the same into institutional strategic plan for implementation of activity in different spheres of college functioning for fulfillment of college stated mission. A healthy institutional planning is the need of hour to attain wholesome development and it is done in a team framework manner to strengthen the culture of excellence and become a champion of organizational change in the college.

### **6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

There is a well-defined mechanism adopted by the college to monitor and evaluate policies and plans. The college IQAC, advisory committee, other relevant committees not only monitor but also work out effective modalities for the execution of policies and plans. It is noteworthy that the teaching and non-teaching staff and other stakeholders



enjoy a responsible freedom to perform duties, seek advice and organize functions and activities accordingly.

**6.1.5 Give details of the academic leadership provided to the faculty by the top management?**

The college is under the administrative control of Chandigarh Administration. Top administrative officers viz a viz Education Secretary, and Director Higher Education, play a vital role in the execution of academic leadership towards college.

**6.1.6 How does the college groom leadership at various levels?**

The college hones leadership qualities at various levels. For the students, NCC, NSS, departmental functions and societies, youth leadership camps, student council and other college functions provide a platform to take up and execute responsibilities by organizing, managing and collaborating with various departments. These activities also provide opportunities to many of the students to exhibit their leadership qualities by acting as group leaders to accomplish the given tasks. To inculcate leadership qualities amongst students, the duly elected members of the council are also given due representation in the advisory council and IQAC. The Head-Girl of the hostel and the team of elected members also show their leadership qualities in organizing and managing and helping in the smooth functioning of the college hostel. She works in close liaison with the management to organize different activities in the hostel. There are also class wise, activity-wise and floor-wise student in-charges in the hostel so as to imbibe leadership qualities to a wide-range of students. The council members also participate in the verification of the students for various scholarships and are involved in the decision making process in the selection of eligible students for scholarship.

It is a matter of pride that due to such exceptional and leadership training and grooming, of our students, Pooja Khatri, Shelly and Simran have led contingents at Republic Day Parades at Jan Path, New Delhi during the last two years.

To inculcate leadership qualities among the teaching faculty, the college has held 8 national level symposiums, conferences and workshops. The most commendable of these has been the Sensitization, Awareness and Motivation (SAM) workshop on Gender.

Moreover, all heads of departments write/ fill the ACRs of their laboratory Assistants. This provides them an opportunity to supervise the working of their department. They

also hold departmental meetings, plan and conduct departmental activities. Many of the members of the college faculty act as Committee Conveners, Conveners of Extension Services such as Alumni Association, Women Cell, Placement Cell, NSS and NCC etc. To ensure smooth functioning of the college, there is a tradition of dissemination of power and duties. Authority is delineated to various teachers as per their aptitude and qualities. Hence, the office of the Bursar, Registrar Examination, Conveners of various committees, Convocation & Prize Distribution functions etc are chosen from amongst the faculty members where-in they function independently to ensure quality and output.

Likewise even in the college administrative office, the senior most superintendent of the office is given the responsibility to lead and allocate various seats/ profiles to his team members.

**6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?**

To ensure delegation of authority and to provide operational autonomy, the college provides academic autonomy to the departments within the purview of the limited autonomy that has been granted to it by the PU, Chandigarh. Decisions pertaining to allocation of departmental time-table; classes, teaching-plan for the given session; purchase of requisite material or furniture & books, approval of supporting staff; departmental activity calendar are taken up at the departmental level with consensus of the faculty members of the concerned department. The Principal counter-signs on the information provided to the office regarding these issues and does not interfere in these matters.

Thus, the college administration provides quality and quantity of resource as far as academic & infrastructural autonomy to the departments is concerned.

**6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.**

The college promotes a culture of participative management at all levels. Apart from the fact that all major decisions are made by the advisory council and IQAC, the participation of the faculty of various departments is an integral feature at all levels. The departments are free to hold the departmental meetings as per their requirements, allocate duties;

finalize activities; hold talent search competitions, organize seminars, workshops or inter college & intra college competitions.

Also the departmental and general staff meetings ensure that all faculty members are provided with an opportunity to contribute in the management of the college. They have the freedom to suggest or present dissent. Thus, this two-way communication has been a hallmark of our college and has ensured quality enhancement and conducive atmosphere for progression of the college.

## **6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

### **6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?**

The college has well framed quality policy specifically devoted to ensure the maintenance and improvement of standards of Higher Education. The faculty members are recruited through UPSC/on Deputation by a clear cut, well defined administrative procedure thereby guaranteeing the quality and merit. The college maintains data resource pool for appointing faculty members as resource persons on merit basis. Similarly, the students are selected in all courses and classes on merit basis or through entrance examination wherever applicable. The non- teaching faculty is appointed through a proper administrative procedure.

In fact, the college achieves the desired level of quality and competence in all aspects of its functioning through college IQAC. Periodically new plans/policy for quality enhancement and regulation are reviewed and implemented to ensure quality enhancement.

### **6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.**

The Govt. of India has recently launched a scheme ‘Rashtriya Uchtar Shiksha Abhyan’ (RUSA) which aims to attain GER 32 in 2022, which is at present 19.4 (Gross Enrolment Ratio).

The college has already taken a stride in this direction by formulating and submitting short-term and long term planning under the scheme for quality enhancement. Besides, UGC has sanctioned Rs. 80,000/- to the college for organizing a national seminar on institutional planning in the sector of higher education. The college has submitted

institutional Development proposal (IDP) amounting to Rs 2.5 crore under RUSA scheme of GOI.

In 2006, the college had developed a detailed programme in the area of IT and Computer Science. For this purpose, the college had submitted a proposal for the establishment of separate IT block under the long term planning programme. As a result, a four story high-tech building equipped with Wi-Fi has come up. This building is a landmark not only for the academic growth of the college but also in providing a national outlook brand to the college in various manifestations. The college has also worked out a plan for Six Storey Hostel under Urban Planning Department of Chandigarh Administration. This will provide accommodation to 360 students.

Recently, the State-of-Art gymnasium and Auditorium have been added to the college infrastructure.

### **6.2.3 Describe the internal organizational structure and decision making processes.**

The internal organizational structure of the college is its forte. The college boasts of smooth, effective and result-oriented functioning. This has been possible due to the conducive atmosphere, quality work-culture and the excellent rapport that exists at various levels within the college. To ensure effective progress, the college has devised 57 committees which function throughout the year as per the duties assigned. The most prominent among these bodies being: (Refer Annexure VII – D)

- Advisory Committee
- Purchase Committee
- Contract Committee
- Examination Branch
- Student Council Election Committee
- UGC Committee
- Planning Board
- IQAC
- Hostel Welfare Committee
- Anti-sexual Harassment, Gender equity and Non-discrimination Society

### **6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following**

- **Teaching & Learning**

With an enviable faculty strength of 92 permanent and 52 Contractual members and 40 resource persons, the college faculty is perhaps the most qualified in terms of total

69 PhDs and 37 M.Phils. Moreover, about 25 Research Projects have been sanctioned to our faculty members. The highly qualified and experienced faculty endowed with zeal to ensure student welfare forms the backbone of our college. The faculty has been provided with all teaching aids like personal laptops, audio visual aids, library and INFLIBNET facilities, interactive teaching resources and internet facilities.

- **Research & Development**

The college faculty research development committee works out all the modalities for the promotion of research and development. The Punjab University has approved research centre in the subject matter of Zoology and proposals in the subject of Public Administration and Sociology are lying pending with Panjab University. The Students of M.SC (Micro Biology) have completed nine research projects in their interest areas. As many as 25 such projects have been funded by different funding agencies to our faculty members including one ICT project of GOI. Eight of our faculty members are pursuing research for the award of PhD degree. Moreover, faculty members are encouraged to attend and participate in conferences, workshops, seminars and faculty development programmes. 18 local travels and 8 international travels have been undertaken by the faculty. 5 members of the faculty have availed study leave.

- **Community Engagement: For details, refer to Annexure VII**

- **Human resource management:**

The human resources being the backbone of the institution, efforts are made on a continuing basis to develop and deploy them for the benefit of girl child, institution and the society as a whole. A number of academic and non- academic activities are held to throughout the year to keep their morale high and commitment beyond comparison.

**Academic:-**

- (i) Teaching faculty is encouraged and promoted to participate and present papers in national, international conferences, seminars, workshops. Teachers are motivated to undertake higher studies. As a result, our college can boost of enviable position among city government college w.r.t no of PH.Ds, publications and participations in C, S, W etc.

- (ii) In order to promote computer literacy, periodical trainings based on ICT teaching methods are held in the college.

**Non Academic:-**

- (i) Participating of teaching and non-teaching staff in college sports day
- (ii) Celebrations of International Women Day
- (iii) Celebration on the Marriage and Birthday of Grand Children of the Staff
- (iv) Celebration of Basant Panchami.
- (v) Lectures on positive attitude/ Personality development and value based teaching
- (vi) Staff notice board

**Working Environment**

- (i) Extends helping hand to Class IV Employees
- (ii) Principal- accessible
- (iii) Two way communication is promoted three staff various committee participation
- (iv) In order to utilize the potential of teaching and non-teaching staff, they are assigned duties and they perform them diligently / with great prudence.
- (v) GYM used by staff, Yoga classes
- (vi) Physical Education staff on- Exercise & Good eating
- (vii) Bursar on- Sanctions
- (viii) Home Science – Well-being and general health
- (ix) Health Camps & Talks.

**Industry interaction** The Entrepreneurship Development Cell and Career Guidance cell usually hold industrial interaction by organising linkup programmes between students and employers. For details, refer to Question 2.6.3.

**6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?**

The Principal heads the administration of the college in a democratic manner. The fact that the faculty and students can easily approach the Principal for advice and interaction enables free flow of communication between the top management and all other stakeholders. Annual committees are constituted for particular session comprising of faculty members for all academic, administrative and financial decisions. This not only

ensures better transparency but allows a platform for new ideas and opinions. In fact, the faculty members are the facilitators of college development and effectiveness of the college progress.

The mechanism of feedback through weekly meetings with the HODs, student feedback committee, the upgrading of student progression on the website of this college; the community outreach programme reports, feedback forms etc ensure that the activities of the institution are carried out in all seriousness and effectively. Cuttings of Newspaper coverage of college achievements is continuously documented for further reference by the library staff and is updated on the college notice boards.

These activities are usually monitored and received when they are submitted to the college Diary committee which keeps a record of all activities and compiles them for final report. These reports are also submitted to the Principal and received by the top management in the form of periodical reporting during the weekly meetings at the DHE office.

**6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The college Principal heads the college administration in a most democratic manner. For all major policy matters and decisions, consultations are held with Vice Principal, Dean and Faculty Members. There is annual honour list of about 57 committees for larger participation of all faculty members and for academic, administration and financial decision making. This insures transparency and better governance.

**6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.**

The college Advisory Committee meets regularly to ensure smooth functioning of the college affairs. During the session 2013-14, a resolution was passed regarding the selection of an outstanding achiever for “Best All round Award” for both Graduate and Post Graduate classes, based on a structured-evaluative process wherein academics, social service and extra-curricular activities are assessed. Ms. Ruchi Arora and Ms. Isha Kaul were unanimously chosen for the same.

*The Advisory Committee also made a decisive resolution of granting protection and accommodation in the college Hostel to a student of M.Sc. (Zoology). The consent of*

*DHE was also taken considering the threat to her life from her own family members who were forcing her to give up her higher studies and get married to an alcoholic. She was also given police protection and housed in the college hostel free of cost. Moreover her college dues were paid by the faculty of Zoology department.*

**6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If ‘yes’, what are the efforts made by the institution in obtaining autonomy?**

The affiliating university (P.U) does not make any provision for according the status of autonomy to any affiliated institution. However, the college enjoys autonomy pertaining to admission procedures and criterion in The college except B.Com and BCA which is a centralized an on-line process for all the college s of Chandigarh and is managed by P.U. Chandigarh and city Govt. college s respectively. The college also enjoys autonomy in dividing the syllabi for various terms and the schedule and conduct of internal exams.

**6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The various grievances/complaints regarding parking, water scarcity, sitting arrangement in the canteen, lack of benches in the campus, cleanliness in the toilets etc., crop up from time to time. These complaints are generally received through suggestion box and tutorial groups. The same are dealt with by the Grievance redressal committee in consultation with the concerned department for immediate action. The grievance redressal committee and the Advisory committee decide the nature of complaint and the necessary action thereafter.

**6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?** No court cases were filled by and against the college during the last four years.

**6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If ‘yes’, what was the outcome and response of the institution to such an effort?**

The following methods have been devised through which the students provide feedbacks on institutional performance.



