

# **GURU GOBIND SINGH COLLEGE FOR WOMEN**

**SECTOR 26, CHANDIGARH – 160019**

## **ACADEMIC AND ADMINISTRATIVE AUDIT (AAA)**

**For the sessions 2020-21 and 2021-22**

**Conducted on January 24, 2023**

### **Members of the Expert Team:**

1. Prof S K Chadha, Chairperson (Retd), University Business School, Panjab University, Chandigarh.
2. Dr H S Dhanoa, Associate Professor (Retd), Post-Graduate Government College, Sector 11, Chandigarh.
3. Dr Sonia Sharma, Coordinator, IQAC.

  
Principal  
Guru Gobind Singh College For Women  
Sector 26, Chandigarh



### INSTITUTION PROFILE

1	Name of the College	Guru Gobind Singh College for Women
2	Website	<a href="http://www.ggscw.ac.in">www.ggscw.ac.in</a>
	Email	<a href="mailto:pricipalggscw@yahoo.in">pricipalggscw@yahoo.in</a>
	Phone Number	0172-2792757
3	Year of Establishment	June 23 <sup>rd</sup> , 1973
4	Name of the Principal	Dr. Jatinder Kaur
	Email	<a href="mailto:pricipalggscw@yahoo.in">pricipalggscw@yahoo.in</a>
	Phone Number	+91-9878618314
5	Name of IQAC Chief Coordinator	Dr. Pooja Malhotra
	Email	<a href="mailto:drpoojamalhotra@ggscw.ac.in">drpoojamalhotra@ggscw.ac.in</a>
	Phone Number	+91-9855611012
6	Affiliated University	Panjab University
7	AISHE Code	C-29344
8	Number of Programmes	UG: 11 PG: 3



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## ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

Various academic and administrative documents were examined and analysed. These included Office records of students, departmental files, AQARs, audit certificates etc. A brief presentation by criteria heads and Heads of Departments enabled members of expert team to arrive at the following report-

<b>I. CURRICULAR ASPECTS</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Courses offered	BA, BA (Hons), BCom, BCom (Hons), B.Sc (Non-Medical), BCA, MA English, MA Economics, M Com	Good number of courses
2	Calendar of events and teaching plans	At University, Institute and Department level	Calendar - As per Panjab University, Chandigarh Teaching plans – All Departments ensure timely preparation and submission of teaching plans.
3	Value Added Certificate courses/add on courses	2020 – 21: 6 2021 – 22: 18	Excellent.  Increase in number of such courses is welcome in today's highly skill-oriented world.
4	No. of students undertaking project work/field	2020 – 21: 998 2021 – 22: 1175	Excellent.  In keeping with the practical approach to



	work and internships		teaching-learning.
5	Feedback system	Collected from all stakeholders and analysed. Displayed on website in effective manner. All mechanisms well in place.	Very good.
<b>II. TEACHING-LEARNING AND EVALUATION</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Number of students admitted year wise	2020-21 : 1997 2021-22 : 2035	Very good.
2	Student full time teacher ratio	2020-21: 34:1 2021-22: 34:1	Good Must be revisited as mentioned in recommendations.
3	Teaching-learning process	Duly implemented as per affiliating University norms. Classroom teaching supplemented by assignments, presentations, study tours, participation in seminars, workshops, competitions, mentoring, remedial classes, practical training, involvement of Indian Knowledge System and causes of social relevance. The institute migrated to the online mode seamlessly using various online teaching platforms during the exigent circumstances of the COVID period.	Excellent initiatives noted.
4	Number of full time teacher and teachers with PhD/	2020-21: 58 (57) 2021-22: 60 (59)	Excellent



	M.Phil/ NET (in parentheses)		
5	Evaluation process and reforms	Institute follows University norms for end semester examinations. Class tests and Mid-semester examinations are conducted to evaluate learning goals. Transparent internal assessment procedures observed. Records are well maintained.	Very good.
6	Result analysis	2020-21: 100% 2021-22: 88.19%	Very good.
7	Student Satisfaction Survey	Conducted from all stakeholders as per NAAC norms. Collected, analysed and ATR uploaded on College website regularly.	Very good.
<b>III. RESEARCH, INNOVATIONS AND EXTENSION</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Grants received from Govt and non-Govt agencies for research promotion /endowments	2020-21: nil 2021-22: Rs 1,00,000 (by Alumni Association)	Needs improvement
2	Research Project	2020-21: nil 2021-22: nil	Needs improvement
3	Innovation ecosystem	The College promotes an ecosystem for innovation and nurturing Indian Knowledge System through an E-learning resource centre, Research Lab, An Annual Double-Blind Peer Reviewed Interdisciplinary Research Journal: <i>GyanKosh</i> , Seminars, Workshops,	Very good.



