

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
And Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 6
7. The role of coordinator 7
8. Operational Features of the IQAC 7
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 9
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 16
14. Criterion – II: Teaching, Learning and Evaluation 18
15. Criterion – III: Research, Consultancy and Extension 23
16. Criterion – IV: Infrastructure and Learning Resources 28
17. Criterion – V: Student Support and Progression 30
18. Criterion – VI: Governance, Leadership and Management 35
19. Criterion – VII: Innovations and Best Practices 42
20. Abbreviations 47

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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). 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

principalggscw@yahoo.in

Contact Nos.

0172-2791610

Name of the Head of the Institution:

Dr. Charanjeet Kaur Sohi

Tel. No. with STD Code:

0172-2791610

Mobile:

09814012372

Name of the IQAC Co-ordinator:

Dr. Jaswinder Kaur

Mobile:

09876498893

IQAC e-mail address:

savneet2007@yahoo.com

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

1.4 Website address:

<http://www.ggscw.in>

Web-link of the AQAR:

<http://www.ggscw.in/AQAR/AQAR2016-17.pdf>

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 st Cycle	B+		2003	5 YEARS
2	2 nd Cycle	B	2.8	2014	5YEARS
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

20/03/2004

First Constitution

20/03/2014

Reconstitution

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

2016-2017

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 2013-14 submitted on 07/09/2016 (DD/MM/YYYY)
- ii. AQAR 2014-15 submitted on 24/09/2016 (DD/MM/YYYY)
- iii. AQAR - 2015-16 submitted on 01/02/2017 (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)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government--

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-		-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	04
2.4 No. of Management representatives	02
2.5 No. of Alumni	01
2. 6 No. of any other stakeholder and Community representatives	-
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	01
2.9 Total No. of members	20
2.10 No. of IQAC meetings held	06

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

- Women Entrepreneurship
- Research and Development
- Choice Based Credit System
- Secular and Religious Music in Punjab
- Career Opportunities
- Personality & Self Development
- Applications of Science
- Print Media
- Post Colonialism
- European Drama
- Statistical Techniques in Research
- Work Ethics\Murals and other Art forms
- Sensitization towards Animals
- Socio cultural changes
- Banking and Digital Economy
- Cloud Computing, Soft Solutions
- Nano Technology
- Stress Management
- Contemporary Literature

2.14 Significant Activities and contributions made by IQAC

- After the successful implementation of B.Sc 2nd year (Non-Medical) spadework was initiated for B.Sc 3rd year (Non-Medical)
- A proposal for a new section of B.Com was forwarded to Punjab University.
- UGC NET classes were conducted for the Post Graduate students of English and Commerce.
- Remedial classes were conducted for Commerce and Maths students.
- Skill Development Classes (Group Discussions & Interviews) were held for the students of passing out classes.
- The IQAC initiated the formal process of Academic Audit for Departments and Faculties, done by the Principal and Management.
- The Faculty was encouraged to undertake research at the national and international level by presenting and publishing research papers.
- The IQAC played a significant role by orienting staff and students towards the use of ICT across all arenas of learning.
- Feedback system was strengthened and streamlined.
- The value of green initiatives was highlighted by the IQAC and various drives like **Tree plantation, Say No to Plastic and Cleanliness Drives** and carpooling were executed.
- Industrial visits were arranged to familiarize students with the Industry environment.
- Doordarshan Kendra visit was done by Functional English students to understand the working of TV operations.
- Visits were made to Old age homes, orphanages and blind schools for social causes.
- Awareness on various entrance exams for careers.
- Gender Champions Club was started to create Gender Awareness.

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
<ul style="list-style-type: none"> • To start BSc (Non-medical/ Computer Science) 3rd year 	BSc (Non-medical/ Computer Science) successfully started

<ul style="list-style-type: none"> To start a new section in B.Com 	Successfully added another unit in B.Com 1 with strength of 70
<ul style="list-style-type: none"> Continuation Academic Audit of different departments 	Academic Audit was conducted. Meetings with the Management were held to analyze the results.
<ul style="list-style-type: none"> Green initiatives 	Swachh Bharat Abhiyan, Car pooling encouraged
<ul style="list-style-type: none"> To cater to needs of slow learners 	Remedial classes were conducted to help slow learners perform well in the examinations.
<ul style="list-style-type: none"> Personality Development 	Department of Psychology for outgoing classes.
<ul style="list-style-type: none"> Seminars 	Four National Seminars held in college

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes

Management

Syndicate

Any other body

Provide the details of the action taken

AQAR 2015-16 approved

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	5	-	2	-
UG	4	-	3	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	9	-	5	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	44 [MCOM, MSC(IT), MA(ENG), MA(SOC), MA(ECO), BA, BCA, BCOM, BSc (NM)]
Trimester	x
Annual	x

1.3 Feedback from stakeholders* Alumni
(On all aspects)

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.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	32	10	-	02 (retd.)