1. Tutorials: Every faculty member is entrusted with mentoring 30-35 students each. This ensures a better rapport and an excellent source of feedback from the students. The demand for more water filters; benches in the parks and campus connectivity through Wi-Fi were implemented after suggestions regarding the same were received in the tutorials.
2. Suggestion box: Issues such as eve-teasing at the bus stops near the college campus and other suggestions for facility enhancement, canteen and water etc. were received in the suggestion box. The same were taken up with the concerned authorities and resolved.
3. Student Council: They are a perennial source of student feedback as the students of the council are the representatives of various classes.
4. Hostel advisory Committee: the members of the hostel advisory committee are instrumental in maintaining high standards of hygiene and welfare of the hostel.
5. The Feedback is analyzed and discussed with the Principal, the advisory body and IQAC to ensure appropriate outcome for the satisfaction of the students.

### **6.3 FACULTY EMPOWERMENT STRATEGIES**

#### **6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?**

The professional development of the faculty and the non-teaching staff is a priority for the institution. Hence, it encourages the staff for academic participation in UGC sponsored Orientation Programmes, Lectures, Refresher Courses, Workshops, Seminars, and Conferences, etc. organized by the college, other colleges and universities in India and abroad. The college has also imparted Computer Proficiency Training to the faculty, thereby making them computer savvy.

Likewise, the non-teaching staff is encouraged to attend training programmes conducted by the Finance Department and Education Department of Chandigarh Administration and On-Line programmes conducted by IT Department (SPIC) etc. These programmes are specifically designed to cater to office work such as integration of admission process, fee and data resource generation. They have also been computer trained thereby ensuring better efficiency and proficiency in their work. The non-teaching staff is also encouraged

to participate in various seminars and lectures to keep themselves abreast with the changing times and professional challenges.

**6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?**

In this regard, the college IQAC organizes various activities for general academic empowerment of the faculty. The college IQAC generally works out academic module pertaining to training programmes which usually focus on the role and responsibility of the faculty. The college Principal also holds regular interface with HODs and the faculty to provide inputs and constructive feedback which further motivates the employees to perform their roles and responsibilities sincerely.

**6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

The college has a clear-cut mechanism for assessing the performance of the faculty. The annual ACR Performa which is mandatory for everyone carries vital information regarding

- Class wise results of the previous year.
- Refresher/Orientation courses attended during the session.
- Any Publication
- Workshops, seminars and conferences organized and attended.
- Academic duties performed by the faculty member.
- Extra- curricular duties performed by the faculty member.
- Any outstanding achievement.

It has a separate section in which the college Principal assesses the teacher on a 5pt. scale- Excellent, V. Good, Good, Average, Below Average pertaining to various parameters.

The Principal endorses if there is any disciplinary enquiry against the faculty member. These details are further endorsed by the competent authority of the Chandigarh Administration.

The student feedback forms also help in the appraisal of the pedagogic techniques adopted by the teachers. In case, the students are dissatisfied with a particular teachers, their observations & sentiments are conveyed for further improvement to the concerned teachers.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

In case of any negative appraisal comments, the same are communicated to the concerned faculty member for further redressal corrective measures. There is also a provision for withholding increments and the next grade in case of such negative reports.

**6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The college teaching and non-teaching staff has its own flexible welfare schemes to which all the members contribute. This fund is used to help the needy in case of severe health issues or untimely death; for participating in celebrations of marriages and to bless the new born. In case of an untimely death especially of a non-teaching staff, one-time support is provided to the bereaved family as part of the welfare scheme. All Govt. welfare schemes are available to teaching and non-teaching members as per the Govt. rules.

**6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The Chandigarh Administration appoints and selects the faculty through UPSC or on deputation (from the state of Punjab, Haryana and Himachal Pradesh). As such the college has no direct stake in appointment or retaining of an eminent faculty. However, the college Administration has an interface with the faculty who wishes to leave for a better prospect elsewhere. For instance, a faculty member V. Raghvan has joined the Central University of Kerala. However, the college authorities had impressed upon him the significance of serving in this college which has P.G. Programme, P.G. Diploma in Mass Communication, Functional English & English Elective. The fact that he was teaching in P. G classes helped him to get placement in the Central University.

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The college receives grant from the Government of India through Chandigarh Administration. This grant has 6 components: material and supply, salary, medical, SC/ST grant and other charges. The financial resources available with the college are utilized optimally and the records are maintained to ensure transparency and accountability.

Budget allotment and expenditure statement for the last four years:

#### 2010-2011

Head of Account	Budget Allotted	Expenditure	Balance
Salary N.P.	148106,000	148105,790	210
Medical N.P.	546,000	545,165	835
O.E. N.P	3000,000	3000,000	Nil
M & S Plan	5000,000	4999,868	132
SC/ST	68,000	68,000	Nil

#### 2011-2012

Head of Account	Budget Allotted	Expenditure	Balance
Salary N.P.	120328,000	120327,729	271
Medical N.P.	1018,000	1017,857	143
O.E. N.P	3000,000	3000,000	Nil
M & S Plan	3000,000	2999,814	186
SC/ST	68,000	68,000	Nil

#### 2012-2013

Head of Account	Budget Allotted	Expenditure	Balance
Salary N.P.	134465,843	134465843	Nil
Medical N.P.	505,701	505,701	Nil
O.E. N.P	3800,000	3800,000	Nil
M & S Plan	3293,000	3293,000	Nil
SC/ST	68,000	68,000	Nil

<b>Other Charges</b>	950,000	949,936	64
----------------------	---------	---------	----

**2013-2014**

<b>Head of Account</b>	<b>Budget Allotted</b>	<b>Expenditure</b>	<b>Balance</b>
<b>Salary N.P.</b>	150969904	150969074	830
<b>Medical N.P.</b>	198581	198581	Nil
<b>O.E. N.P</b>	2400121	2400121	Nil
<b>M &amp; S Plan</b>	3500000	3500000	Nil
<b>SC/ST</b>	68,000	68,000	Nil
<b>Other Charges</b>	-	-	

For effective monitoring and efficient use, the college has a proper procedure; the bills have to be first cleared by the accountant, then the Superintendent Accounts, then the Principal. Finally the bills are presented to the treasury officer who finally issues the cheque and all payments are made through the cheques.

If the expenditure is below one lakh then the college Principal is a competent authority to authorize expenditure and if expenditure is above 1 lakh, then the said expenditure is made through the CPC (Central Purchase Committee). Expenditure from this grant is made as per GFR -145,146.

**6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.**

The external auditing is conducted by two different agencies: the accounts relating to the Govt. grant are audited by the Indian Audit & Accounts Department whereas the accounts related to funds are audited by the Local Audit Department. The auditing agency decides the period for which the accounts are to be audited and also the time of carrying out the audit. The same is conveyed to the college in advance.

The last audit by CAGI relating to Govt. grant for the period from 1.04.2009 to 31.3.2011 was conducted by the audit party (from 24.10.2011 to 1.11.2011). The audit party audited the following record/information: Cash Book, Pay, T.A., L.T.C. & Medical Bills along with cheque Register, all types of advances viz, Scooter/Car loan & HBA, Store/Stock Register, Stamp Account, G.I.S account, Electricity/Water Bills Register, Valuable Register /Contingency Register, Budget Register, Purchase files, Log Books, Repair

Register, Service Books, Budget Allotment and Expenditure Record, Record of Income Tax/Form 16, File of Reconciliation with Treasury & AG regarding receipts & withdrawals, Livery Register of Class-IV employees, Auction File, and File regarding physical verification of stores. The photocopy of audit objections and its annotated reply is enclosed herewith.

**Annotated reply of Audit and Inspection Report for the period 01.04.2009 to 31.03.2011**

<b>Para No.</b>	<b>Subject(objection)</b>	<b>Status</b>
<b>LAR 1999- 2000 Para 1</b>	Over payment of Rs. 1,38,640- to part time lecturers balance payment of Rs. 79070/- (138640-59570) may be recovered	It is submitted that total overpayment received of Rs. 77894/- have already been recovered from concerned lecturers and many requests of remaining amount Rs. 60746/- have been sent to concerned lecturers but no reply in this regard have been received. However permission to write off/regularize the said audit para 1 of 1999-2000 has been sent to DHE office vide this office letter No.PGGCG-42/2012/Acctt/111 dated 21/1/12 (copy enclosed).
<b>Para 2</b>	Non Deposit of Service Tax of Rs. 7246/-	Many requests for non-deposit of service tax have been made to Royal Punjab Service, Service provider but no reply has been received so far.
<b>Para 2</b>	Non auction of unserviceable articles of Rs. 65,734/-	Auction of unserviceable articles has been done on 07.01.2012. The reply has already been sent to A.G. vide 78 dated 18.01.12 for settlement of audit objection (copy enclosed).

The audit of funds is conducted by the local Audit Department (Examiner, Local Funds Account). The last audit was conducted from 28.5.2008 to 19.7.2008 for the period April 2002 to March 2008. The Audit and Inspection note on the Pupils' funds accounts for the said period are attached in Annexure VI.

**6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.**

The major source of institutional receipts/funding is fees and funds. The tuition fee is deposited in Govt. head and other funds are deposited in PLA & CFA.

There are total 59 funds in the college out of which AF is the major fund. These funds are at the disposal of the respective departments and there is specific procedure to incur expenditure from these funds. Respective departments put forward their proposals and seek sanction which first goes to the Fund Clerk, then Superintendent Accounts and finally, through college Bursar to the Principal for approval and sanction.

**6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).**

The Govt. grant is received from the Finance Department through Education Department, Chandigarh Administration in the month of April every financial year. The budget is allocated to the college before the start of the new financial year. Additional budget (if any) has to be sent for approval from the higher authorities in the Chandigarh Administration as per the requirement of the college. The college regularly sends review proposals to the UGC which are prepared by the college UGC planning board.

**6.5 INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)**

**6.5.1 Internal Quality Assurance Cell (IQAC)**

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

The main aim of college IQAC is to develop realistic and attainable quality benchmarks for administrative extra-academic activities and academic programme. In fact, it acts & as a post accreditation measure towards institutionalization of

internalization. The college IQAC usually worked out all of its planning pertaining to improvement of academic environment infrastructure of extra-academic activities. The cutting edge facilities like information and technology block, Auditorium, Gymnasium & smart rooms are examples of such additions which would provide better platform for quality assurance. The college has added 25 courses during the last eight years which would add new academic dimension to the college in various both at the city and national level. The college IQAC interfaces with department and support system activities, including an annual academic action Plan, maintenance of record of a meticulous recording system. The students are also encouraged to participate in various pedagogical practices to ensure learning enhancement. A feedback system helps to detect drawbacks in the system of remedial measures.

The college conducts personality development classes so that students experience a competitive development of personality. The IQAC invests efforts & time towards extension activities where community welfare and support are the central concerns.

**b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

The following IQAC decisions have been approved by Chandigarh Administration. The college receives financial as well as strategic support from the Department of Higher Education, Chandigarh.

- Information and Technology Block : 2.2 crores
- Auditorium : 4.4 crores
- Gymnasium : 65 Lakhs
- Computerization of all teaching departments, support services, college Library – 16 Lakhs
- New academic programmes
- New Hostel with 370 rooms

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them?**

Yes as per the layout of IQAC, it consists of the following external members

- Area Counselor



- Registrar Higher Education, Chandigarh Administration
- Former Principals of the college

These members of IQAC participants and ensure that there exists a climate that is conducive to learning.

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The college Alumni association ``Ambassadors`` is a registered association. Feedback from the alumni is regularly taken and considered while planning any extra-curricular activities. Alumni of each department annually interface with the students and as such contribute to quality control.

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

All important strategies are formulated with the coordinated efforts of all faculty members and Principal. The issues of ensuring quality in academic affairs, viz a viz improvement in pedagogical techniques, organization of academic functions and other extra-curricular activities are discussed in IQAC meeting. These are then communicated to the concerned dept. for further action.

**6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If ‘yes’, give details on its operationalisation.**

The college IQAC coordinates for quality assurance with the existing academic of administrative system. The main focus of operationalization of IQAC is:

- Modernization of teaching-learning resource.
- Financial assistance to needy students out of different financial resources.
- Extension facilities for students.
- Analysis of University results by Academic review committee.
- Intra-departmental and inter- departmental coordination for various activities
- There are 57 committees to ensure no areas are overloaded for development and quality enhancement.