		Expert lectures, entrepreneurial activities etc.	
4	Research paper/Book published	2020-21: Papers 09 Books 02 2021-22: Papers 13 Books 04	Needs improvement
5	Faculty participation in seminar / conference/FDPs/ Workshops at international / national / state / university level	100 % Entire faculty is sensitised towards constant upgradation of their professional skills. The Covid period saw faculty members engage in constant endeavours to hone their academic skills.	Excellent
6	Extension activities	2020-21: 16 2021-22: 30	Excellent
7	No. of MoUs /linkages with institutions /industries	2020-21: 05 2021-22: 15	Excellent

#### IV. INFRASTRUCTURE AND LEARNING RESOURCES

	Key Indicator / Metrics	Observations	Remarks
1	Physical facilities	11 acre fully Wi-Fi enabled campus with CCTV surveillance, spacious auditorium, hostel, health centre, banking facility, fire fighting system, access for disabled and open grounds, Prize winning lush lawns, herbal garden, gazebos and Gurudwara Sahib add to the calm ambience of the College.	Excellent infrastructure
2	Classroom, labs and ICT enabled	34 spacious well-designed classrooms and 12 laboratories, all equipped with	Excellent



	rooms	modern ICT facilities	
3	Library as learning resource	Double-storey, automated, access to N-LIST, INFLIBNET, reading room, book bank, digital platforms, Gyankosh repository	Excellent
4	Sports Facilities	The campus provides sports facilities with a Multifunctional sports ground where students can practice Net Ball, Handball, Basketball and Soft Tennis /Tennis. In addition, the institution has a large open ground for practicing Judo, Gymnastics, Wrestling, Taekwondo, Wushu, Yoga, Kho-Kho, Kabaddi and Archery and a separate court for Volleyball. An outdoor and Indoor Gym with a Steam/Sauna Room is available. The campus also has a 200-meter athletic track for sports women with tiered rows of benches for spectators.	Excellent
5	Maintenance of campus infrastructure	Due procedure followed, personnel employed and trained for the same, outside experts hired as and when required, AMC of all physical facilities including ERP is done	Very good
<b>V. STUDENTS SUPPORT AND PROGRESSION</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Scholarship and financial support (No. of students benefitted)	2020-21: 416 2021-22: 1378	Excellent
2	Capacity building and skill	2020-21: 48 2021-22: 93	Excellent



	enhancement initiatives		
3	Mechanism for redressal of student grievances	The College has a Grievance Redressal Cell, Internal Complaints Committee and Anti-ragging Cell to provide resolution to grievances. A google link is available on the website for filing of grievances. Student Council is duly elected and CRs are involved in redressal of student grievances. Meetings are held with Student Welfare Society and Hostel Committee, Drop boxes have been installed for healthy grievance redressal.	Very good
4	Student progression	2020-21: Placement 105 Higher education 337 <b>Total 442</b> 2021-22: Placement 163 Higher education 340 <b>Total 503</b>	Very good
5	Average number of sports and cultural programs in which students of the institution participated	2020-21: 46 2021-22: 116	Excellent
6	Alumni engagement	Alumni Association functional and registered. Associated with IQAC and other endeavours. Besides providing financial support, it is actively involved in guiding and helping outgoing students for placement and career opportunities	Good



		etc.	
<b>VI. GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Institutional vision and leadership	<p>Institution has proper vision and mission to impart holistic quality education and values to girl students to empower them with knowledge, skill, competence and make them self-reliant, enlightened and socially committed citizens of the country.</p> <p>The College is governed by Sikh Educational Society and the Local Management Committee of the SES, which has effectively empowered the Principal to take various administrative decisions in alignment with the College's vision and mission. The Principal is assisted in decision making by Advisory/IQAC/Deans/HOD's /convenors of clubs/ societies/ committees and administrative staff to ensure transparency / inclusivity.</p> <p>Staff representatives are appointed to the Local Management Committee.</p> <p>E-governance has been implemented at various levels, all admission, examination, financial procedures are computerised.</p>	Excellent
2	Strategy development and deployment	The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient. The College management and	Very good