2.2 No. of permanent faculty with Ph.D.

19

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
2	-	-	2	-	-	-	-	4	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

Visiting faculty: 02 (in the subject of Environment Studies) Guest Faculty: 11 Temporary Faculty: 37
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	51	6
Presented papers	12	53	-
Resource Persons	1	2	13

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

Students not only need the knowledge of reading and writing, rather they need to learn fundamental skills like teamwork, problem solving, research gathering, time management, information synthesizing, utilizing high tech tools etc. To improve these skills different pedagogies and learning techniques are adopted by teachers such as: Audio-Visual Aids, Case Studies, Group Discussions, Problem Solving and Project based learning, Review of Research Papers and Articles, Brainstorming Sessions, Library related research activities, Experimental learning to reinforce the fundamentals skills of the subjects.

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

a. <u>Under Annual System:</u>	NA
b. <u>Under Semester System:</u>	
- Semester –I:	113 days
- Semester –II:	94 days
- Total	207 days

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

- As per Rules and Regulations of Panjab University.
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2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

10

2.10 Average percentage of attendance of students

75.8%

2.11 Course/Programme wise distribution of pass percentage:

TITLE OF THE PROGRAMME	TOTAL NO. OF STUDENTS APPEARED	DIVISION				
		DISTINCTION%	I%	II%	III%	PASS%
M.Sc (IT)-I (1 st Semester)	13	46%	92.30%	-	-	100%
M.Sc (IT)-I (2nd Semester)	13					100%
M.Sc (IT)-II (3rd Semester)	15	73%	100%	-	-	100%
M.Sc (IT)-II (4th Semester)	14		100%			100%
Mcom-I (1st Semester)	74	4%	59.40%	5.40%		65%
Mcom-I (2nd Semester)	Result Awaited					
Mcom-II (3rd Semester)	85	4%	86%	4%		93%
Mcom-II (4th Semester)	85		90.5%	1.17%		95.3%
M.A (Eng)-I (1st Semester)	21			48%	4.70%	52.30%
M.A (Eng)-I (2nd Semester)	20		15%	60%		75%
M.A (Eng)-II (3rd Semester)	34		23.50%	29.40%	6%	59%
M.A (Eng)-II (4th Semester)	33		9.09%	21.2%		36.36%

M.A (Soc)-I (1st Semester)	36		33.30%	36.10%	11.10%	80.50%
M.A (Soc)-I (2nd Semester)	33		45.4%	21.2%		81.8%
M.A (Soc)-II (3rd Semester)	58		22.40%	38%	8.62%	69%
M.A (Soc)-II (4th Semester)	57		22.8%	24.5%		91%
M.A (Eco)-I (1st Semester)	16	6.25	69%	6.25%	6.25%	81.25%
M.A (Eco)-I (2nd Semester)	13		46.1%	30.76%		84.6%
M.A (Eco)-II (3rd Semester)	19	5.26%	74%	26.30%		100%
M.A (Eco)-II (4th Semester)	19		63.10%	10.50%		74%
B.A-I (1st Semester)	276	0.36%	9.78%	13.76%	4.70%	28.26%
B.A-I (2nd Semester)	277					41.87%
B.A-II (3rd Semester)	273	0.37%	19.78%	21.25%	4%	45%
B.A-II (4th Semester)	274					55.47%
B.A-III (5th Semester)	277	1.44%	29.24%	36.10%	3.60%	69%
B.A-III (6th Semester)	277					76.17%
B.Com-I(1st Semester)	221	0.45%	34.38%	27.14%	2.26%	64%
B.Com-I(2nd Semester)	221	5.88%	58.30%	12.67%	3.16%	71%
B.Com-II (3rd Semester)	222	5.85%	50%	27.50%		80.18%
B.Com-II (4th Semester)	222	10.30%	64%	21%		84.68%
B.Com-III (5th Semester)	226	4.80%	71%	23.40%	1.32%	96%
B.Com-III (6th Semester)	226	2.20%	57.50%	17.20%	0.44%	75.20%
BCA-I (1st Semester)	28		46.42%	- -		46.42%
BCA-I (2nd Semester)	28	3.75%	64.28%	3.57%		68%
BCA-II(3rd Semester)	20	5%	30%	10%	10%	50%
BCA-II (4th Semester)	20		40%	30%	10%	80%
BCA-III (5th Semester)	42	2.38%	61.90%	9.50%		72%
BCA-III (6th Semester)	42		14.20%	9.50%		23.80%
BSc-I (1st Semester)	57	3.50%	17.54%	35.08%	14%	67%
BSc-I (2nd Semester)	57					38.59%
BSc-II (3rd Semester)	69	14.50%	31.88%	23.19%	5.70%	60.80%
BSc-II (4th Semester)	69					52.17%