**6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.**

The college administration ensures that the new methods of teaching such as ICT tools, computers & internet facility are optionally of maximally utilized. During recent part 50 Laptops have been provided to faculty members. The departments of computers applications of science provide suitable training of skills few handling audio-visual equipment. The prepared e-content materials have also been uploaded in the college e-content Portal. Moreover in order to upgrade the knowledge of the faculty and introducing them to new facets in their fields. They are encouraged to attend academic programmes like Orientation course, Refresher course, faculty development programme, conference/ workshops both like National & International level.

**6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If ‘yes’, how are the outcomes used to improve the institutional activities?**

There is no provision in the University/ Chandigarh Administration rules for academic audit by external agencies. However, the academic programmes are as per strict regulations of the affiliating Panjab University. The inspection team from P.U visits the college for grant of affiliation of courses and they review, inspect and verify infrastructure, and academic and learning resources. The University allows the continuation of the courses, if college meets all standards as per norms of the University. The Chandigarh Administration also guides & facilitates the college in formulating quality improvement strategies. It extends all possible assistance in terms of financial resources for infrastructure and academic enhancement.

**6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The college implements its administrative and academic policies with a passionate insistence on quality performance & excellence. It is worth mentioning that twenty eight recommendations for quality improvement of sustenance were put forward in its accreditation by NAAC in 2004. All have been implemented. This highlights our progression and commitment towards the policies & measures undertaken by IQAC.

**6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

At present college has 28 teaching departments in the faculties of Arts, Science & Commerce. The heads of the departments supervise the teaching & learning process in respect of their departments. The Principal in association with academic review committee analysis the University results. The college has well defined effective quality check measures with respect to teaching, learning & research labs., students evaluation, self-appraisal of faculty members, grievance redressal cell, Library advisory committee. All these contribute in monitoring the overall progression, implementation of innovative techniques and development of the college in varied fields.

**6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders? Any other relevant information regarding Governance Leadership and Management which the college would like to include.**

The Principal of the college communicates the college's policies regarding academic and infrastructural up-gradation, requirement of teaching and non-teaching faculty, funds etc. to the Chandigarh Administration from time to time which caters to the requirements of the college. For instance, acting on the requirement proposed by the college, Chandigarh Administration approved and undertook the construction of three main capital projects, viz-a-viz IT Block, Gymnasium & Auditorium. These projects have added new dimension to college academic environment. The total cost of these projects has been approximately 7 crores. As per the demand of new hostel block, the Chandigarh Administration has approved in principle the proposal to construct New Hostel which would accommodate 360 students. Thus, the various committees, the advisory committee, IQAC, The college authorities and the Chandigarh Administration works in unison to ensure quality, accountability and excellence in the governance of the college.

## **CRITERION VII: INNOVATIONS AND BEST PRACTICES**

### **7.1 Environment Consciousness**

#### **7.1.1 Does the college conduct a Green Audit of its campus and facilities?**

The college regularly conducts programs to establish eco- friendly atmosphere on the campus and hostel areas. The government itself advises to avoid plastic materials to become eco-conscious. The college gives great importance to make the campus a plastic free zone. The student volunteers campaign against the excessive use of plastic articles especially poly-bags sensitizing the dangers of plastic materials. The campus is full of various kinds of trees and gardens.

The college not only meets the national standards of Green cover, it in fact exceeds it. According to the National Forest Policy, an institution should have 11% of total area under green cover which is more than 30% of the college campus. The college boasts of an Eco-friendly Park, inaugurated in 2009, the first of its kind in city college s. At present there are 9 lush green parks/gardens in the college campus namely- Eco-friendly Park, Open Gallery Park, Herbal Garden, Green House Garden, Botanical Garden, Solar Park, Pop- up Garden, Solace Garden and Auditorium lounge Garden.

The college offers UGC sanctioned Career Oriented Programme in the subject of Environmental Auditing during 2008-2009. This programme is designed to sensitize the students on environmental concerns. This is further supplemented by regular and defined activities conducted by NSS, Environment society and Beautification committee to promote this awareness among the students. The college undertakes several initiatives to sensitize students on the need to be consciously eco-friendly. Tree-plantation drives, waste-material utilization demonstration and promotion of plastic-free campus are regularly initiated. The college will initiate further continuous efforts for green Audit.

#### **7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**

- **Energy Conservation:**
  - Biomass fuels as an alternative to LPG in college mess.
  - Complete replacement of Tungsten bulbs with CFL in the campus.

- **Use of Renewable Energy:**
  - 200 kWp SPV Power Plant has recently been installed in The college campus, a vision project of the Chandigarh Renewal Energy Science & Technology Promotion Society with a provision of 800 SPV panels. This power plant has IEC certification, a packaged sub- station, remote monitoring system and 10 years operation & maintenance provision.
  - Solar Heating System in the college Hostel.
  - 12 solar lights in The college campus and parks
  - Servicing of Air-conditioners at frequent intervals to make them energy efficient.
  - Use of natural lighting and ventilation.
- **Water Harvesting:**
  - Water Testing Audit from a National Lab with 10 specified criterion for providing safe drinking water to all.
  - Newly constructed college Auditorium building and Gymnasium fitted with rain Water Harvesting system.
  - Roof top harvesting by directing rainwater into a main pipe.
  - Water leakages continuously checked to prevent wastage of water.
  - Use of sprinkler- irrigation in Eco-Friendly Park.
- **Efforts for Carbon Neutrality:**
  - Solar Panels for harnessing solar energy and reducing dependence on electricity derived out of fossil fuels.
  - Vermi-composting unit for management of all types of biodegradable waste generated in college campus.
  - 9 Gardens and thick plantation on the campus.
  - Best out of Waste activities organized regularly.
  - Regular Awareness programmes to promote use of cycles, car pool system, Cracker- free Diwali, judicious utilization of electric appliances and water etc to minimize wastage.

- **Plantation**
  - There are more than 60 varieties of ornamental trees, shrubs and climbers. Chief among them are palms, Ashoka trees, Bottle Brush, Alstonia, Amaltas, China Rose, Chandani, Accacia, Barringtonia, Silver Oak, Gulmohar, Rubber trees, Plumeria and climbers like Jasmine, Tecoma and Begonia. All along the boundary of the campus, Bougainvillea of different colours add to the beauty of the college.
  - In the Botanical Garden, there are Medicinal and Herbal Section with more than 600 plants, of about 50 varieties like Aloe, Lemon Grass, Tulsi, Vinca, Bryophyllum, Neem, Amla, Arjun, Baheda, Asparagus and Sohanjana. In the campus there are about 12 types of fruits, including mango, guava, papaya, banana, jaman, litchi, Zizyphus and pomegranate. In our Green House, we have maintained more than 600 potted ornamental, foliage plants like ferns, lilies, palms, Alocasia, china grass and Euphobia etc.
  - Every year ‘Srishti – the Environment Society of college ’ holds tree plantation on the occasion of Van Mahotsav, Environment Day and other important environment related days and more and more plants are added up in the campus.
- **Hazardous waste management:**
  - EPA (Environment protection agency) has enlisted plastic, polythene, rubber Tyres, broken bulb and tubes, disposable material etc. as hazardous waste in the campus. Our effort is to minimize the use of this kind of material through mass awareness programmes in the campus.
  - To reuse this material within campus for beautification. (Tyre Planters are made from discarded tyres, donated by many staff members and students) and plastic water bottles has been used in Installation Art during Youth Festival.
  - Waste collected in specified dustbins.
- **e-waste Management:**
  - All e-waste is disposed off at the Central e-waste collection unit located in Sector-36, Chandigarh.
  - Basic training is imparted to the beginners with older models of computers.
  - The obsolete models of hardware units have been transferred to Govt. schools for further use.

- **Waste paper management:**
  - Students are encouraged to make different articles out of waste which are then exhibited in the college to inspire others to take up innovative methods of waste utilization.
  - Leaves are torn out of the old answer books and distributed among the needy students for rough use.
  - Departments also use them for rough work
  - Rough print outs are taken out on old A4 discarded sheets.
  - Printing on both sides of the page is encouraged.
  - Books donated by faculty, students and other donors.
  - Old magazines and journals are sold at nominal price.

## **7.2 Innovations**

### **7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

The college administration has introduced the following innovations during last four years which impacts the functioning of the college in terms of academics, infrastructure, governance and general administration

- Innovations pertaining to curriculum are :
  - ❖ Academic programs introduced:
    - a) Under graduate programs in the subjects of Microbiology, Information Technology and Police Administration.
    - b) Post Graduate Programs in the subjects of Public Administration, Sociology, Political Science, Information Technology, Microbial Biotechnology, Botany and Commerce.
    - c) Post Graduate Diploma programs in Guidance and Counselling and Cyber Crime.
    - d) Career Oriented programs in the subject of Bio Informatics, Travel and Tourism, Environmental Auditing, Mass Communication & Video Production, Animation & Graphics, Web Designing & Multimedia, Entrepreneurship & Disaster Management.
  - ❖ Term-wise Teaching Plan regularly uploaded on the college website.

- ❖ Uploading of e-Content.
- Teaching- Learning and Evaluation:
  - a) 19 smart classrooms for better teacher- learner interaction.
  - b) Separate IT Block equipped with cutting edge technology and facilities.
  - c) 10 new laboratories in Computer Science, Information Technology, Microbiology, Bioinformatics, Plant Tissue Culture, Communication skill labs for Functional English and Functional Hindi, Video Studio.
  - d) 9 short-term projects completed by the Post graduate students of Microbial Biotechnology.
  - e) About 50 Research papers published by faculty members in different International/ National Journals.
  - f) 52 books published by the faculty members.
  - g) Faculty members presented more than 100 Resource presentations in different Conferences/Seminars/ Workshops.
  - h) 30 faculty members attended Refresher course/ Orientation Course/ FDP Programs.
  - i) Establishment of Entrepreneurship Development Cell.
  - j) 17 classrooms added.
- Innovations in Infrastructure and Learning Resources:
  - ❖ Library
    - a) More than 17 Lakhs sanctioned for the purchase of books taking the total number of books to 37,000.
    - b) Fully- air conditioned and automated.
    - c) Special provisions for Master's and Research students.
    - d) Bar-coding of inventories.
  - ❖ Other facilities
    - a) Sports facilities strengthened with resources from UGC and M&S plan.
    - b) Gymnasium equipped with latest fitness equipment, indoor games and relaxation machines.
    - c) Basketball Court constructed as per International guidelines.
    - d) CCTV cameras installed for better monitoring.



- Innovation in Student Support and Progression:
  - a) e-Campus solution has streamlined online admission, academic and hostel fee collection, examination marks record, student attendance, student assignment, college societies records .
  - b) 8 community outreach societies to sensitize students on various social concerns.
  - c) Facilities for remedial classes, UGC/CSIR NET classes and other competitive exams.
  - d) Capacity building programs.
  - e) 19 interactive boards in the classrooms.
- Youth Adalat: A novel method to provide a platform to students to deliberate on personal and social concerns.
- **Innovations in Governance, Leadership and Management:**
  - a) Frontline Infrastructure
  - b) Regular up gradation of Infrastructure
  - c) 14 licensed softwares
  - d) Honing of academic excellence
  - e) Faculty encouraged to participate in Seminars/Conferences and Workshops.
  - f) Funds received optimally utilized
  - g) e-tendering of all contracts to ensure transparency.
  - h) Internal security mechanism through CCTVs, regular Police patrolling and outsourced security agency.
- **Innovations and Best Practices:**
  - a) Solar Power plant of 200 kWp.
  - b) Bio fuel cooking system.
  - c) Establishment of Entrepreneurship Development Cell.
  - d) Extension of green cover in the campus.
  - e) Water-Testing Audit by taking 10 criteria into account from a certified National Laboratory for providing safe drinking water to the students and staff.

### 7.3 Best Practices

**7.3.1 Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

#### **BEST PRACTICE - I**

##### **1. Title of the Practice**

*GENDER DNA: Decision Making, Negotiation and Action*

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

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

##### **3. The Context**

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

*Gender DNA* addresses issues pertaining to multiple marginalization existing in society at economic, social, caste and gender levels. Set up in 2001, the Women Cell first provides a platform to the students to voice their fears and worries, ‘break the silence’ and seek alternatives to oppressive socio-cultural systems. This forum first sensitizes them with the need to question the subaltern structures and the dynamics of oppression prevailing in society. Since girls remain the most vulnerable both within and outside the home, these complex issues need serious consideration and concrete action. Women cell offers a

space for young girls to vent their personal angst on peer group pressures, social anxieties and to find solutions through sharing, learning and counselling. Young girls are encouraged to develop a sense of empowerment through innovative processes and activities, to identify discriminatory practises, negotiate and make informed choices, thus honing their potential to become spirited participants in society thereby enabling them to be agents of change.