		Principal strictly adhere to rules and norms framed by UGC, DHE and Panjab University to run administrative set up, appointments, service rules and procedures. Institution has put in place Standard Operating Procedures to translate short term and long term perspective plans to action. The College is preparing to implement the NEP as and when instructed by the University.	
3	Faculty Empowerment Strategies	<p>Faculty is supported, encouraged and motivated to</p> <ul style="list-style-type: none"> <li>• participate in Capacity Building Workshops which are regularly organised by the College</li> <li>• pursue PhD, FDPs, MOOCs, Orientation programmes, Refresher and short-term courses.</li> <li>• present/ publish Research papers at seminars/ workshops/ conferences /books / journals.</li> <li>• become members of BOS, flying squads for examinations, University paper setters.</li> <li>• Avail study leave, duty leave, CCL as per rules.</li> </ul>	Very good
4	Quality assurance initiatives by the IQAC	<p>The College has a duly appointed IQAC which involves all stakeholders in decision making and implementation of policies for providing quality education. Keeping note of the recommendations of NAAC Peer team during 3rd cycle of Accreditation, IQAC has strengthened its</p>	Excellent



		<p>role in planning, execution and evaluation of all academic/administrative activities to improve overall functioning of the college. The following measures are evident from the analysis of the expert team:</p> <ul style="list-style-type: none"> <li>• Regular meetings of IQAC are held and feedback from all stakeholders is collected to develop a desirable course of action.</li> <li>• The IQAC ensures timely preparation of AQARs as per NAAC requirements, timely submission of required data to agencies like NIRF, AISHE etc,</li> <li>• It reviews teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.</li> <li>• Conduct of academic / co-curricular/ sports activities on regular basis to supplement the teaching-learning process is monitored by the IQAC.</li> <li>• Academic and Administrative Audit &amp; Green, Energy, and Environment Audit is conducted by the IQAC to ensure quality control.</li> <li>• The IQAC keeps a check on the effective utilisation of grants and funds received by institution which</li> </ul>	
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		<p>are duly audited.</p> <ul style="list-style-type: none"> <li>The IQAC encourages the departments to conduct skill based and capacity enhancement workshops/ seminars/ value added certificate courses for students on a regular basis.</li> </ul>	
<b>VII. INSTITUTIONAL VALUES AND BEST PRACTICES</b>			
	<b>Key Indicator / Metrics</b>	<b>Observations</b>	<b>Remarks</b>
1	Institutional values and social responsibilities	<p>The college has several clubs, committees, cells and societies to promote institutional values and deliver its social responsibility: Equal Opportunity Cell, NSS, NCC, Victory Against Drug Abuse Club, Gurmat Vichar Sabha, Rahat (working for providing aid to needy and deserving students), Rangtoli, Interstellar Club, Club Saksham (Earn while you learn). Internal Complaints Committee, Grievance Redressal Cell, Anti - Ragging Cell, Ethics and Code of Conduct Committee play an active role in providing a safe environment to the students. Electoral Literacy Club sensitises students about their constitutional obligations. Divyangan Policy is in place promoting inclusivity.</p>	Excellent efforts visible through well-planned and executed activities
2	Alternate sources of energy and green campus initiatives	The institution is generating awareness amongst all its stakeholders regarding the adoption of eco-friendly initiatives- promoting green spaces, supporting the	Very good