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

- IQAC plays a significant role in improving the quality of higher education. It also initiate the plans and supervises various activities which are decided in the meetings conducted regularly.
- IQAC also keeps an eye on the regular teaching process and suggest innovative ways to improve the same.
- It also evaluates the teaching and learning pedagogies through seminars/ tutorials/ mid- semester tests.
- It also gives emphasis on group discussion, PPT, brainstorming sessions etc. Informal structure also exists for feedback of teachers through tutorials.
- Various workshops are organized to make students conscious about drifting career options.
- IQAC also endeavours on library upgradation.
- It conducts training workshops/ seminars/ expert lectures for teachers also to enhance their knowledge and to aware about new technologies.
- The IQAC prepared the stakeholders for implementation of CBCS.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	01
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	03
Staff training conducted by the university	01
Staff training conducted by other institutions	10
Summer / Winter schools, Workshops, etc.	06
Others	08

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	20	1	-	-
Technical Staff	3	-	1	22

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourages the faculty and students to do research work and publish papers.

As recommended by IQAC

- ❖ Lectures on various latest topics by subject experts were organised by departments for creating awareness about the recent advances in different fields.
- ❖ Students were encouraged to visit educational institutes like IISER etc.
- ❖ Also awareness was created among students through various activities like essay writing, declamation contest etc.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-	Rs 105000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	8	3
Non-Peer Review Journals	2	1	2
e-Journals	1	-	-
Conference proceedings	2	7	1

3.5 Details on Impact factor of publications: Impact factor - 0.519, 2.5, 0.821

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	1 English	UGC	Rs 105000	nil
Interdisciplinary Projects	-	-	-	-

Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	1 Commerce	ICSSR	Salary protected	-
Total	-	-	-	-

3.7 No. of books published

i)with ISBN No

ii)without ISBN No

iii)Chapters edited in book

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		4	1		
Sponsoring agencies		ICHR, ICSSR, Delhi& CDC, PU, Chandigarh			

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

06

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

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
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
1	-	1	-	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

NSS wing of the college has two units comprising of 100 volunteers each. During the session 2016-17, following activities were undertaken:-

- International Yoga Day
- Dengue Awareness Drive
- Azaadi 70:
- Tree Plantation Drive
- Workshop on Digitalization
- NSS day Celebration
- NSS 7 Day Special Camp

- Rashtriya Ektah Saptah (National Unity week)
- .Festival of Sharing
- National Voters Day
- VISAKA Workshop and Registration
- Blood Donation Camp

Department of Physics organised Science Fest (Scientia-2016) in collaboration with Environmental Society of our college.

Department of Psychology organised:

- Gratitude Day for Indian Soldiers to show our gratitude towards them.
- A poster on 'Happiness and Emotional Intelligence'.
- Visit to SOREM Institute for the Mentally Challenged

Department of Computer Science and Applications organised:

- IT Fiesta (sponsored by the Department of Science and Technology) to explore the true potential of the students.
- 20 students of the Department got enrolled under VISAKA (Vittiya Saksharta Abhiyan)
- A seminar cum introductory session help volunteers to promote cashless ways to perform payments/transactions.

NCC NAVY WING Report 2016-17

This year 12 students were enrolled in the NCC Navy Wing. The cadets of 2nd and 3rd year cadets actively participated in various camps and activities held throughout the year. Senior cadets Durga, Komal, Harnoor actively volunteer all activities organized at NCC Unit and college. Durga, Sandeep kaur, Nasreen sihal attended 12 day NIC-I at Amritsar from 20 June to 01 July 2016. 11 cadets of NCC Navy attended CATC-215 at sports complex, Panjab University, sector 14 Chandigarh. 3 cadets attended Pre NSC-I 10 days camp at Ropar .senior Cadet Durga attended Pre NSC-II, III camp held at Ropar from 15 September to 4 October 2016. She was shortlisted to represent NCC DTE P, H, HP&C for AINSC held at Karwar from 6-10-16 to 17-10-16. Komal attended BLC held at Malout from 1-11-16 to 10-11-16 and also attended PDLs 10 day's camp held at PGGC-11 from 30-12-16 to 08-1-17.