#### 4. The Practice

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

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

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

#### 5. Evidence of Success.

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

One of the main accomplishments is the uninhibited manner in which discussions take place. In the context of young girls ‘breaking the silence’ becomes significant,. This

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

#### **6. Problems encountered and Resources Required**

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

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

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

#### **7. Note (optional)**

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

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

### **Contact Details**

#### **Name of the Coordinator:**

Dr. Jyoti Seth

Head of Sociology Department

PG Govt. college for Girls

Sector-42, Chandigarh (160036)

Website: [www.gcg42.ac.in](http://www.gcg42.ac.in)

Work Phone: 01722676005

Mobile: 09815961261

### **BEST PRACTICE - II**

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

**Save Fuel -Save Energy- Save Environment**

***(BIOMASS FUEL USE AS AN ALTERNATIVE TO LPG)***

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

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

- **Energy Conservation (Biomass Fuel Promotion as an Alternative to LPG)**  
The college has plans to extend this practice to include:
- Nutrition (Human and Animal)
- Healthcare (Medicinal Plants Germplasm identification and propagation/certified extracts for medicinal use)
- Pollution Control (Bio-technology interventions for managing water pollution/sludge disposal and also air-pollution caused by foul gases from city garbage)
- Employment Generation (at UG/PG level i.e. B.Sc./M.Sc.)

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

The best practice aims to promote production and use of biomass fuels as an alternative to LPG/petrol/diesel. Fuel pellets made of wheat straw/bio-waste e.g. fallen leaves, are a

‘carbon neutral source’ of energy, which can be used to replace LPG in hostel messes and canteens.

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

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

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

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

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

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

- **Benefits of using this cooking system:**
  - **COST EFFECTIVE** – saves more than 35% of the cooking fuel cost as compared to traditional LPG cooking.

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

#### **6. Problems encountered and Resources Required**

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

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

#### **Contact Details**

##### **Name of the Coordinator:**

Dr. Dalip Kumar Head of Biotechnology Department

PG Govt. college for Girls

Sector-42, Chandigarh (160036)

Website: [www.gcg42.ac.in](http://www.gcg42.ac.in)

Work Phone: 01722676005

Mobile: 09888697902

## **E. POST ACCREDITATION INITIATIVES**

The college was accredited by the NAAC peer team in 2004. It is pertinent to mention that the 20 suggestions made by the Peer Team have been fully implemented in a phased manner for quality maintenance and enhancement in Higher Education. Given below are the details of the recommendations made and our efforts to address and implement the suggestions:

### **1. More programme options (mostly inter-disciplinary courses) and add on vocational courses may be started.**

*The college now offers 50 Programmes as against only 8 in 2004. These include courses in the faculties of Arts, Commerce, Science (Medical, Non-Medical, Biotechnology, Bioinformatics, Microbiology, Computer Science and B.C.A.) at Under-graduate level and Post-Graduation in Commerce, English, Public Administration, Sociology, Political Science, Zoology, Botany, Microbial Biotechnology, Information Technology, Computer Applications, Mass Communication, Guidance & Counselling, Translation, Cyber Crime and B.P.Ed (One Year). A wide range of 329 subject combinations in the Arts stream, 13 combinations in Science stream and Honours in 13 subjects is available to the students. Besides 2 vocational courses sanctioned by UGC in the subjects of Functional English and Principles and Practices of Insurance (PPI), the college also offers 9 Career Oriented Courses in Bioinformatics, Environmental Auditing, Tourism, Event Management, Mass Communication & Video Production, Animation & Graphics, Web Designing, Entrepreneurship and Disaster Management with the assistance of U.G.C.*

### **2. Since it a Girls college, the relatively high dropout ratio need to be minimized with specific efforts.**

*Considerable attention has been given to encouraging girls to complete their education. Efforts are made by the teachers, college counselor at the individual level to address personal issues of the students. Financial assistance to the tune of Rs. 17.75 lakhs has been extended to the deserving students during the last four years.*



*With these consistent and sustained attempts, the drop-out ratio has come down to a negligible level:*

- *Commerce stream - 0%*
- *Arts stream - .67%*
- *Science stream - .0%*
- *PG courses - 0%*

**3. Effective unitized teaching plan should be implemented.**

*Every department formulates teaching plans which are regularly uploaded on the college website in accordance with the Panjab University calendar.*

**4. Courses such as Micro-Biology, Biotechnology, Biochemistry, Management, Book Keeping, Secretarial Practice, etc. may be introduced to broaden the horizon of college.**

*The course contents in Management and Book keeping are an inclusive aspect of the prescribed curriculum.*

*The college has made systematic efforts to introduce programmes in Micro-biology, Bio-technology, Bio- informatics and Microbial Biotechnology both at UG and PG levels. Three faculty positions are also earmarked for teaching the course module of Bio-chemistry.*

**5. Some PG course must be implemented**

*At present there are 14 PG courses and PG diplomas operational. These include English, Sociology, Public Administration, Political Science, Zoology, Botany, Microbial Biotechnology, M.Sc. IT and Commerce.*

*PG Diploma in Computer Applications, Counselling and Guidance, Translation (Hindi), Mass Communication and Cyber Crime.*

**6. Actual teaching days, 168 now, should be increased.**

*The institution consistently maintains 181 actual teaching days.*

**7. More no. of teachers must be encouraged to participate in national and international academic seminars/workshops.**

*The erudite faculty has been participating in seminars / workshops / symposia at local, national and international levels. There are 61 faculty members who have participated in international conferences / seminars, while 359 participated at the national and 532 in local levels.*

*The number of academic papers presented by the faculty at international conventions is 78; at national conferences - 185 and local seminars- 90.*

*Some of them are also invited as panelists and resource persons in seminars and workshops.*

*The faculty has presented research papers in 11 countries – U.S.A., Canada, Australia, U.K., Sweden, Denmark, Belgium, Japan, South Korea, Singapore and Thailand which is a commendable contribution.*

**8. The college has 43 Ph.D, holders; they may form a Research Committee to chalk out their research activities.**

*The Faculty Research Development Committee coordinates and supports research projects / research schemes undertaken by the faculty.*

*The college has an approved Research Centre in Zoology affiliated to the Panjab University. The approval for Research Centres for Sociology and Public Administration is awaited from the Punjab University.*

**9. Major and minor research projects must should be undertaken with the assistance of various funding agencies.**

*The faculty has been involved 7 Major Projects and 23 Minor Research projects. The funding agencies are the UGC / DTC / Punjab University and National Commission for Women.*

*There are 6 faculty members supervising 15 Ph.D. students.*

**10. Collaboration with GOs and NGOs should be promoted.**

*Presently, the college is collaborating with 23 GOs and NGOs namely PGI / GMCH sector-32 / Red Cross / Chandigarh State AIDS Control Society/ Red Ribbon / Theatre Age/ Chandigarh Network of People Living with AIDS / Punjab Eco-friendly Association / Lions Club / Rotary Club / Alcoholics Anonymous / LDMT / Tarksheel Society / Hara Samaj, Khara Samaj / Salam Zindagi / / Sahayta Cancer Sehyog / Paryavaran Vridhi / Snehalaya Maloya / Ash Centre –Burail / Jagori Grameen, Dharamsala, Population Foundation of India*

*A wide range of activities pertaining to sensitization and awareness building through workshops / interactions / campaigns / rallies / drives and community participation are carried out throughout the year.*

**11. Working hours of the library need to be increased.**

*The working hours have been extended - books are issued till 4' clock and the Reading room facility is open till to 5 o'clock.*

**12. Library should be computerized and networked.**

*The library is fully automated and air conditioned. There is bar coding facility for inventory, CCTV cameras for surveillance. There is Internet, OPAC, INFLIBNET facility and access to E-journals. Additional resource facility of 5 computers with internet and photocopy is available for the students.*

**13. Book Bank facility should be made available to the students.**

*Book bank facility has been extended to students who belong to SC/ ST/Economically weaker sections through grants received from UGC and Government.*

**14. External linkages with industries should be setup.**

*The college encourages partnerships and Institute –Industry interface. Recently, the college has signed an MOU with VEE Software Solutions Pvt. Ltd. The collaboration with this company affords insights into the functioning of IT industry to students. Experts from the company are invited to give training in JAVA and VC++ to the*

*students during the year. They also provide expertise in running a six month internship for the M.Sc. IT students, on the campus. Later, the company will assist in job placement of the students both within their own industry, as well as with other IT industries.*

*Students of M. Com. I take up 6-8weeks internship to different banks / Companies / Mutual Fund / Companies. The students submit project reports, which are evaluated thereof.*

*Students of Functional English / Functional Hindi take up four weeks OJTs - On Job Training in schools / media offices / factories / MNC offices .*

*Students of B.Sc. Bio-technology Honours join 4 week training in Industrial units located in and around Chandigarh.*

#### **15. Placement Cell should be established.**

*The Placement Cell has been functioning since 2006. It is a forum which informs, motivates and assists students in career enhancement avenues throughout the year. The commendable work being done can be accessed from the 480 letters of intent issued during the campus placement drives.*

#### **16. Students must be encouraged for self-employment.**

*Entrepreneurial Development Cell, motivation in classes and other initiatives promote self-employment. Under the Entrepreneurial Development programme (EDP) a demonstration on making and preservation of Jams / jellies / squashes / pickles for the Home science students was conducted in collaboration with District Industry Centre Chandigarh. The students were also appraised of the financial assistance schemes of the Central and State government for setting up industrial units especially to promote self-employment and women entrepreneurship.*

*Courses like Functional English / Hindi / Translation / PPI and Cyber Crime are vocation oriented courses.*

*Career oriented courses in Bioinformatics/ Environmental Auditing/ Travel and Tourism/ Event Management/ Mass Communication and Video Production/*

*Animation and Graphics/ Web designing and Multi Media/ Entrepreneurship and Disaster management also generate self-employment opportunities.*

**17. A Registered Alumni association is required.**

*The college Alumni association 'Ambassadors' is a registered body. A special link is also available on the college web-site. There is an open Facebook page as well.*

**18. College should publish its detailed Academic Calendar and made available to students in the beginning of the Academic year.**

*An institutional academic calendar is available on the college website which provides extensive information to the students.*

*The college Principal conducts the first orientation session of the students and appraises them of the academic calendar / examination schedule / library guidelines / time-table / Add-on courses / Code of conduct / Health and hygiene and Ethical practices.*

*These are further reiterated in all the tutorial sessions and classroom teaching during the year.*

**19. Professional development programmes for teaching, non-teaching staff and students should be conducted regularly.**

*Programmes for the faculty:*

- a. *Sensitization, Awareness and Motivation for Women managers in Higher Education (SAM), a UGC sponsored initiative for Women in academia were organized twice in the college.*
- b. *Workshop cum training programme for faculty on 'Relevance of Counselling in Teaching Practice' (21.01.2011 to 22.01.2011) with a focus on the operationalization of Counselling while teaching was organized. The workshop was organized by Education Department, Chandigarh Administration and attended by all the faculty members.*
- c. *Special One week training Initiative for the faculty on the Use of ITC (especially MS office) for class room teaching was taken.*

- d. *Three Day Workshop on “E-Content Development” was organized in PGGCG-11, by the Chandigarh administration (10th -12th March 2010) for the entire faculty.*
- e. *A workshop on “Examination Reforms – A plan of Action” was organized to relook at the examination process. A first of its kind initiative provided an opportunity to deliberate on issues pertaining to the examination system.*

*For Administrative and supporting staff:*

- a. *A workshop on Work Ethics and Non-discriminatory Practices for the Non-Teaching Staff of the college was organized for the administrative and non-teaching staff.*
- b. *Computer literacy and competence programmes are periodically organized.*
- c. *Training in upgraded office soft-ware is a continuous process.*
- d. *Training in RTI rules and GFR rules is organized by the Chandigarh Administration.*
- e. *Training on processes related to E- tendering is also provided by NIC, Chandigarh Administration.*

*For Students:*

- a. *Personality Development classes are a mandatory part of the curriculum which enhance their confidence and communication skills.*
- b. *Every year Gender Equity and Non Discrimination Society organizes theatre workshops for students and faculty.*
- c. *Workshops on Gender / Gender and Well-being of Young Girls / Gender and Reproductive Health are regularly conducted by eminent International and National Gender trainers (from NGOs). These pertain to capacity building, gender mainstreaming, advocacy and Women’s Rights.*
- d. *Students are also trained in CV writing and prepared for interviews and Group discussions by a proficient faculty.*
- e. *Career Counselling and guidance is conducted by in-house faculty as well as by experts from specialized fields.*
- f. *Special classes ( 10 day) in Vedic Math , Mental Math are held.*