		<p>Sustainable Development Goals through the following measures:</p> <ul style="list-style-type: none"> <li>• Rooftop solar panels with a capacity of 550 kw installed and approximately 30% of the energy is being utilised to meet campus energy needs. Surplus energy generated is directly supplied to the grid.</li> <li>• LED bulbs, automatic solar lighting, sensor-based energy saving are used.</li> <li>• Measures towards energy and water conservation, and effective solid, liquid and e-waste management are adopted.</li> <li>• Restricted entry of automobiles</li> <li>• Utilisation of public transport, bicycles and smart bicycles</li> <li>• Green, Energy and Environment audits are undertaken.</li> </ul>	
3	Best practices	<p><b>2020-21</b></p> <ul style="list-style-type: none"> <li>-Empowering Women through Sports</li> <li>-Promoting Women Entrepreneurship (Earn While You Learn)</li> </ul> <p><b>2021-22</b></p> <ul style="list-style-type: none"> <li>-Sports and Well-Being</li> <li>-Promoting Women Entrepreneurship (Earn While You Learn)</li> </ul>	Very good
4	Institutional distinctiveness	The institute promotes the idea of 'Growth with Self-actualization' through its distinctive practice of imparting spiritual training for holistic	Excellent



		<p>development. Aim has been comprehensive development of its students, by providing them an inclusive environment for equitable learning and an understanding of one's self.</p> <p>The College celebrates its diversity through its intake of students, observance of festivals from all parts of the country and by fostering a wholesome approach which promotes cultural heritage and national identity.</p> <p>Stress is laid on developing the trait of community service in youth through various programs such as the NSS, NCC, Red Ribbon Club, Victory Against Drug Abuse Club etc.</p> <p>The College aims to create well-rounded, aware and skilled youth for the progress of society.</p>	
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*Jatinder Kaur*

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## Overall observations

1. Period of assessment for the institution will be 2018-19 to 2022-2023.
2. The College has received B++ Grade in the third cycle of NAAC Accreditation 2013-14 to 2017-2018.
3. The academic, sports and cultural activities of the College are highly praiseworthy and the students were involved round the year, even during the COVID period through online mode. Classroom teaching is duly supplemented by the same.
4. The entrepreneurial scheme 'Earn While You Learn' deserves to be complimented as it provides an opportunity to the students to display their skill sets.
5. Annual financial and academic audit of the last five years has been completed.
6. All utilisation certificates of Govt grants have been prepared, audited and submitted.
7. All meetings of statutory bodies are convened regularly and proceedings are recorded duly.
8. The College has successfully implemented e-governance at all levels of administration, including ERP, student access, digitisation of procedures, ICT enabled teaching-learning processes etc.
9. The College has a good collection of books and journals and subscribes to INFLIBNET and N-List. The College research journal is double blind peer reviewed and interdisciplinary. A blog is operated by the library to provide learning and examination related resource material to the students.
10. Grievance redressal mechanism is quite effective. All information regarding contact persons are available on the website.
11. All records of the students are well maintained and easily accessible.
12. Learning support mechanisms such as scholarships, mentoring groups, career counselling and value added certificate courses are offered.
13. Records of student progression to higher education and employment are well maintained.
14. Right to Service rules are uploaded on the institutional website.
15. Students are acquainted with Program and Course outcomes through mentoring sessions and website apart from during classroom teaching.

  
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## Recommendations

1. The number of courses being offered can be supplemented by adding more skill oriented courses keeping in line with the vision of the NEP.
2. There is a need to motivate faculty to apply for research projects and grants. The Research Cell needs to be pro-active and research summary of each faculty member should be uploaded on the college website.
3. Student teacher ratio needs to be lowered as per accreditation norms.
4. The Placement Cell needs to be strengthened and work in tandem with the need for skilled graduates in the contemporary professional world. More career opportunities need to be identified and provided by involving all stake holders.
5. More institute – industry interface is required by involving corporates.
6. More remedial classes should be organised on the department/subject level. Information regarding all these classes should be made available on the website.
7. Google form link for student progression to higher education and employment can be made available on website for better data collection.
8. Alumni Association should be more active and more participative in the overall progress of the institution.

## Committee Members

1. Prof S K Chadha, Chairperson (Retd),  
University Business School, Panjab University,  
Chandigarh.
2. Dr H S Dhanoa, Associate Professor (Retd),  
Post-Graduate Government College,  
Sector 11, Chandigarh.
3. Dr Sonia Sharma, Coordinator, IQAC.

## Signatures

*S. K. Chadha*

*H. S. Dhanoa*

*Sonia Sharma*

*Pooja Walhata*  
IQAC Chief Coordinator

*Jatinder Kaur*  
Principal

Principal  
Guru Gobind Singh College For Women  
Sector 26, Chandigarh

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