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 acres	-	-	11 acres
Class rooms	29	2	SES	31
Laboratories	14	1	SES	15
Seminar Halls	1	-	SES	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	3,73,768/-	3,31,353/-		7,05,121/-
Others	-	-	-	-

4.2 Computerization of administration and library

Well equipped with latest computers networked for supporting client server architecture with 24x7 wi-fi internet service. Administrative office is technically supported by various software for accounting, examination module student registration and other official work.

College library is also technically supported by Libsys software for library management and internet facility for online access to books , journals and e-resources through NLIST, INFLIBNET .

4.3 Library services:

	Existing		Newly Added Session 2016-2017		Total	
	No.	Value	No.	Value	No.	Value
Text Books	917	304005	1026	325184	1143	629189
Reference Books	89	85112	110	105361	199	190473
e-Books	Through NLIST, INFLIBNET (MHRD Prog.)					
Journals	53 online	73268	34 online	98056	87	171724

e-Journals	Through NLIST, INFLIBNET (MHRD Prog.)					
Digital Database						
CD & Video	With book 414	-	44	With books	-	458
Donated	50		69			119

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	77	04	BBGCO MBOUL D63000 1N	06	NO	09	28	17
Added	-	-	WI-FI ENABLE D					
Total	77	04		06	NO	09	28	17

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

Various workshops like learning payment through PFMS, MIS and Geo Tagging for managing RUSA work have been attended and organised by the teaching and non-teaching staff.

Faculty members have also attended workshop for MOOCs to learn mechanism for creating online teaching modules and promoting them online.

All the technical information is well taken and implemented in college for future use.

4.6 Amount spent on maintenance in lakhs:

i) ICT	28,952/-
ii) Campus Infrastructure and facilities	58,837/-
iii) Equipment	3,20,973/-
iv) Others	-
Total:	4.08,762/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes up various decisions for the benefit of students and upliftment of college. This year also various meetings were held by the IQAC team to provide support to students.

➤ **During the meetings of IQAC held, following decisions were made and implemented:**

- ❖ Strengthen the mentoring system for the benefit of students:
 - Mentors were allotted at the time of admission of students and mentor's phone numbers were given to the parents at the same time.
 - A booklet having student's complete academic and personal details was maintained by mentor for every student.
- ❖ Record of student was maintained by Pupin No. because it remained same for three years.
- ❖ All rooms/departments were kept clean and better drinking facilities were provided to the college students.
- ❖ Smart classrooms were also introduced for all classes.
- ❖ Marketing cell has been formed for college promotion which would give student strength to college.
- ❖ A job fest was held for the students in the current session 2016-17.
- ❖ Requirement of more rooms and labs was raised for new courses.
- ❖ Coaching classes for competitive exams like UGC were started in the college.

5.2 Efforts made by the institution for tracking the progression

- To improve the attendance of students in the classes, automated messages were sent to parents about their ward's attendance. Phone numbers of the parents were also taken at the time of admission only.
- A Parent Teacher Meeting was held on 4th March 2017 to make the parents aware of their ward's performance in house examinations held in February 2017 and their attendance in the classes.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1710	376	NA	-

(b) No. of students outside the state

1124

(c) No. of international students

13

Men	No	%	women	Women	No	%
	NA	-			2086	100

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	BC	Physically Challenged	Total
1581	186	23	160	NIL	1950	1660	191	35	148	52	NIL	2086

Demand ratio Dropout % 0.99%

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

- Special coaching classes for UGC-NET were also held for Post Graduate students of Commerce.
- A Skill Development Class – General Aptitude and Reasoning for all classes was held by Post Graduate Department of Computer Science and Applications.
- Personality Development Certificate course for the final year students of Psychology was held to prepare the students for interviews.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET	NIL	SET/SLET	NIL	GATE	NA	CAT	NIL
IAS/IPS etc	NIL	State PSC	NIL	UPSC	NIL	Others	NIL

5.6 Details of student counselling and career guidance

Career profiles for Semester VI Psychology students were prepared to aware them of their skills, values, interests, personality traits assessments to help the students focus their search on careers that closely match their unique personal profile.

No. of students benefitted

35

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
-	-	-	-

5.8 Details of gender sensitization programmes

During this session, to sensitise students about gender issues the Gender Champion's Club was initiated as per the guidelines of the UGC and MHRD. This club celebrated International Women's Day by organizing various competitions such as poster making, slogan writing, on the spot photography, rangoli and face painting.