- g. Special classes for entrance exams like SSC board, Bank exams, Insurance, UGC NET are organized to improve their employability skills.*
- h. The college plans to integrate all these programmes into one comprehensive programme of a 'Finishing School'. The proposal for the same has already been submitted under RUSA.*

**20. More Inter – Collegiate curricular activities will enhance the competitive skills.**

*The college has initiated several activities by associating with other city colleges. Linkages with the 23 GOs and NGOs complement some of these activities.*

*The students consistently participate and excel in academic and co-curricular activities held at the inter-college, regional, zonal and national levels.*

*Bio-tech Fest / Chem- fest / IT fest / Commerce fest / Common Placement Drives are an annual feature. This promotes interface with other intuitions and makes for a conducive environment for the all-round development of the students.*



Phone : 0172-2676005  
Telefax : 0172-2676005  
Website : www.gcg42.org.in  
e-mail : gcg42chd@yahoo.com

## POST GRADUATE GOVERNMENT COLLEGE FOR GIRLS SECTOR 42, CHANDIGARH - 160036

Ref. No. 5080

Date 27/9/14


### Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR cycle-II) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Place: Chandigarh  
Date 27-09-2014

  
Signature of the Head of the institution  
with seal  
Principal  
P.G. Govt. College for Girls  
Sector-42, Chandigarh  
for 27/09



Annexure I – NAAC Accreditation Certificate



## NAAC Quality Profile

### Quality Profile

Name of the Institution : Government College for Girls  
Place : Sector - 42, Chandigarh

Criterion	Criterion Score (Ci)	Weightage (Wi)	Criterion X Weightage (Ci x Wi)
I. Curricular Aspects	75	10	750
II. Teaching-learning and Evaluation	80	40	3200
III. Research, Consultancy and Extension	60	05	300
IV. Infrastructure and Learning Resources	70	15	1050
V. Student Support and Progression	80	10	800
VI. Organisation and Management	80	10	800
VII. Healthy Practices	80	10	800
		100	$\Sigma C_i W_i = 7700$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{7700}{100} = 77.00$$

*Harad*  
Director

Annexure II - UGC 2(f)/12(B) Letter

UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI-110 002.

① Annexure-I

No. F.A-98/UB(CPP)

22 October, 1991

The Director  
Panjab University  
Chandigarh - 160 014.

31 OCT 1991

Sub: Inclusion of College under Section 2(f)/12(B) of  
the U.G.C. Act, 1956.

Sir,

I am directed to refer to college letter No.GCG-  
42/BE/91/1608 dated 26.8.91 on the subject cited above  
and to inform you that the following college has been  
included in the above list under the head "Govt. Colleges  
Teaching upto Bachelors Degree" as detailed below :

<u>Name of College</u>	<u>Year of Estt.</u>
Govt. College for Girls Sector 42, Chandigarh (Mrs) P.Ojha	1982

(Permanent affiliation.)

The above college has also been declared fit to  
receive assistance from UGC and other Central sources  
in terms of Rules framed under Section 12(B) of the  
U.G.C. Act, 1956.

Yours faithfully,

(Kishan Chand)  
Under Secretary

Copy forwarded to :

1. The Principal, Govt. College for Girls, Sector 42, Chandigarh
2. The Secretary, GOI, M/HAD (Deptt. of Edu), New Delhi.
3. The Director, GDC, Panjab University, Chandigarh.
4. All Offices, Section
5. S.O. (A/c) (G) Section
6. Computer Cell.
7. Guard file.

2296

11/11/91

AW/22.10.91

S.E. for info

Principal  
11/11/91

Bhagwan  
(B.K. Hastwala)  
Section Officer

## Annexure III – Panjab University Affiliation Letter

PANJAB UNIVERSITY, CHANDIGARH

No. Misc.A-5/ 3423

Dated 15/04/2014

### TO WHOM IT MAY CONCERN

This is to certify that Post Graduate Government college for Girls, Sector-42 Chandigarh is affiliated with Panjab University, Chandigarh, since 1982. The college is presently running the following courses/subjects:-

Sr. No.	Subject/Course	
1.	B.A.	
2.	B.Sc.	Medical, Non-Medical, Computer-Science-E, Bio-informatics -E, Biotechnology-E, Microbiology-E
3.	B.COM	
4.	BCA	
5.	B.P.ED.	
6.	B.A./B.Com.(Honours)	Business Economics, Sanskrit, Psychology, Punjabi, English, Economics, Hindi, History, Sociology, Political Science, Music (V), Geography, Public Administration.
7.	M.A.	English, Sociology, Public Admn., Political Science,
8.	M.COM.	
9.	M.SC.	Zoology, Botany, Microbial-Bio-technology & Information Technology.
10	Post Graduate Diploma In	Computer Application, Mass Communication, Guidance & Counseling, Diploma in Translation (English to Hindi)
11	Add-on-Courses	Web-Designing & Multi-Media, Animation and Graphics, Mass Commutation and Video Production, Disaster Management, Event Management, Entrepreneurship, Tourism & Travel, Environmental Auditing, Bio-Informatics

  
Deputy Registrar (Colleges)  
Deputy Registrar (Colleges)  
Panjab University  
CHANDIGARH

## Annexure IV – Chandigarh Administration Order for Changed College Name

CHANDIGARH ADMINISTRATION  
EDUCATION DEPARTMENT

ORDER

The Adviser to the Administrator, U.T. Chandigarh is pleased to change the name of following Government Colleges of U.T. Chandigarh with immediate effect: -

S. No.	Present Name of the College	Changed Name of the College
1.	Government College for Girls, Sector-11, Chandigarh	Post Graduate Government College for Girls, Sector-11, Chandigarh
2.	Government College for Girls, Sector-42, Chandigarh	Post Graduate Government College for Girls, Sector-42, Chandigarh
3.	Government College, Sector-46, Chandigarh	Post Graduate Government College, Sector-46, Chandigarh

Dated Chandigarh, the  
23<sup>rd</sup> February, 2010

Ram Niwas,  
Education Secretary,  
Chandigarh Administration.

No.509-DHE-UT-C2-12(55)2007

Dated: 4/3/10

A copy is forwarded to the following for information and necessary action: -

1. The Under Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110 002.
2. The Under Secretary to Government of India, Ministry of Human Resource Development, Department of School Education & Literacy, B-Wing, Ground Floor, Shastri Bhawan, New Delhi.
3. The Registrar, Panjab University, Chandigarh.
4. The Principal, Post Graduate Government College for Girls, Sector-11, Chandigarh.
5. The Principal, Post Graduate Government College for Girls, Sector-42, Chandigarh.
6. The Principal, Post Graduate Government College, Sector-46, Chandigarh.

Principal  
P.G. Govt. College for Girls,  
Sector-42, Chandigarh

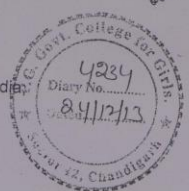
Registrar Education (C)  
For Education Secretary,  
Chandigarh Administration

2,  
T.),  
3

No.DHE-UT-C2-12(55)2007

From  
The Education Secretary,  
Chandigarh Administration.

- To
1. The Under Secretary to the Government of India,  
Ministry of Human Resource Development,  
Department of School Education & Literacy,  
B-Wing, Ground Floor,  
Shastri Bhavan, New Delhi - 110 115
  2. The Secretary, Co-ordination, Planning & Policy-I,  
University Grant Commission,  
Bahadur Shah Zafar Marg,  
New Delhi- 110002
  3. The Director,  
National Assessment & Accreditation Council,  
P.O.Box No. 1075, Nafarbhavi,  
Bangalore- 560072



*Dr. Dalip / ac. J  
for v/ action  
ML  
Principal  
23/12/13*

Dated Chandigarh, the:

Subject: Regarding change the nomenclature of Government Colleges, U.T., Chandigarh in the context of NAAC Accreditation.

I am directed to refer to the subject cited above and to send a copy of Panjab University, Chandigarh letter No. Misc.A-5/20454 dated 17.12.2013 conveying approval of the nomenclature of the Government Colleges situated in Chandigarh, as under:-

S.No	Existing name of the colleges	Changed name of the colleges
1.	Government College, Sector- 11, Chandigarh	Post Graduate Government College, Sector- 11, Chandigarh
2.	Government College for Girls, Sector- 11, Chandigarh	Post Graduate Government College for Girls, Sector- 11, Chandigarh
3.	Government College for Girls, Sector- 42, Chandigarh	Post Graduate Government College for Girls, Sector- 42, Chandigarh
4.	Government College, Sector- 46, Chandigarh	Post Graduate Government College, Sector- 46, Chandigarh

Copies of the Administrative orders No.687-DHE-UT-C2-12(55)2007 dated 02.04.2009 in respect of Government College, Sector-11, Chandigarh and No. 509-DHE-UT-C2-12(55)2007 dated 04.03.10 in respect of Government College for Girls- 11, Government College for Girls-42, Government College- 46, Chandigarh are also enclosed for ready reference. It is requested that necessary changes in your record and on the website may please be carried out.

DA as above  
Endst.No.Even

*5/11*  
Registrar Education (C),  
For Education Secretary,  
Chandigarh Administration.  
Dated : *21/12/13*

A copy along with copy of Panjab University, Chandigarh letter No. Misc.A-5/20454 dated 17.12.2013 forwarded to the following for information and necessary action:-



1. The Joint Secretary (University & Colleges), University Grant Commission, Bahadur Shah Zafar Marg, New Delhi- 110002.
2. The Principals of all Government Colleges, U.T., Chandigarh.

DA as above

*[Signature]*  
Registrar Education (C)  
For Education Secretary,  
Chandigarh Administration.

*[Signature]*  
Principal  
P.G. Govt. College for Girls,  
Sector-42, Chandigarh

## Annexure V – NCTE Approval Letter (B.PEd (One Year) Course)

<b>राष्ट्रीय अध्यापक शिक्षा परिषद</b> (भारत सरकार का एक विधिक संस्थान) <b>उत्तर क्षेत्रीय समिति</b>	 गुरुकुलमो धाम NCTE	<b>NATIONAL COUNCIL FOR TEACHER EDUCATION</b> (A STATUTORY BODY OF THE GOVERNMENT OF INDIA) <b>Northern Regional Committee</b>
<b>To be published Gazette of India Extraordinary</b>		
F.NRC/NCTE/F73/PB-465/ APN 0 3 5 0 1	26292-98	Date: <b>27 AUG 2007</b>
<b>ORDER</b>		
<p>WHEREAS in terms of Section 14 (1) of the NCTE Act, 1993 <b>Govt. college for Girls, Sector-42-B, Chandigarh Punjab-160036</b> has submitted an application (code No.03501) to the Northern Regional Committee of NCTE for grant of recognition/permission for starting <b>B.P.Ed. Course</b> of One year duration with an annual intake of 50 (<b>Fifty Only</b>) students.</p>		
<p>2. AND WHEREAS on scrutiny of the application submitted by the institution, the documents attached therewith the affidavit and the input received from the visiting team in the form of report and videography, the Committee is satisfied that the Institution/society fulfills the requirements under the provisions of NCTE Act, Rules and relevant Regulations including the Norms and Standards for the Secondary Teacher Education programme such as instructional facilities, infrastructural facilities, library, accommodation, financial resources, laboratory etc. for running the programme and has selected/appointed duly qualified teaching staff as per NCTE norms.</p>		
<p>3. NOW, THEREFORE, in exercise of the powers vested under Section 14(3) (a) of the NCTE Act, 1993, the Northern Regional Committee hereby grants recognition to <b>Govt. college for Girls, Sector-42-B, Chandigarh Punjab-160036</b> for conducting B.P.Ed. Course of One year duration with an annual intake of 50 (Fifty Only) students under clause 7(12) of Regulation dated 13-1-2006 subject to fulfillment of the following:</p>		
<p>(i) The institution shall, within one month of the receipt of recognition order, convert the endowment fund account into a joint account to be operated along with an official of the Northern Regional Committee.</p>		
<p>(ii) The institution shall comply with the various other norms and standards prescribed in the NCTE regulations, as amended from time to time.</p>		
<p>4. Further, the recognition is subject to fulfillment of all such other requirements as may be prescribed by other regulatory bodies like UGC and the State Government etc, wherever applicable.</p>		
<p>5. The Institution shall submit to the Regional Committee a Self-Appraisal Report at the end of each academic year along the statement of annual accounts duly audited by a Chartered Accountant.</p>		
<i>Attested</i>  <b>Principal</b> <b>Govt. College for Girls</b> <b>Sector 42, Chandigarh.</b>		Cont..02..
<hr/>		
कार्यालय : ए-48, शान्ति पथ, तिलाक नगर, जयपुर-302004 (राजस्थान) कार्यक्षेत्र : उत्तर प्रदेश, उत्तरांचल, दिल्ली, हरियाणा, पंजाब, बांग्लादेश, सिक्किम प्रदेश, सवायवाह Phone No. 0141-2623501 (O), Telefax No.: 0141-2620116 (RD)	Office : A-48, Shanti Path, Tilak Nagar, Jaipur-302004 (Rajasthi Jurisdiction: U.P., Uttaranchal, Delhi, Haryana, Punjab, Chandigarh, H.P., Rajast	E-mail: nrc@ncte-in.org Website: http://www.ncte-in

::02::

6. If the Institution contravenes any of the above conditions or any of the provisions of the NCTE Act, Rules, Regulations and Orders made or issued there under, the Regional Committee may withdraw the recognition under the provisions of Section 17(1) of the NCTE Act.

