

**GURU GOBIND SINGH COLLEGE FOR WOMEN,  
SECTOR-26, CHANDIGARH**



**ANNUAL QUALITY ASSURANCE REPORT  
(INTERNAL QUALITY ASSURANCE CELL)  
(2013-2014)**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*  
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ▶ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## **Monitoring Mechanism**

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Guru Gobind Singh College for Women

1.2 Address Line 1

Sector -26

Address Line 2

Chandigarh

City/Town

Chandigarh

State

U.T.

Pin Code

160019

Institution e-mail address

[principal@ggscw.in](mailto:principal@ggscw.in)

Contact Nos.

0172-2791610

Name of the Head of the Institution:

Dr. Charanjeet Kaur Sohi

Tel. No. with STD Code:

0172-2791610

Mobile:

9814012372

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) - CGCOGN 10479

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2003	5 YEARS
2	2 <sup>nd</sup> Cycle	B	2.81	2014	5YEARS
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.7 AQAR for the year (*for example 2010-11*)

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Computer Science & Applications

1.11 Name of the Affiliating University (for the Colleges)

Panjab University Chandigarh

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. Improving Happiness Index
2. Participant learning process

2.14 Significant Activities and contributions made by IQAC

- During the academic year 2013-14, the members of IQAC and steering committee of NAAC were actively involved in the compilation of the SSR for the 2<sup>nd</sup> cycle of NAAC re-accreditation.
- Co-ordinating the visit of the NAAC Peer Team.
- Orienting the teaching, non –teaching, students, alumni parents and other stake holders for the NAAC Peer Team visit.
- The Self Study report was uploaded on GGSCW website on and hard copies of the same were submitted to the NAAC office a month later
- IQAC reviewed the academic performance of all the departments and suggested steps to improve overall teaching learning to the management.
- To have at least two Research Centres (Commerce Dept has already applied for the same)
- The college has applied for affiliation to P.U for a Diploma in Mass Communication.
- Creating more Industry –Institute linkages.
- Cultural Exchange programs to be organized to get students more interested in subjects like music.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p>-Preparation of SSR for NAAC Reaccreditation 2<sup>nd</sup> cycle.</p> <p>-Enhancing Research Activities</p> <p>-Eco friendly Practices</p>	<p>-The Process of reaccreditation and preparation of SSR began with the collection of data input by various committees for different criterion for assessment.</p> <p>-The Steering Committee reviewed and edited the SSR which was uploaded on the website. The hard copies of the same were submitted to the NAAC office a month later.</p> <p>-The members of the NAAC Peer team visited the college on Jan 27-29, 2014 to validate the data. The members of the team highly appreciated the steps taken by the college to ensure sustenance of quality, the team spirit shown within and across departments and co-operation by the college management.</p> <p>-The college was re-accredited by NAAC from Jan 27-29, 2014 with B Grade with a CGPA 2.81 on four point scale.</p> <p>-2 National level seminars conducted</p> <p>-1 State level seminar conducted</p> <p>A.Cs with star rating installed</p>

<p>-Sustenance and enhancement of Quality</p> <p>-To complete the setting up of language lab.</p> <p>-25 CCTV cameras to be installed for security purposes</p>	<p>CFL bulbs used</p> <p>Workshops and PDP's for students</p> <p>Completed with Rs 20 Lac grant from UGC</p>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

The Management approved AQAR and encouraged the teachers for research work and NAAC reaccreditation process.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	3	-	1	-
UG	3	-	1	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	6	-	2	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options - No

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	--
Annual	3

##### 1.3 Feedback from stakeholders\* (On all aspects)

Alumni  Parents  Employers  Students

Mode of feedback : Online Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

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

Syllabus as per Panjab University.



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

Introduced Functional English under BA Degree.  
Introduced 3<sup>rd</sup> unit for B.Com 1<sup>st</sup> year.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
		GIA -29 GIA (PT)-2 SF (Reg)- 10	11	-	1 Principal 1 Librarian

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	1	-	-	-	-	-	-	3	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest -2

Visiting - Nil

Contractual

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	4	1
Presented papers	3	3	-
Resource Persons	-	1	1

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

The College promotes innovative thinking among staff and students through various measures-

- Faculty members use interactive teaching approaches in addition to the conventional lecture method in order to have increased learner participation.
- Students are trained to use library resources according to the lectures delivered.