5.9 Students Activities

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

State/ University level

153

National level

71

International level

03

Other Events

- Students participated in 3rdINTERNATIONAL & 5thINDIAN PSYCHOLOGICAL SCIENCE CONGRESS. Vandana Narwal and Anmol Thakur presented a poster on Emotional Intelligence amongst Sportspersons.
- 3 students participated in the seminar on **Advances in Applied Sport Psychology** held at D.A.V College, Sector-10, on 18-19thMarch 2017.

No. of students participated in cultural events

State/ University level

60

National level

NIL

International level

NIL

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

Sports: State/ University level

25/145

National level

54

International level

1

Cultural: State/ University level

11

National level

NIL

International level

NIL

5.10 Scholarships and Financial Support

	Number of students	Amount (in Rs.)
Financial support from institution	194	4,155,508/-
Financial support from government	69	6,26,200/-
Financial support from other sources	60	165,000/-
Number of students who received International/ National recognitions	-	-

Financial support from institution

Sr. No.	Concession	No. of Students	Amount (in Rs.)
1.	25% Fee Concession	05	11,800/-
2.	Half Fee Concession	06	37,715/-
3.	Sister Fee Concession	13	16,203/-
4.	Full Fee Concession	12	91,170/-
5.	Partial Freeship	34	2,183,200/-
6.	Sports Fee Concession	124	1,815,420/-
	Grand Total	194	4,155,508/-

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:

College has a Grievance Redressal Cell having seven members consisting of teaching, non-teaching and student representative. Name of the members along with their phone numbers is displayed on the ground floor for the benefit of the students. Students can directly consult any member of the cell. Grievance boxes have been displayed at prominent place viz., outside the Principal's office, outside the staff room, outside the staff room of Commerce and Computer Departments, in Hostel, canteen and mess for the students, in which students can drop their grievances. Boxes are opened once in month and if any grievance is found then that is handed over to the members of the cell to take necessary action.

During the session 2016-17, following complaints had been reported to the grievances cell:

- Slow working of WI-FI in the campus
- Dispute between the students of BCA & BA

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision of our college is:
 - To promote academic excellence by maintaining high teaching standards.
 - To provide the best possible education and values to young women to become responsible citizens, dedicated to serve humanity and to improve the quality of life.

- Mission:

College aims to impart holistic education to girl students and empower them with knowledge, skill and competence and make them self-reliant, enlightened and socially committed citizens of the country.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The Curriculum for various courses is planned as per Panjab University, Chandigarh guidelines and college tries to implement it in the best possible manner so that it leads to academic growth of the students. Some of the teachers are member of Board of Studies (Undergraduate and Postgraduate). They take the feedback from students and teachers and give their valuable suggestions for any change required in the process of curriculum development.

6.3.2 Teaching and Learning

The main aim of our college is to promote girl education. The information about various courses offered in the college is provided in detail in the college prospectus and on college website. Interactive instructional techniques that engage students in higher order thinking and investigation through the medium of debates, projects, presentations, internships, application of ICT resources, e-books and e-learning resources are used. Other student-centric strategies like remedial classes, merit classes, tests, and special lectures are adopted to fulfil the knowledge gaps. A detailed evaluation report regarding Mid-Semester tests and regular assignments are formulated in advance and communicated to students. Monthly attendance record is maintained to identify students who are irregular. Data and information on academic performance of students is maintained in order to identify slow learners and meritorious students for appropriate assistance.

6.3.3 Examination and Evaluation

The college strictly follows examination and evaluation schedule set by Panjab University, Chandigarh. The examination and evaluation schedule is mentioned in the college calendar.

6.3.4 Research and Development

To promote research, college encourages faculty members to participate and present papers in various national/international/state seminars and conferences. College also provides duty leave to the faculty members to deliver lectures in esteemed institutions. Some of the faculty members completed minor projects approved by UGC.

Students of M.com undertake research project in different industries. College staff and students have access to various textbooks, reference books, journals required for effective teaching and learning. The library of college has subscribed National/International e-journals in various subjects to which everyone has free access. Programmes of social importance are carried out by NSS and NCC units of the college. The teacher in-charge of NSS and other societies along with Dean student welfare, plan and host the activities for the whole year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Our library has an impressive collection of books, journals, newspapers and huge variety of books. College library also has e-journals database, wide variety and collection of CDs and DVDs to access e-journals.

6.3.6 Human Resource Management

Number of workshops were organised and attended by the staff members in our college and in other colleges as well. Recruitment & selection of the employees; the salaries, benefits of the employees are given as per UGC norms. Teachers also attend orientation and refresher courses in the university to enhance their skills for teaching and learning.