7. The Institution shall maintain & update the Web-site as per provisions of NCTE Regulations.

By order

(S.S. Rana)  
Under Secretary  
Tel No.0141-2620116

The Manager to Govt. of India  
Department of Publications, (Gazette Section)  
Civil Lines, Delhi-110 054

C.C

1. The Principal, Govt. college for Girls, Sector-42-B, Chandigarh Punjab-160036
2. The Secretary, Dept. of Secondary Education and literacy, Ministry of Human Resource Development, Govt. of India, Hans Bhawan, New Delhi-110 001,
3. The Education Secretary, Govt. of T. Chandigarh, Secretariat, Chandigarh.
4. The Registrar, Punjab University, Chandigarh, Punjab.
5. The Director, Directorate of Secondary Education, I/c Teacher Education, Govt. of U.T. Chandigarh, Chandigarh.
6. The US (Computer), National Council for Teacher Education, Hans Bhawan, Wing-II, Bhadurshah Zafar Marg, New Delhi-110 002.
7. Office order file/Institution file.

Under Secretary

Attended

Principal  
Govt. College for Girls  
Sector-42-B, Chandigarh

M.C



## Annexure VI – Audit Report

### AUDIT AND INSPECTION NOTE ON THE PUPILS FUNDS ACCOUNTS OF GOVT. COLLEGE FOR GIRLS, SECTOR-42, CHANDIGARH

PERIOD 04/2002 TO 03/2008

#### PART-I

##### 1. LAST AUDIT NOTE: -

No action was taken on the last Audit Note prior to the period 03/2002 which was endorsed to the Principal, Govt. College for Girls, Sector-42, Chandigarh vide no-F&P0(3)-4336, dated 14/06/2005 by the Examiner, Local Fund Accounts, UT, Chandigarh. Even the annotated copy was not prepared and sent to this office. Hence no comments on the last audit note could be incorporated in the present audit note. The annotated reply showing the action taken on each para may be prepared and sent to this office at an early date now and always future in time.

#### PART-II

##### 2. PRESENT AUDIT: -

The present test audit and examination of the accounts for the period 04/2002 TO 03/2008 the results of which are embodied in the succeeding paragraphs was conducted by Sh. Hardeep Batra, Section Officer and Sh. Hari Singh, Auditor from 28/05/2008 to 19/07/2008. The accounts for the months of 07/02, 11/02, 04/03, 02/04, 07/04, 02/05, 07/05, 03/06, 09/06, 11/06, 09/07, 03/08 were selected for detailed check. The record required in audit was duly put up except that mentioned in para 2-A infra:-

##### 2-A RECORD NOT PUT UP: -

Following record was not put up to audit, the same may be traced out and put up at the time of next audit:-

- i) Counter foil of Cheque no. :- 60220 to 60230 of 07/2002, 60281 to 60300 of 09/2002, 63601 to 63625 of 09/2002 and 64583 to 64600 of 04/2003
- ii) Demand and collection register for the period 04/2006 to 03/2008

The following held the charge of Principal during the period mentioned against each.

Sr.No.	Name of the Principal	Period	To
1.	Mrs. Shashi Kanta	1-12-2003	31.07.2004
2.	Mrs. Avnish Kaur	1.08.2004	28.02.2005
3.	Mrs. Adarsh Puri	1.03.2005	31.05.2005

6. Mrs. Santosh Kalra	1.08.2007	30.09.2007
7. Mrs. Shashi Malik	1.10.2007	Till Date

The particulars of principal who held the charge as such prior to 01/12/2003 were not provided.

### 3. AUDIT FEE

The audit fee for the present audit which worked out to Rs.30550/- was deposited into Central Treasury at Chandigarh under head "0070 — Other Service — 110- Fee for the Government Audit (LAD), U.T., Chandigarh" vide Challan No.9 & 01273 Dated 18.06.2008 & Dated 04.07.2008.

### 4. FINANCES

a. The financial position of college is as given here under:-

Financial Year	Opening Bal.	Income	Total	Expenditure	Closing Bal.	Cash in Hand	Cash Bank/Central Treasury
2002-03	140,29,777	444,61,801	184,91,578	2,40,63,46	1,60,85,232		15383259
2003-04	160,85,232	738,21,66	234,67,398	1,93,83,49	2,15,29,049		21017261
2004-05	215,29,049	821,22,20	297,41,269	3,78,75,39	2,59,53,730		25450824
2005-06	259,53,730	939,86,34	353,52,364	2,90,94,53	3,24,42,911		3207907
2006-07	324,42,911	114,19,643	438,62,554	4,07,82,53	3,97,84,301		39486784
2007-08	397,84,301	125,41,804	523,26,105	1,07,70,641	4,15,55,464		41228565

B. Closing balance of each fund as on 31.03.2008 is given hereunder:

Sr No.	Name of Fund	Amount
1.	HCF	2519415
2.	Functional English	410771
3.	Amalgamated fund	3003627
4.	Physics	183235
5.	Chemistry	693342
6.	NCC	117963
7.	Botany	617128
8.	Mess Security	481560
9.	Bio-tech	2456652
10.	PPI	155378
11.	Zoology	312779
12.	Home Science	643641
13.	Music	428948
14.	Geography	439913
15.	Library Security	2487899
16.	College Sports	134457
17.	Psychology	553362
18.	Vocational	369520
19.	Prospectus	950372
20.	House Examination	467840
21.	Health fund	701379
22.	HWF	39312
23.	Dilapidation	448198
24.	Red Cross	130819
25.	Student aid	275255
26.	HDF	122182

31.	Physical Education	472551
32.	Foreign Student fund	9859
33.	Environment	701830
34.	College Magazine	788063
35.	Functional Hindi	61800
36.	I/ card	363488
37.	Cycle/Scooter	304395
38.	BRF	307123
39.	Tutorial	863380
40.	Water & Electricity	15160279
41.	Hons	752600
42.	CDF	176139
43.	Computer Science	125864
44.	Hostel Security	285872
45.	Bio-Tech Practical	371662
46.	Mass Communication	46253
47.	Micro Biology	30978
	<b>Total</b>	<b>41555464</b>

#### 5. RECONCILIATION :-

A. Cash book was not found reconciled with the District Treasury, U.T. Chandigarh and there was difference of Rs. 3, 26,899 during the month of March 2008. Cash book showed balance of Rs. 4, 15, 55,464 whereas the balance in treasury was shown Rs. 4, 12, 28,565. The Principal is requested to look into this important issue lest it should not be turned out a case of embezzlement.

Further, the accounts may be got reconciled with the treasury every month giving full detail and factors in future.

B. The STR for the month of 1/1/2008 to 31/03/2008 was not reconciled with the treasury. It should be done now and shown at the time of next audit.

#### 6. IRREGULARITY IN EXPENDITURE:-

The audit found that in a number of cases/ stock entries of articles purchased was not shown. Needful should be done now and shown at the time of next audit. Similarly, expenditure in many cases was found not a fit charge from the fund it was incurred. It should be recouped from the appropriate fund, other irregularities as pointed out by audit may also be looked into and compliance shown at the time of next audit.

Sr.No	Name of Fund	Month /Vr.No.	Particulars	Amount	Audit Comments
1.	Amalgamated Fund	4299 of 04/03	Purchase of Prizes from Shivalik Book Centre	14829	1. No Stock Entry 2. Purchase made without calling quotations
2.	-do-	4300 of 04/03	Refreshment to guests and staff	3752	No stock entry
3.	-do-	4301 of 04/03	Purchase of 29 College Pocket Colors	3028	No stock entry
4.	-do-	4302 of 04/03	Purchase of 40 mementoes	4594	No stock entry

	-do-	4742 of 02/04	Paid to Arun Awasthi, Guest faculty for the month of 01/04	7600	No APR
8	-do-	4746 of 02/04	Repair of flush system	250	Not a fit charge on fund
9	-do-	4749 of 02/04	Purchase of Photostat Rim	150	Not a fit charge on fund
10	-do-	4750 of 02/04	Purchase of Computer Paper	400	Not a fit charge on fund
11	-do-	4752 of 02/04	Purchase of Photostat Rim	435	Not a fit charge on fund
12	Amalgamated fund	5034 of 07/04	Printing of certificate slips	3471/-	No stock entry
13	--do--	5036 of 07/04	Purchase of book	690/-	No stock entry
14	--do--	5037 of 07/04	Purchase of cello tape etc. for office use	500/-	3. No stock entry 4. Not a fit charge on this fund
15	--do--	5045 of 07/04	Paid to Data Entry Operator	6250/-	1. Copy of rate fixed by competent authority not shown to Audit. 2. No APR 3. No attendance
16	--do--	5046 of 07/04	Purchase of 30 no.s mementoes	2349/-	1. No stock entry 2. Purchase made without calling quotations.
17	--do--	5048, 5049 of 07/04	Hiring of Sound System	1000/- 1000/-	1. Purchase bifurcated to avoid quotations. 2. no stock entry.
18	--do--	5057 of 07/04	Sanction for 2 persons for making parking arrangement	500/-	No sanction of competent authority shown to audit.
19	--do--	5369 of 02/05	Advance paid to Anju Chopra for annual athlete	5000/-	No stock entry
20	--do--	5378 of 02/05	Paid to Mayor fancy dresses	1800/-	1. No stock entry 2. Purchase made without calling quotations.
21	--do--	5379 of 02/05	Paid to Bansal General store for purchase of material	200/-	No stock entry
22	--do--	5391 to 5409 of 02/05	Purchase of Material for Zonal Youth Festival	7501/-	No stock entry
23	--do--	5442 of 02/05	Paid to Ravinder Kumar for hiring the Stage Costumes	3600/-	Purchase made without calling quotations
24	--do--	5443 of 02/05	Hiring of bed sheets on rent	3300/-	--do-
25	--do--	5450 of 02/05	Paid to Rajesh Electricals for repair of electric blower	420/-	Not a fit charge on the fund
26	--do--	5451 of 02/05	--do-	355/-	--do-
27	--do-	5452 to 5459 of 02/05	Purchase of Fine Art Material	3138/-	1. Not a fit charge on the fund 2. No Stock Entry 3. No Sanction
28	--do-	5487 to 5489 of 02/05	Purchase of Material for Youth Festival	901 + 1299 + 800	No Stock entry
29	--do-	5494 to 5496 of 02/05	Purchase of books for Pbi Deptt	220 + 250 + 470	No Stock entry
30	--do-	5614 to 5616 of 07/05	Purchase of books	550 + 350 + 550	No Sanction
31	--do-	5624 to 5628 of 07/05	Paid to Chandigarh traders for purchase of books	1525 + 2218 + 517 + 1613 + 22100	1. No stock entry 2. Purchase made without calling quotations
32	--do-	5629 & 5630 of 07/05	Paid to Swami Tent House on account of Prize distribution	10000 + 3820	1. No stock entry 2. Purchase made without calling quotations
33	--do-	5633 to	Paid to NCCF for purchase	1125 +	Purchase made without calling