- Teachers and students together celebrate occasions in the classroom to make teaching and learning mutually interesting. For instance, the concept of ‘Conflict Resolution’ was taught to Psychology students by celebrating ‘Global Forgiveness Moment’ on 2<sup>nd</sup> August, 2013 to understand the fact that forgiveness ends the need to judge and resolve the conflicts which hurt each moment. On World Mental Health Day, 10<sup>th</sup> October, 2013, a workshop was conducted by Ms Upasana on ‘Reprogramming of Mind. This workshop highlighted that limited beliefs and negative habits can be re-programmed by using positive affirmations.

2.7 Total No. of actual teaching days during this academic year

183 Days

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

The institution is bound by the academic calendar and examination system of Panjab University for examinations.

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

1	1	4
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A I	265	1	60	66	11	51.6
B.A II	175	2	57	73	11	80
B.A III	115	3	34	56	1	79.13
B.COM I	150	0	49	35	0	56.37
B.COM II	140	0	81	37	0	84.28
B.COM III	143	0	104	39	0	96.62
BCA I	43	0	8	4	0	27.9
BCA II	45	0	30	7	0	82.2
BCA III	37	0	27	1	0	75.67
M.COM I	90	0	64	17	0	90
M COM II	45	0	37	6	0	84.4
M A I (ENG)	4	0	0	0	0	0
M A II(ENG)	9	0	0	0	0	0
M.SC IT I	14	10	10	-	-	100
M.SC IT II	17	03	11	-	-	64.17

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

The IQAC is the pivot around which the overall academic and administrative performance of the College hinges. The IQAC has consistently strived to uphold and re-in force the quality control measures of the College, playing a crucial role in various processes related to teaching, learning and evaluation.

- This year the IQAC was given the welcome, but crucial task of gearing up for the impending NAAC Peer Team visit. The IQAC, in collaboration with the Advisory Committee and Heads of Departments prepared the blue-print for the smooth conduct of the NAAC Peer Team visit. Guidelines were issued to respective agencies for the preparation and presentation of documents/information related to teaching and learning to the Peer Team.
- In the routine domain, the IQAC recognized the need for introduction of new courses in order to cater to the ever changing dynamics of the professional world. Therefore, proposals for starting of MA in Sociology at the Post Graduate level and additional unit of the B Com at the Under Graduate level were prepared. The college was awarded permission by the Panjab University for starting the same.

- The IQAC also reviewed the success of the Functional English at the elective level in BA, introduced in 2012-13. It was decided to motivate students to take up this course along with Elective English, in order to pursue English Hons. for better career prospects.
- The IQAC sensitized faculty to the need for using ICT and other aids to modernise the teaching processes.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	3
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	GIA (16) GIA (4) SF (2) Tabla Ins. (2) Lect Asst. (1) Lab Attendant (1) Technical Assistant (1) Lab Attendant (1) Lab Technician (1)			
Technical Staff				

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Proposal has been sent to Panjab University for setting up research centre for commerce.
- Faculty is encouraged to do research work and publish research papers.
- Faculty members are encouraged to apply for various major and minor projects from different funding agencies.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-		
Outlay in Rs. Lakhs				

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	02	
Non-Peer Review Journals	05		
e-Journals	03		
Conference proceedings	01	01	

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-

3.16 No. of patents received this year	Commercialised	Applied	-
		Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College

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

-
-

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

-
---

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

JRF 

-
---

      SRF 

-
---

      Project Fellows 

-
---

      Any other 

-
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3.21 No. of students Participated in NSS events:

University level	<table border="1" style="width: 40px; text-align: center;"><tr><td>22</td></tr></table>	22	State level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	
22					
National level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>		International level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	

3.22 No. of students participated in NCC events:

University level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>		State level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	
National level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>		International level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	

3.23 No. of Awards won in NSS:

University level	<table border="1" style="width: 40px; text-align: center;"><tr><td>-</td></tr></table>	-	State level	<table border="1" style="width: 40px; text-align: center;"><tr><td>-</td></tr></table>	-
-					
-					
National level	<table border="1" style="width: 40px; text-align: center;"><tr><td>-</td></tr></table>	-	International level	<table border="1" style="width: 40px; text-align: center;"><tr><td>-</td></tr></table>	-
-					
-					

3.24 No. of Awards won in NCC:

University level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>		State level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	
National level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>		International level	<table border="1" style="width: 40px; text-align: center;"><tr><td></td></tr></table>	