6.3.7 Faculty and Staff recruitment

In the session of 2016-17, Dr. Sarbjeet Kaur of English department and Mr. Amolak in Physical Education department were recruited as Assistant professor in Grant-in-aid posts.

6.3.8 Industry Interaction / Collaboration

Students of BCA visit different industries and companies for training purposes.

6.3.9 Admission of Students

Subjects	B.A-I	B.A-II	B.A-III	Class	No. of Students
English (C)	276	273	278	Session 2016-17	
English (E)	32	42	42	B.A-I	276
HCP	143	113	153	B.A-II	273
Punjabi (C)	133	160	124	B.A-III	278
Punjabi (E)	14	15	15	BCA-I	28
Sociology	159	161	187	BCA-II	20
Psychology	37	36	35	BCA-III	42
Physical Edu	151	136	131	BSC-I	57

Hindi	43	70	80	BSC-II	69
Home Science	74	54	58	BCom-I	219
Public Ad	56	47	45	BCom-II	222
Economics	56	44	42	BCom-III	226
Fine Arts	21	20	29	MCom-I	74
Computer Science	23	31	27	MCom-II	85
History	56	62	56	MSc (IT)-I	13
Music (I)	36	38	28	MSc (IT)-II	15
Pol Sci.	54	49	42	M.A(Eng)-I	21
Functional English	16	14	18	M.A(Eng)-II	34
Eng (Hons)	--	9	8	M.A(Soc)-I	39
Soc (Hons)	--	16	26	M.A(Soc)-II	58
Eco (Hons)	--	4	6	M.A(Eco)-I	18
Psy (Hons)	--	0	1	M.A(Eco)-II	19
				Total	2086

6.4 Welfare schemes for

Teaching and Non teaching	<p>The college provides following benefits to the staff members:</p> <p>It provides number of benefits to the teaching and non-teaching staff like maternity leave as per norms. Duty leaves for attending Workshops, Seminars, Orientation and Refresher courses. Financial aid is provided to the non-teaching members in case of need.</p>
Students	<p>College also does number of activities for the welfare of the students as mentioned below:</p> <p>The college provides scholarships/free ships to meritorious and sports students who have excelled in academics, sports and other extra-curricular activities. College also provides medical facilities to students for which it has a tie-up with a doctor. Regular counsellor is there to address and handle the emotional and psychological issues. Coaching classes for skill development and preparation of competitive exams like</p>

	<p>UGC-NET, SLET, Civil Services etc. are organized by the college. Grievance cell, committee against sexual harassment, anti-ragging committee are fully functioning in the institution. Gurmat Vichar Sabha imbibes ethical, moral and spiritual values in the minds of students and helps them to overcome the ills of materialism, selfishness and insensitivity College has a grievance cell. Committee against sexual harassment, anti-ragging committee. Also, college has Gurmat Vichar Sabha which imbibes ethical, moral and spiritual values in the minds of students and help them to overcome the ills of materialism, selfishness and insensitivity.</p> <p>The counseling cell of college guides the students to adjust well in the society.</p>
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6.5 Total corpus fund generated

Rs.3, 73, 20,231 (provisional 2016-17)

6.6 Whether annual financial audit has been done Yes

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

Audit Type	External	Internal
	NO	Yes

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?

The college follows the norms set by Panjab University, Chandigarh. Mock tests and open book tests are taken in the classes.

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

Panjab University does not have any provision for according the status of autonomy to the institution.

6.11 Activities and support from the Alumni Association

- Alumni Association takes initiative to make a bond between institution and its alumni. Members of Alumni Association are invited to various college functions. The college had organized Alumni Meet in the college premises on 27th November 2016. More than 500 alumni revisited the campus. A cultural event was organized for the alumni wherein they actively joined with other students and made the day a memorable one.

6.12 Activities and support from the Parent – Teacher Association

To foster and promote good relationship among the members of the teaching staff, students and parents/guardians, Parent Teacher Meetings are organized from time to time in the college wherein parents are informed about their wards' academic performance and attendance records. Feedback from parents as well as from students is taken.

6.13 Development programmes for support staff

Basic computer training is provided to the supporting staff. It enables the staff to effectively use the computer for various departmental works. Staff members are encouraged to pursue higher education and short term courses for knowledge up gradation. A Workshop on “Workplace Ethics” was organized which was followed by interactive session with experts, wherein the support staff members actively participated and provide their valuable insights into it. Support Staff is also encouraged to attend workshops in other institutions relating to grants, utilization of funds and other technical aspects such as MIS, PFMS etc.