		5666 of 07/05			
35	-do-	5997 of 03/06	Refreshment given to students for youth festival	1050	No stock entry
36	-do-	5998 of 03/06	Refreshment given to students for youth festival	1000	No stock entry
37	-do-	6014 to 6039 of 03/06	Expenditure regarding youth festival	16681	No stock entry
38	-do-	6048 of 03/06	Purchase of Photostat Rim	500	Not fit charge on the fund
39	-do-	6229 of 09/06	Paid to M/S DOEACC Centre for engage of data entry operator for college development fund	2000	1. Not fit charge on the fund 2. Not attendance
40	-do-	6249 of 09/06	Purchase of Prizes	225	No stock entry
41	-do-	6252 of 09/06	Paid to Bharat binding works for binding of books	9487	No Sanction of competent authority
42	-do-	6273 of 09/06	Purchase of mementoes	208	No stock entry
43	-do-	6275 of 09/06	Paid to Honorarium for extension lecture conveyance	350	Not fit charge on the fund
44	-do-	6996 of 09/07	Printing of book card/book pockets	31517	No distribution
45	-do-	6997 of 09/07	For cutting of grass	1200	No APR obtained
46	-do-	7007 of 09/07	Refreshment given to the teacher on Independence Day	1785	Purchase made without calling quotations
47	-do-	7705 of 03/08	Purchase of T.Shirt for annual athlete meets	7176	1. Purchase made without calling quotations 2. No Stock Entry 3. No Supply Order
48	-do-	7706 of 03/08	Purchase of Medals etc.	10775	1. Purchase made without calling quotations 2. No Stock Entry 3. No Supply Order
49	-do-	7707 of 03/08	Printing of Invitation Cards	3224	1. Purchase made without calling quotations 2. No Stock Entry 3. No Supply Order
50	-do-	7709 of 03/08	Purchase of 19 nos. marble powder	2964	-do-
51	-do-	7711 of 03/08	Refreshment for 526 participants @ 35/- for guest and staff	18410	1. List of refreshment given to the students not verified by HOD/Principal 2. No Stock Entry
52	-do-	7712 of 03/08	Purchase of 45 college colors	4212	1. No Quotation 2. No distribution 3. No Supply Order 4. Stock Entry not verified
53	-do-	7717 of 03/08	Purchase of books	432	No Stock Entry
54	-do-	7741 to 7742 of 03/08	Paid TA/DA to Sushmita, Parminder, Sonia, Sr. Lecturers to attend the Inter Zonal Youth Festival	160 + 160 + 160	Vouchers not passed for payment
55	-do-	7758 of 03/08	Refreshment given to students	960	No Stock Entry
56	Hostel consolidated fund	5050 of 07/04	Canning of office chairs	1170	Not a fit charge on the fund
57	-do-	6201 of 09/06	Paid to Sangeeta for curtains washing from psychology fund	345	Not a fit charge on the fund
58	Chemistry fund	5667 of 07/05	Purchased of sanitary material for hostel	4740	Not a fit charge on the fund
59	-do-	5672 of 07/05	Purchase of inkjet cart. For library	2362	Not a fit charge on the fund
60	-do-	7701 of 03/08	Purchase of Hydro choleric acid	1283	No quotation/NIQ
61	-do-	7767 of 03/08	Purchase of curtain cloths for music, dance, fine arts,	93356	1. Not a fit charge on the fund

			home science funds etc.		2. No quotation 3. No Stock Entry
	Zoology fund	6993 of 09/07	Purchase of chemicals	4976	Purchase made without calling quotations
63.	-do-	7697 of 03/08	Purchase of slide etc.	3038	1. Purchase made without calling quotations 2. No supply order
64.	-do- ✓	4309 & 4310 of 04/03	Purchase of wall / living lizards & white rats	1092 + 2119	Purchase made without calling quotations ✓
65.	-do-	5432 of 02/05	Purchase of white rats for dissection	3276	Purchase made without calling quotations
66.	Colleges sports	6049 & 6050 of 03/06	Purchase of sports materials	4971 + 4975	No distribution of stock shown to audit
67.	-do-	6235 of 09/06	Purchase of 12 numbers arrows	936	-do-
68.	-do-	6239 of 09/06	Purchase of wooden frame	4992	-do-
69.	-do-	6360 of 09/06	Purchase of 20 numbers of T-Shirts, 10 No. of Shorts & 24 No. Sport Skit	9651	-do-
70.	-do-	6984 of 09/07	Purchase of sports material	3328	Purchase made without calling quotations
71.	-do-	3935 & 3936 of 11/02	-do-	4946 + 1979	No distribution of stock shown to audit
72.	-do-	3945 of 11/02	Purchase of 10 no. marble powder bags	491	-do
73.	Psychology	5617 to 5621 of 07/05	Purchase of material for Psycho fest	1978	No Stock Entry
74.	Prospectus fund	7023 of 09/07	Paid to texla printers / juneja printers for printing of prospectus	133116	1. No quotation shown to audit 2. No APR
75.	House examination	6069 of 03/06	Purchase of Photostat rim for office use	600	1. Not a fit charge on the fund 2. No stock entry
76.	-do-	6215 to 6219 of 09/06	Printing of question paper /answer sheets from printing & stationery department	164207	1. No stock entry 2. No distribution of stock shown to audit
77.	-do-	5417 to 5419 of 02/05	Purchase of result register	500 + 500 + 500	No stock entry
78.	-do-	6992 of 09/07	Purchase of Toner	4000	No quotation shown to the audit
79.	-do-	7020 of 09/07	Purchase of AC stabilizer	27390	Not a fit charge on the fund
80.	Red Cross	6251 of 09/06	Purchase of dustbin	6823	No stock entry
81.	Students Aid	7763 to 7765 of 03/08	Paid to Ms. Shobha , Pooja, Gagandeep for Financial Assistant to meet their tuition or Exam fee or to purchase of Books	6700+6700 +6200	No Actual Payee Receipt
82.	HDF	5983 to 5985 of 03/06	Purchase of curtain, clothes /curtain fitting etc.	207+260+ 497	1.No Stock Entry 2. Not a fit charge on the Fund
83.	BCA	6972 & 6973 of 09/07	Paid to Star Security Service for providing the Security Guards	4311+4311	No Sanction of competent authority
84.	-do-	7721 of 03/08	Purchase of Laser Printer	20800	1.No Stock Entry 2. Not a fit charge on the Fund
85.	-do-	7722 of 03/08	Purchase of Photostat Rim	960	1.No Stock Entry 2. Not a fit charge on the Fund
86.	College Magazine	5478 of 02/05	Purchase of 3000 Nos. of Shikhar Magazines	238285	1.No Distribution 2. Stock Entry not attested from principal
87.	-do-	6228 of 09/06	--do--	128250	1.No Distribution 2. Stock Entry not attested from principal
88.	-do-	3947 of 11/02	Purchase of 3000 nos. College Magazines	179453	--do----

89.	Functional English	7774 of 03/08	Pay to Mr. Munna Dhiman as Honorarium out of Grant in Aid	600	Not a fit charge on the Fund
90.	I Card / Record Book	5429 of 02/05	Purchase of 2500 record books cum I – Card out of Amalgamated Fund	31660	1. Not a fit charge on the Fund --- DPI has already sanctioned for purchase of record book / I- Card out of Amalgamated Fund but expenditure booked in record book / I- Card Fund
91.	--do--	6220 of 09/06	Purchase of 2814 Nos. I Card	78792	No Distribution Shown to Audit
92.	--do--	7714 of 03/07	Purchase of 1823 No. Smart Cards	38283	1. No Stock Entry 2. No Distribution Shown to Audit
93.	--do--	3948 of 11/02	Printing of 6960 nos. I Card / Record Books	27776	No Distribution Shown to Audit
94.	--do--	4744 of 02/04	Purchase of I Cards	28165	No Stock Entry
95.	Honours	7026 of 09/07	Honours fees paid to Punjab University	6500	1. No actual payee receipts 2. No Sanction
96.	CDF	5047 of 07/04	Paid to Director, NCSE for Repair Transfer and Installation of Solar Exam	56250	1. No Voucher 2. No Quotations 3. No Entry
97.	--do--	5421 of 02/05	Purchase of one No. of Deep Freezer (Vertical)	57107	1. Purchase made without calling Quotation 2. No Stock Entry
98.	--do--	5422 of 02/05	Paid to Laboratory Instruments Chemical for Purchase of Micro Processor etc	129896	1. Purchase made without calling Tender/Quotations 2. No Stock Entry
99.	--do--	5423 of 02/05	Paid to Laboratory Instruments Chemical for Purchase of Microsil	29120	1. Purchase made without calling Quotation 2. No Stock Entry
100.	--do--	6040 to 6042 of 03/06	Purchase of Biotech equipments, incubator, Micro Pipettes etc	11684+144 218+21736	No Stock Entry
101.	--do--	6091 of 03/06	Internet facility to the college computers from BSNL	60376	1. No Original bill ,bill based on demand note 2. No entry
102.	--do--	6359 of 09/06	Paid to Punjab University to introduce for one year course of B.P Ed. As Affiliation Fees	3000	Not a fit charge on the Fund
103.	--do--	7716 of 09/06	For grant of hiring JCB Machine for Leveling the college campus	24750	1. Not a fit charge on the Fund 2. No Original bill ,bill based on quotations basis
104.	--do--	3815 of 07/02	Purchase of Bouquet / Plants out of A. Fund	50+100	Not a fit charge on the Fund
105.	--do--	4737 of 02/04	Purchase of logo for college	940	No Stock Entry
106.	--do--	4765 to 4769 of 02/04	Purchase of material for practical	500+300+ 500+300+ 300	No Stock Entry
107.	Punjab Alumni Scholarship Fund	4316 of 04/03	Paid to Punjab University as Pb. Alumni Scholarship Fee	20060	1. No Actual Payee Receipt 2. No passed for payment

#### 7. EXCESS PAYMENTS:

Excess expenditure incurred as per detail given below may be recovered from the concerned person and compliance and shown next time.

e  
7

	Name of Fund	Vr.No./ Month	Amount paid	Actual amount	Excess paid	Remarks
	Amalgamated Fund	3920 of 11/02	7175	7125	50	To Appoint Guest faculty
2.	--do--	3993 of 11/02	6375	6125	150	--do--
3	Library Security	4325 of 04/03	16400	16377	23	Refund of Library Security

#### 8. IRREGULAR PURCHASES :-

The following irregularities were noticed which may be looked into and compliance shown at the time of next audit:-

1. Purchase Committees were formed by the Head of the Institution without prior approval of the Head of the Department as laid down in Rule-146 of General Financial Rules, 2005. Similarly instructions contained in 151 of GFR, 2005 were not followed in letter and spirit. The procedure laid down in the relevant rules may be adopted strictly in future.
2. The certificate from the D.D.O. that the purchase was made at the "lowest market rates" was not recorded on the vouchers where quotations were not required.
3. The vouchers are not being stamped "Paid and Cancelled" to avoid misuse of cash memos.
4. The actual payee receipts were required to be attested by the D.D.O.
5. The review of stock register of the college has further revealed that the goods /articles purchased have not been shown consumed or issued to any person. Even the signatures of keeper of stock have not been made in front of articles purchased.
6. During the test audit it has been observed that the payments out of various funds have been made in cash in excess of prescribed limit under the rules. Reasons for making the payments in cash are intimated to audit and in future the payments in excess of the prescribed limit for making the payment in cash be made through account payee cheques.
7. It was noticed that the funds which have no mention in the Education Code were collected from the students after obtaining sanction from the Education Secretary. However the same were spent without seeking approval from the competent authority.

#### 9. MISCELLANEOUS:-

1. Necessary information regarding newspapers/magazine subscribed by the school has not been sent to the DPI(S) during the month of October each year as required under the rules. This needs to be done.
2. Advance register maintained by the college without the signature of Bursar/ Principal . The same should be got signed from Principal & compliance shown at the next time of audit.



In a number of cases stock registers were without page count certificate from Principal. The same should be got signed from Principal & compliance shown at the next time of audit.

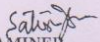
4. Attendance of Guest Faculty was not authenticated in various cases.

**10. OBJECTION STATEMENT**

It was issued separately in advance. However, minor objections were settled on the spot.

**11. CONCLUSION**

No action was taken on the Last Audit Note. (Part-I); Reconciliation was not done (Para-5), Irregularity in expenditure and purchases was noticed (Para-6,7&8), Accounts require improvement and closer supervision. However, the audit party is thankful to the Principal and the college staff for their co-operation in the smooth conduct and completion of audit.