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other	<input type="text"/>

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

- College collaborated with an NGO “Compassionate Kashmir” to help flood victims of Kashmir in 2014 and collected Rs 25000 in cash and other necessary items like blankets, medicines, powdered milk, food items and clothes etc.
- Eye Donation Awareness programme was organized by the college in session 2013-14 with the help of Govt. Medical College & Hospital, Sector-32 Chandigarh. Around 50 NSS volunteers and faculty members including principal of the college filled eye donation pledge cards.
- **Rajiv Gandhi Sadbhavna Divas** was observed by the NSS wing of the college on 20<sup>th</sup> Aug 2013.
- **Tree Plantation Drive** was carried out in the college premises with the aim to make the environment clean and green in the session 2013-14. Around 30 saplings were planted and around 100 NSS volunteers participated in the **slogan writing and poster making** competition which was in the theme “**Save Trees**”.
- **Women Safety Rally** was organized on 12<sup>th</sup> Nov, 2013 by Chandigarh Plice at Sukhna lake, Chandigarh in which around 100 NSS volunteers participated. It was followed by **Women’s Two Wheeler Safety Helmet Rally** in which 30 NSS volunteers participated.
- **AIDSCON 2013** was attended by 8 NSS volunteers from 29<sup>th</sup>-30<sup>th</sup> Nov, 2013 organized by State Aids Control Society, Chandigarh at Govt. Medical College and Hospital, Sector-32, Chandigarh.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11 acre	none	-	11 acre
Class rooms	30	none	-	30
Laboratories	12	02	fees	14
Seminar Halls	2	none	-	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Furniture- 1,24,991 Rs Books-1,37,002 Rs Equipment- 2,45,350 Rs	fees	507731 Rs
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Already existing
------------------

#### 4.3 Library services:

	Year 2013	-2014	Year 2014	-2015
	No.	Value	No.	Value
Text Books	269	77421	902	3,28,546
Reference Books	30	30,354	192	1,89,627
Journals/periodicals	19/30	84893	21/27	79730
e-resources	Indian journals.com(07)	10,546	NList INFILIB NET.AC. IN	5000
Digital Database	-	-	-	-
CD & DVD's	32	With books	09	With books
Donated Books	177		39	

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	04	Available over systems	-	-	10	Psychology-01 Home Science-01 Commerce-01 Physical Education-01	Library-01 Language Lab-01 Hostel-01
Added	-	-	-	no	no	-	Computer-115	Store keeping-01 Male Staff room-01 Main staff room
Total	163	04	-	no	no	10	119	34

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

<p>Internet facility available (BSNL bradband BBG Combo 6300/4mbps,multiuser)</p> <p>Ten to fifteen days training for administrative office</p> <p>All time technical support for teachers for smart (e.g material etc)</p>
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	1,52,8231
iii) Equipments	-
iv) Others	-
<b>Total :</b>	-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC is concerned with introduction of student centric welfare schemes addressing various requirements of the students and providing necessary support system to the students on various issues

#### 5.2 Efforts made by the institution for tracking the progression

The major source of tracking the progression of the students is the examination system which has an inbuilt mechanism. The institution monitors and ensures the achievement of the learning outcomes through analysis of tests, examination results and passes percentages. A track record of the students is also maintained participating in various competition at State/ National or International level in various other activities, apart from academics. The Alumni Committee work hard to keep track record of the pass outs on their progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1141	188	-	-

#### (b) No. of students outside the state

666

#### (c) No. of international students

05

Men	No	%	Women	No	%
	-	-		1329	100

No	%
1329	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1152	86	16	75	-	1329						

Demand ratio

Dropout 2%

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

The students appearing in various competitive exams are extended all possible help. They are free to take guidance from teachers for their preparation for competitive exams like CAT, TOFEL, MAT , GMAT, UGC NET, BANK PO ETC. The college library is well equipped with sufficient learning resources for competitive examinations. Efforts are also made to focus on skill development of students such as spoken English, computer literacy etc. which is required by them to beat any competition in outside world.

No. of students beneficiaries

4

#### 5.5 No. of students qualified in these examinations

NET	3	SET/SLET	X	GATE	X	CAT	1
IAS/IPS etc	X	State PSC	X	UPSC	X	Others	X

#### 5.6 Details of student counselling and career guidance

**Academic Counselling:** The college has a separate career counselling and placement cell that provides guidance and counselling to students regarding higher education and employment. The Placement cell organizes interviews for placements in various organizations.

**Psychological Counselling:** The students are divided into tutorial group of 30 students and assigned to a mentor, who takes care of the progress of the students. Mentor take care of various issues like stress management, home sickness, academic performance etc. and tries to resolve matter causing disruption in the lives of students.

The personal counselling is also provided by Dr. Savneet, Deptt. of Psychology. A student was given behaviour therapy and now she is doing well in her life. Dr. Savneet also does counselling of students who sometimes become aggressive in their lives.