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

With collaborated efforts and hard work college lawns are satiated with diverse flora, which multiplies the beauty of campus and help to enhance aesthetic sense of students. The campus has brought laurels by winning the 1st prize at Annual Rose Festival 2017 in the category of 'Best Maintained Campus' in Chandigarh. An interactive session with students was held on 'Green Consumer Day', September 28th, 2016 in the college. The students were made aware about Green Buying Tips like walking or cycling to the market place.

Science Fest (Scientia-2016), an annual event was organized on November 18, 2016 by Department of Physics in collaboration with Environment Society. On 26th August 2017, college celebrated *Van Mahotsav*, where students and staff took part in plantation of trees. The students are advised not to use plastic bags inside the campus and as well as in mundane affairs to make the campus polythene free zone.

All energy star machines, according to BEE standards, are used in the campus. Old AC's are provided with regulators and thermostats to reduce the energy consumption and operating costs. Wherever possible, air conditioners are placed in shady environment to reduce the energy consumption. At campus frugal and thrifty usage of lights and fans is taken care by its eco- friendly building structure. All the rooms in the building are well aerated and there are large windows in the rooms to provide adequate sun light during day time. It is made sure that minimum numbers of lights are used during day time. Low energy LED bulbs are used as these use lesser energy as compared to standard tungsten bulbs. These also emit lower CO₂, lesser heat and hence requiring less cooling equipment at campus.

All lab equipment's are switched off, when not in use. Laser printers in campus are run on lower energy consumption mode to avoid loss of energy. Digitalization is encouraged so that use of stationary is minimal.

Volunteers got themselves registered under VISAKA scheme of MHRD in the month of December 2016, to become cashless and use online modes of monetary transactions. A one day workshop was organized by Mr. Sharik Ali from the VISAKA Team of MHRD on February 10, 2017 to impart training to the volunteers for encouraging the shopkeepers in the vicinity to turn cashless and get themselves registered under various online schemes for the same. All the staff members are encouraged to reuse the paper and used file covers as much as possible. Initiative of car-pooling is taken by staff.

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.

Following are the measures which were introduced & implemented during 2016-17, in the areas of Institution & administration process: - Teaching- Learning; Student Engagement; e-governance; Community Services etc.

- **Appreciation:** College recognizes students who have exhibited exemplary skills, academic as well as co-curricular performance during prize distribution.
- **Student Mentoring or Peer Assisted Learning:** It is a process where students are engaged outside classrooms and seeking help from peer students.
- **Seminars & Lectures:** Institution has organized several seminars & workshops to have continuous flow of industry related visitors & academicians
- **Free coaching/ Remedial Classes:** Institution also started free coaching classes as well as remedial classes/ special classes for the needy students.
- **Learning Resource Centre:** Institution's library has umpteen e-books & e-journals available to faculty as well as to students for updating information and learning latest developments in different academic fields.
- **Merit & Poor student Scholarships:** Students of the institution are constantly motivated for attaining excellence by availing all possible scholarships from government as well as from various other sources.
- **Initiatives for Sports students:** Institution has given free-ships to sports students to encourage girls in sports and girls have been showing the results by winning several top positions.
- **Alumni Interaction:** To motivate present students for achieving excellence.
- **Pedagogy Innovations:** Active, problem-based and inquiry based learning are encouraged.

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

- Various departments of the institution organized and conducted various workshops and interactive sessions for the staff as well as for the students.
- Environmental awareness is created by celebrating Vanmahostav and gifting a plant on important occasions by NSS and Bhagbani Club.
- Digitalization of the institution is in process.

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

A. Best Practice No.1-

a. To streamline the academic functioning & standardize practices every faculty member maintains course files by way of departmental files during the particular semester which includes:- attendance records, internal assessment, copies of teaching material, course plans, results and students performance. Further, these files are submitted with the department head for feedback.

b. It is ensured every faculty member performs his/her best in teaching & research.

c. Feedback is provided to faculty members in the areas where there is a requirement of improvement.

B. Best Practice No.2- ‘Stress on Holistic Development of students including co-curricular activities and inculcating Spiritual as well as Professional Values & Ethics’

. Holistic development is the need of the hour besides academics, Spiritual values & ethics are also imparted.

C. Other Best Practices:

RAAHAT club was formed for the We Care- We Share initiative. Contribution is collected by faculty, towards the payment of fees, books & other needs of the needy/ poor students.

Saving energy consumption: Switching off lights & fans, when not in use or required. Instructions are displayed on every switch board.