  
EXAMINER,  
LOCAL FUND ACCOUNTS,  
CHANDIGARH ADMINISTRATION.  
2 2

**Annexure VII A – List of faculty /Departments represented on the Board of Studies**

<b>S.No</b>	<b>Department</b>	<b>Faculty</b>	<b>Under Graduate Board of studies</b>	<b>Post Graduate Board of studies</b>
1	Botany	Dr. Kiran Rana	--	Yes
2	Economics	Mrs. Vandana Gupta	Yes	--
3	Mathematics	Mrs. Kanta Tulseja	Yes	--
4	Mathematics	Mrs. Indu Jindal	Yes	--
5	Public Adm	Dr. Abha Sudarshan	--	Yes
6	Public Adm	Mr. Silender	Yes	--
7	Public Adm	Dr. Nemi Chand	Yes	
8	Public Adm	Mr. Jagan Nath	Yes	Yes
9	Police Adm	Mr. Jagan Nath	Yes	--
10	Punjabi	Dr. Gurmel Singh	Yes	--
11	Music I	Mrs. Sushmita	Yes	--
12	Music V	Dr. Saubhagya Vardhan		
13	Physics	Mr. Suresh Kumar	Yes	--
14	Geography	Mr. KPS Shante	Yes	--
15	Geography	Mr. Surinder Kumar	Yes	--
16	Sociology	Dr. Rajwant Singh	Yes	--
17	Sociology	Dr. Jyoti Seth	Yes	
18	Sociology	Dr. Ranjay Vardhan	Yes	Yes
19	Zoology	Dr. Rewa Sharma	--	Yes
20	Zoology	Mrs. Neelam Sharma	Yes	--
21	Zoology	Dr. Dalip Kumar	Yes	Yes
22	Zoology	Dr. Neelima Talwar	Yes	--
23	Biotechnology	Dr. Dalip Kumar	Yes	--

<b>24</b>	Bio Informatics	Dr. Dalip Kumar	Yes	--
<b>25</b>	Environment Education	Dr. Dalip Kumar	Yes	--
<b>26</b>	Solid Waste Mgt	Dr. Dalip Kumar	Yes	--
<b>27</b>	Vocational Agri	Dr. Dalip Kumar	Yes	--
<b>28</b>	Hindi	Dr. RPS Josh	Yes	--
<b>29</b>	Home Science	Dr. Amarjeet Kaur	Yes	--
<b>30</b>	Home Science	Mrs. Anita Sharma	Yes	--
<b>31</b>	Botany	Dr. Vineeta Sharma	Yes	Yes
<b>32</b>	Botany	Mrs. Anita Mehta		
<b>33</b>	Psychology	Dr. Rumeena S Singh	Yes	--

## **Annexure VII B – Community Outreach and Extra Curricular Activities**

**Workshops, Talks, Seminars:** The college conducts workshops, organizes interactions with experts to disseminate information & sensitize students towards community concerns. Some of the topics discussed are as follows:

- Four day workshop on the preparation, storage and marketing of products likes jams, jellies, squashes, pickles and marmalade by Entrepreneurship Development Centre, Chandigarh Chapter.
- Two day workshop on “AIDS awareness”.
- A Three day short term course titled ‘Gender DNA - Decision Making, Negotiations, and Action’.
- Theatre workshops on issues like Awareness - Breaking the Silence, Health, Female Exploitation & Women Empowerment.
- Three day workshop “Pehchan”at NGO Jagori on rights of women.
- Workshop on Ethical Hacking: the how, what & why of hacking.
- Interaction with members of NGO---Parayavaran Vridhi.
- Interactive sessions on Alcoholism and Eve Teasing.
- Workshop on ‘RTI Act’.

Regular talks & seminars were held on issues like

- 'Legal Rights of Women & other legal services
- Policing in Chandigarh & Jurisprudence of Juvenile Justice System in India.
- Adjustment problems & Addiction among Youth & Women
- Women’s Wellbeing, Cervix Cancer & Personal Hygiene
- Importance of Nutrition For Adolescent Girls
- Role of youth in Curbing Corruption
- Food Safety And Misuse Of Pesticides, recommendations regarding Cooking oil and effects of oils on the Health
- HIV AIDS awareness and Lecture on Dengue
- Motivation lectures on blood donation & eye donation
- Ozone Depletion: Science & Superstitions

- ‘Social Networking: The effect on our lives’.

➤ **UGC Sponsored/ Other Activities**

- Two UGC sponsored SAM workshops for ‘Women Managers in Higher Education’.
- UGC Extension lecture on “Museum and Society – Preserving cultural heritage.
- One day UGC sponsored National Seminar on “Women Empowerment in Socio-cultural Contexts: Issues & Concerns”.
- Inter College Poetry Recitation Competition on “The Role of Women in Society”.
- “Revisiting Our Culture” a program to mark SAARC Day of The Girl Child.

➤ **NSS :Visits & Camps:**

- Visits to Old Age Homes (as part of Helping Hands program).
- Visits & camps in neighbouring villages like Kajheri & adjacent slum areas.
- Self-Defence Mechanism camp.

**Drives:**

- We were one of the institutions earmarked as a nodal centre for carrying out the Mock Drill for National Disaster Management Awareness Drive.
- Pulse Polio Immunization & AIDS Awareness Drives.
- Tree Plantation Drives ‘My Earth My Duty’ with Zee News in sessions 2011-12, 2012-13.
- Cloth donation drive with the NGO ‘Salaam Zindagi’ & Mother Teresa Home, Chandigarh.
- Donation of essentials for the victims of natural calamities by the staff.
- Cleanliness & Hand Wash Drives to spread the message of cleanliness.

**Surveys:**

- Survey on “Alcoholism In Rickshaw Pullers”.
- Survey on “Alcoholism in Girls” in and around wine shops of Chandigarh.

➤ **Research Projects** of the students of **M.Sc. (Microbial Biotechnology, Zoology, Botany) :**

- Immobilization and characterization of alpha-amylase from *Bacillus subtilis* and its application in detergent industry.
  - Immobilization and characterization of lipase from *Bacillus subtilis* and its application in stain removal.
  - Optimization of Culture Condition for Microalgae growth and role of sewage waste water in cost reduction.
  - Biological studies of *Vitex Negundo* in fresh and dry methanolic leaf extracts.
  - “Assessment of Water Quality for Lake Water in Chandigarh and Biological Removal of Nitrates/Phosphate”.
- **Research/ surveys/ visits of the students of Geography Department**
- Socio-Economic Survey of Kajheri Village, Sector 42, Chandigarh.
  - Survey of Shiwalik Public School, Sector 41, Chandigarh.
  - Spatial and temporal analysis of Sector 17 market, Chandigarh.
  - Visit to A.C. Joshi, Library and Anthropology Department Museum, Panjab University, Chandigarh.
  - Introduced the students about Geographic Information System (GIS), Global Positioning System (GPS) and Remote Sensing Techniques by visiting Department of Geography, Panjab University, Chandigarh.
- **Women Cell & Gender Equity & Non-Discrimination Society:**
- Visit to Police Station.
  - Awareness Camp for Minorities Scholarship Schemes.
  - Lohri for the Girl Child.
  - Safe City Campaign.
  - **Youth Adalat:** The Women Cell convenes the Youth Adalat every Friday, a unique forum convened by & for the students; to interact on women related concerns especially rape, molestation and exploitation.
- **AIDS Awareness and Public Health Society**
- Slogan and Poem Writing, Poster & Collage Making Competitions; interactions, rallies & visits to create awareness about AIDS & Safe Blood Donation.

- Interactive Session with HIV affected persons.
  - Blood donation campaigns: It is worth mentioning that 800 units of blood have been donated during the last four years.
  - Commendations by hospitals to some of our faculty & students as ‘Frequent Donors’.
- **Srishti & Vikalp (Environment & Best From Waste Societies)**
- A three day awareness campaign on “Waste utilized is waste managed”.
  - Workshop-cum demonstration on creating “Best from Waste” in collaboration with “Srishti” and an NGO ‘Hara PanjabKharaSamaj.’
  - A play depicting current issues of waste management & environmental concerns.
  - Exhibition cum sale of files and letter pads made of recycled paper by AIDS patients.
- **College & Faculty community outreach initiative:**
- Institutional community outreach initiatives include voluntary blood & organ donation; creation of awareness about old beliefs and superstitions; AIDS awareness; environmental protection; elimination of social evils etc.
  - The faculty is also linked with various NGOs/associations in community outreach enterprises related to old age homes, specially-abled children; education of destitute/slum children & children of domestic workers, mass marriages, leprosy & cancer patients, sterilization & rehabilitation of stray dogs.
- **Documentary making & screening of films:**
- Students make/screen documentaries/short films on socially relevant issues on slums, minority community boarding life.
- **Collaborative endeavours:**
- Our BPEd students officiated at the CBSE Cluster Meet held at Sports Complex, sector 46, Chandigarh & at Special Olympics for Special Children in session 2012-13.
  - In a collaborative gesture, our college lends its grounds for sports practice to the neighbouring GCCBA, Sec 42, Chandigarh.

- The college playgrounds were provided as a venue to Chandigarh Kho-Kho association for organizing North zone Kho-Kho Championship in June, 2013.
- Our students teach in neighbouring government schools of sectors 40,41,42 and 43 as a community outreach initiative.



**Annexure VII C – Awards/ Recognitions Received by the Faculty**

<b>S.No</b>	<b>Department</b>	<b>Name of the faculty</b>	<b>Awards/Recognitions</b>
<b>1</b>	<b>Economics</b>	Sujata	Best research paper national level award by ASRTU published in Indian Journal of Transport Management
<b>2</b>	<b>Home Science</b>	Dr. Manpreet	Kellogg's best paper award for paper on "Nutritional outcomes of nutrition education and Haematinic Supplementation in 13-14 yr old rural school girls".
<b>3</b>	<b>English</b>	Dr. Harvinder Kaur	1) Honored by Department of transfusion medicine PGIMER Chandigarh towards voluntary blood donation at Golden Jubilee celebrations 2012 2) Recognized for writing a poem on the theme of "Value the girl child" by Raji P Shrivastava, IAS former-DHE, Chandigarh Administration
		Dr. Manjit Kaur	1) Honoured on Teachers Day by Rotary Club, Chandigarh, 2009
<b>4</b>	<b>Commerce</b>	Dr. Punam Agarwal	1) UGC Research Award, 2013-14 2) Teachers award by Hindi Sahitya Academy 2006 3) Special award on Women Day by SVIET Group of colleges, Rajpura,

			<p>Pb, 2008</p> <p>4) Awarded for Academics by State Bank of India;</p> <p>5) Special award on Women's Day by Indo Global college for Engg./Architecture/ B.PEd/ MBA Abhipur, SAS Nagar, Mohali, Pb 2012</p>
		Mrs. Monika Sehgal	Appreciation Letters from SDM Mohali in May 2013 for contribution in education field.
<b>5</b>	<b>Hindi</b>	Dr. RPS Josh	<p>1) Awarded "Rashtriya Shikhar Samman" by Rajbhasha Kiran Sansthan Mumbai 1999</p> <p>2) Honoured "Dushyant Kumar Sahitya Samman" by Surbhi Sahitya Sanskriti Academy at Khandwa , MP 2008</p> <p>3) Honoured "Dr. Baba Saheb Ambedkar Sahitya Ratan Purushkar" by Akhil Bhartiya</p> <p>4) Partibha Samman Puruskar Samaroh, Indore , MP, 2011</p> <p>5) Honoured "Dr. Baba Saheb Ambedkar Utkrisht Karya Seva Puruskar" by Akhil Bhartiya Partibha Samman Puruskar Samaroh, Indore , MP, 2011</p>
<b>7</b>	<b>Dance</b>	Dr. Jaswinder Kaur	1) Awarded certificate of appreciation at South Asian Universities Youth

			<p>festival-Synergy 2009 “ organized by P U Chandigarh</p> <p>2) World Dance Day organized by Punjabi University, Patiala 2010</p> <p>3) Awarded Degree of Excellence in ROSA VETRO International Festival held at Moscow, Russia 2009</p>
<b>8</b>	<b>Music (V)</b>	Dr. Saubhagya Vardhan	<p>Conferred with the prestigious awards of:</p> <ol style="list-style-type: none"> <li>1. Sangeet Medhavi,</li> <li>2. Suramani,</li> <li>3. Sangeet Shilpi,</li> <li>4. Sangeet Nidhi</li> </ol>
<b>9</b>	<b>Zoology</b>	Dr. Neelam Sharma	Awarded by Rotary Blood Centre, Chandigarh for regular Blood donation.
		Dr. Dalip Kumar	<ol style="list-style-type: none"> <li>1. Awarded for Academics by Lion’s Club, Chandigarh;</li> <li>2. Awarded for Academics by State Bank of India;</li> <li>3. Pride award by Indian Association of Biology Teachers (Colleges).</li> <li>4. Award of Academic Excellence by Association of Biology Teachers (Colleges).</li> </ol>

## Annexure VII D: Functional Committees