No. of students benefitted

4-5 specific cases and general overall counselling of hostel students.

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	5

### 5.8 Details of gender sensitization programmes

<p>The teachers, on regular basis conduct healthy interactive session on gender sensitization and gender specific issues.</p> <p>i) In 2013-14, a lecture was given by Dr. Rajesh Gill, Prof, Dept of Sociology, PU, Chd, on gender sensitization and creating awareness.</p> <p>ii) The NSS unit of the college also conducts various programs and gender sensitization as a part of their regular activities. They call professional counsellors to conduct programmes for women students.</p>
--

### 5.9 Students Activities

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

State/ University level  National level  International level

#### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	21	Rs. 30,000/-
Financial support from government	33	Rs. 262000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_

The college has various grievance boxes, through which they are free to express their problems and also suggest remedial actions for the same.

The major grievances of the students were.

1. Restriction on use of mobile phones.
2. Cleanliness of rest rooms
3. Hostel mess
4. White uniform on Monday

To overcome these problems, the rest room facility have been improved, students are allowed to use mobile phones in specified areas, college hostel has been renovated and mess contractor has been hired to improve the quality of food and the compulsory white uniform has been done away with.

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

The vision of the institution is to modernize and promote the educational, cultural and social environment. Sound academic education with high moral and social values.

The mission of the society being "Shubh Karman Te Kabhun Na Taron" (never to stray from the path of righteousness) has been the main motto with the special emphasis on inculcation of moral and ethical values. To meet the challenges of the changing economic scenario.

6.2 Does the Institution has a management Information System

No, the institution does not have any formally stated quality policy.

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

6.3.1 Curriculum Development

Curriculum is planned and developed by the Panjab University/the college implements it in strict accordance with the existing rules and norms.

6.3.2 Teaching and Learning

- The over-all performance of the student is assessed through a combination of continuous and Annual Examination. The students and their guardians are informed in writing about any deficiency.
- The deficient students are advised to receive required guidance through remedial courses in tutorial classes.
- The college is endowed with highly qualified teaching Faculty, mostly having PH.D. Degree and an excellent track record of their professional progression. The College follows the self – appraisal method to evaluate the performance of Faculty, which is used for correcting shortfalls. Greater Faculty participation in National and International Seminars and Conferences is encouraged.
- Use of audio-visual aids has been integrated with conventional black board

### 6.3.3 Examination and Evaluation

- Internal Examinations are conducted as per the instruction of the Panjab University and evaluation is done internally by the teaching staff. Marks obtained by the student in these internal examinations form basis of internal assessment.
- University Examinations are conducted as per the norms and regulations of the Panjab University. The results of the same are declared by the university itself.

### 6.3.4 Research and Development

- To promote research the College encourages Faculty members to participate and present papers in various States/ National/ International Seminars and Conference. They are also motivated to do research in their respective fields.
- The students of M.Com classes undertake one research project each in various fields like Finance, Marketing and Human Resource Management which are the part of their curriculum.
- The students of M.Sc IT also join various IT companies to undergo compulsory training which is part of their curriculum.
- The college library has subscribed National / International e-journals in various subjects and ICT facility which can be accessed free by faculty to update their knowledge.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Every year library is updated by adding newly published books. ICT base instruments and computers are purchased and used, Internet, Wi-Fi facility and CCTV surveillance services are used in the college.



### 6.3.6 Human Resource Management

The college is always taking care of their human resources. They are motivated to attend Orientation, Refresher Courses and Research Workshops for their professional development.

The faculty is also allowed to take two year leave with full salary for advanced study and research in their respective subjects.

College also has a placement Cell which invites reputed companies to recruit the students from the College for their companies.

### 6.3.7 Faculty and Staff recruitment

The faculty is recruited through a rigorous selection process in accordance with the directives of the UGC, Panjab University and DHE.

Besides the sanctioned substantive posts, the College recruits additional faculty under management posts for both aided and self-financing courses.

### 6.3.8 Industry Interaction / Collaboration

The students of M.Sc. IT join various IT companies to undergo compulsory training which is part of their curriculum.

Experts are also invited to share their industrial experiences with the students.

Field visits and study trips are organized for the students to make them familiar with the practical environment.

### 6.3.9 Admission of Students

Admission of students in various courses (Both undergraduate and post graduate) is done on merit and reservation basis as decided by the Panjab University.