Voluntary services like cleanliness drives, blood donation awareness drives

NCC/ NSS Activities are also integral part of the Holistic Development of the students

New E-Governance Software is purchased which will be fully functional by next academic session, to digitalize the student related data, faculty related data, Assessment & Attendance records.

Best efforts to attract & retain students, enhance their performance and meet their expectations of learning.

Gender Champion club has been established for gender sensitization.

7.4 Contribution to environmental awareness / protection

ENVIRONMENT CONSERVATION

Reduce ,recycle, reuse and re-think

- Paper less practice such as electronic results, departmental communications are followed.
- There is use of rechargeable batteries (inverters)
- There is use of refillable ink cartridges to avoid carbon generation by not using printers (coloured)
- Students are also encouraged to save energy by switching off lights and fans before leaving class room, so stickers have been pasted.
- College is declared no polythene zone.
- Computers are kept on stand by “energy saving mode” to conserve energy
- Electronic equipments are turned off that are not in use
- File cover are used again and back side of used paper is used Potential recyclables – cardboard , paper , plastic glass are segregated.
- All electronics are recycled.
- Under swatch bharaat programme staff and students are trained with regard to waste management.

Eco- friendly campus

- College has airy and well light classrooms.
- Plantation of trees is done inside and outside campus.

Environment awareness-

- Tree plantation is done.
- A bamboo plant is given as token of respect to the chief guests.
- Car pooling strategy is followed by our teachers to conserve petrol and reduce air pollution.
 - Green and clean surrounding is maintained for better health.
 - Free parking for cycle users to encourage green environment.

7.5 Whether environmental audit was conducted?

Yes

No

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

Strengths

- Providing the right ambience for the young scholars to bloom in perfect environment the college has been winning the “best maintained campus” by Chandigarh administration during the annual rose festival since many years.
- The active sports women of the college have been a source of pride for the institution as they have been bringing laurels to the college. They won the 1st runner-up position out of 192 colleges affiliated to Panjab university.
- Prizes were awarded to students for their meritorious achievements in different fields. Scholarships amounting to Rs 5,18,300/- were given to needy and meritorious students.
- An amount of Rs 1,69,893 was given to the sports stars of the college.
- A dedicated team of highly qualified staff bring to the institution a rich accumulation of knowledge, experience and zeal to inspire the students to achieve their goals under the dynamic leadership of highly decorated principal and progressive vision of management.
- Parent teacher meetings are held to encourage, sharing and commitment and increase parental confidence and to appraise them of their wards progress.

Weakness

- Inadequate sanctioned posts, so burden of salary falls on the management.
- Financial liabilities, inadequate resource budget allocation.
- No add on courses or vocational courses.
- Less collaboration with industry.
- Lack of research and research facilities.

Opportunities

- There is vast scope in the department of sports as our sportswomen get all the facilities and opportunity to prove their abilities and are an asset to institution.
- Fitness center in the college is one of its kind and everyone has the access to it. It can be further expanded and even outsiders can be allowed the access after college hours for revenue generation.
- Having permanent enthusiastic staff, keen for motivating the students and working towards the social causes is another opportunity. ADD on courses can be started as we have qualified faculty.
- Alumni association can be made more active for productive participation.
- The state of the art library and research center can be expanded in terms of access to online data base and more books on the new subjects are being added each year adding to the knowledge bank of the staff and the students
- Iconic campus and central location of the college can be exploited.
- Establish/strengthen partnerships with industry.

Threats

- The major threat the college faces is non availability of the skill based vocational courses which are must for holistic development of the students and to prepare them for the actual global challenges.
- Men's college in the city have turned co-educational, thus having an impact on the admissions in the recent years.
- Fee hike by the university and subsequently by the colleges are a deterrent.
- Non availability of vocational/add on courses.
- Mushrooming of local engineering college and institutes offering computer science degrees have contributed to decline in admissions in BCA and BSC merit.

8.Plans of institution for next year

- Initiate discussion at the departmental level on the new syllabus to be introduced in CBCS (Choice based credit system) in 2018-2019.
- To organize a national seminar on teaching –learning process.
- To conduct an orientation programme for newly recruited teachers.
- To conduct a professional academic audit of departments.
- To promote collaborative research through MOU'S.
- To augment infrastructural facilities.
- To update the college website with a new format Digital India Vision.
- To organize national seminars/conferences for dissemination of information.
- To increase programme options available to students in terms of diplomas and certificate.

Name Dr. Ramnik Kolhi

Name Dr. Jaswinder 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