#### 6.4 Welfare schemes for

Teaching	6 Months maternity leave for the expecting mothers twice during the working tenure. 3 Week leave with pay for miscarriage. 2 Years study leave with pay. Duty leaves for attending workshops, Seminars, Orientation and Refresher courses. In house medical facilities for minor ailments. In house counselling for daily hassles, conflicts and frustrations. 240 Medical leaves are given to the employees during his/her job period. Fee concession for employee's children. EPF as per rules.
Non teaching	Fee concessions/ scholarships/stationary to SC/ST students/ voluntary contribution by the staff members.
Students	The teaching staff members contribute to provide financial assistance to the economically weaker students. The students who belong to SC/ST/ OBC and economical weaker section are provided with every possible help during the session in the form of scholarships, concessions and free ships. The college offers liberal concession to the meritorious and needy students. Freeships are given according to their previous merit and concessions are according to the need of the students. Students above 75% and students with distinction are given freeships and scholarships to motivate them to work harder. Staff members also contribute to the Book Bank created in the library to support the economically weaker students who can get the books issued for the whole academic session.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	Management
Administrative				

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes

Yes

No

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

We are an affiliated college therefore do not have any provision for examination Reforms. However teachers who are in the board of Studies, PU do make effective suggestions to bring about desired reforms.

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

Panjab University does not make a provision for according the status of autonomy to our institution.

6.11 Activities and support from the Alumni Association

1. Members of alumni association are being invited to various college functions.
2. Some faculty members namely, Ms Satvinder Kaur (Associate Professor, Department of English), Dr. Reena Parti (Assistant Professor, Department of Economics) Dr. Amandeep Kaur (Assistant Professor, Department of Physical Education) are the students of our college.
3. Alumni occasionally sponsor functions of college.
4. Alumni also help in job placement.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Meetings are organized from time to time in the college wherein parents are informed about their wards' academic performance and attendance records.

6.13 Development programmes for support staff

At present no such initiatives are being taken.

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

- The students are encouraged not to use plastic bags inside the college campus in order to make the campus polythene free zone.
- Tree plantation exercise is undertaken on an annual basis by the NSS society of the college celebrate ' Van Mahotsav' where students and staff are involved in plantation of plants.

- With concerted effort and hard work the college lawns have been brought under planned landscaping. The college now sports an enviable green lawn and gardens that enhance the beauty of the campus and social experience of students. The campus has been getting the award of the Best Maintained College Campus at the Annual Rose Festival Chandigarh every year.
- A rain water harvesting reservoir has been constructed on the premises to raise the sub soil water level. Supply of used and treated water from the municipality has been secured for maintenance of lawns and plants.
- Frugal use of lights and fans is facilitated by the highly eco-friendly structure of our building. All rooms are provided with large windows to let light in and air to circulate. Use of artificial lighting during day/ working time is minimal and cross ventilation of air ensures a college indoor environment largely reducing dependence on fans and air conditioners.
- Low energy florescent bulbs, the compact fluorescent lamps(CFLs) are use as these use one-fifth the energy of conventional tungsten bulbs while giving the same output, reducing CO2 emissions, and lasting 9,000 + hours longer than incandescent bulbs. There is reduced energy consumption and lower emission of heat, reducing cooling requirements.
- All labs equipment's are judiciously switched off when not in use.
- Conscious effort is made to 'reuse' and 'reduce' equipment.
- Computer labs are upgraded with new higher configuration computers corresponding to course requirements and the used machines are installed in the library.
- Upkeep and maintenance of equipment is strictly adhered to for enhancing energy efficiency and longer life.

## Criterion – VII

### 7. Innovations and Best Practices

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

Regular faculty development programmes.  
Construction of new chemistry and physics labs.  
Renovation of the library and the fitness centre.  
More computerization of the office started.

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

Objectives and the target laid down in the beginning of the session.  
Schedule is prepared and executed through the academic calendar.  
Variations are identified and discussed  
Action is taken to rectify within the provision of the calendar.

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

General Mentoring system.  
Accidental insurance schemes for students and staff.  
Holistic education to inculcate the right value system with special emphasis on spiritual education.  
Gender sensitization and other societal issues.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

Please refer to 6.14

7.5 Whether environmental audit was conducted?    Yes     No

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

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

- Proposal to start M.A Economics , B.Sc Non-Medical/Computer Science
- Holding of National Level Seminars
- More Fund Generation
- Expansion and maintenance of infrastructure
- Organisation of FDP's

*Name Mrs. Harbinder Chahal*

*Name Mrs Satvinder Kaur*

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

\_\_\_\_\_\*\_\*\_\*\_\_\_\_\_  
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## **Annexure I**

### **Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test

PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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